



# USAGSO New Leader Guide

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On average, troop leaders spend five to ten hours per month (plus 8 during Cookie Program) volunteering. We want to help you enjoy as much of that time as possible! This guide takes the guesswork out of leading a troop.

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# Welcome to Girl Scouts



## 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.



## The Girl Scout Secret Sauce

The “**secret sauce**” is what distinguishes Girl Scouts from other youth-serving organizations and the driver of amazing leadership outcomes!

### Girl Scouts do activities in Four Pillars



STEM



life skills



entrepreneurship



outdoors

### Types of Activities:

Traditions | Troop Meetings | Outings  
Badges | Patches | Journeys | Camp  
Cookie Business | Take Action Projects

### 5 Outcomes of the Girl Scout Experience

Girl Scouts become people of courage, confidence, and character who make the world a better place.

Sense of Self | Positive Values  
Healthy Relationships | Challenge Seeking  
Community Problem Solving

Welcome to USA Girl Scouts Overseas!

We are beyond grateful that you have chosen to join the Girl Scout Movement, dedicating your time, talents, and passion to make a profound difference in the lives of girls overseas. Your commitment as a volunteer is not just about leading activities or organizing events—it's about inspiring the next generation of leaders, change-makers, and innovators.

As a volunteer, you are stepping into a role that shapes the future in countless, meaningful ways. From exploring the wonders of STEM to mastering outdoor skills, embracing entrepreneurship, and cultivating essential life skills, your guidance will help girls see their own potential and envision a world of possibilities.

Girl Scouts is about creating a space where girls feel seen, heard, and valued. It's about fostering resilience, empathy, and a sense of purpose. Most importantly, it's about being a source of unwavering support during both the triumphs and the challenges.

As a volunteer, you embody the heart and soul of this experience. Whether you're sharing your expertise, sparking curiosity, or being a role model - you are making a lasting impact. We believe every girl deserves a champion - someone who encourages her to dream big, challenges her to think critically, and celebrates her for exactly who she is. You are that champion.

Thank you for choosing to be a Girl Scout volunteer. Your impact is immeasurable, and together, we will inspire girls to make a difference—one courageous step at a time.

Yours in Girl Scouting,



Kelly Bullard  
Executive Director, USA Girl Scouts Overseas

Courage.

Confidence.

Character.

### Our Offices

#### Italy

USAGSO - North Atlantic  
CMR 427 Box 120  
APO, AE 09630

#### Japan

USA Girl Scouts Overseas  
PSC 705 Box 85  
APO, AP 96338

#### New York

USA Girl Scouts Overseas  
420 Fifth Avenue  
New York, NY 10018

#### Guam

Guam Girl Scouts  
PO Box 10778  
Tamuning, Guam 96931

contact us:  
[overseascustomer@girlscouts.org](mailto:overseascustomer@girlscouts.org)

# Girl Scouts Program



Daisies  
K & 1st

**Girl Scout Daisies** sparkle with that “first time ever” 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. Girl Scout Daisies can also earn Learning Petals and receive participation patches.



Brownies  
2nd & 3rd

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



Juniors  
4th & 5th

**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.



Cadettes  
6th- 8th

**Girl Scout Cadettes** chart their own course and let their curiosity and imagination lead the way. They learn about the power of being a good friend, gain confidence mentoring younger girls, and can earn the Silver Award.



Senior  
9th & 10th

**Girl Scout Seniors** are ready to take the world by storm, and Girl Scouts gives them millions of ways to do it. Their experiences help to shape their world, while giving them a safe space to be themselves and explore their interests.

Girl Scout Seniors can earn their Gold Award.



Ambassador  
11th & 12th

**Girl Scout Ambassadors** know that small acts create big change. While they get ready for life beyond high school, Girl Scouts helps them take flight. They also earn the Gold Award (which, by the way, adds something “extra” to college applications).

At Girl Scouts, girls have tons of fun, make new friends, and go on fantastic new adventures. Our program centers on something called the Girl Scout Leadership Experience—a collection of activities and experiences girls have as they complete Journeys, earn badges, sell cookies, go on exciting trips, explore the outdoors and do Take Action projects that make a difference.

**In Girl Scouts, girls will:**

## Discover

Find out who they are, what they care about, and what their talents are.

## Connect

Collaborate with other people, locally and globally, to make a difference in the world.

## Take Action

Do something to make the world a better place.

Whether they complete Journeys, learn new skills through badges, solve global problems with Highest Awards, or create lifelong memories with fun patches, at Girl Scouts, every girl has countless ways to explore our Girl Scout Leadership Experience and hone the skills they'll need to power a lifetime of success—whatever that looks like for them.

### Programs and Events

USA Girl Scouts Overseas offers a wide range of programming — everything from STEM (Science, Technology, Engineering and Math) to life skills activities to exploring the outdoors. Events are open to attend as a troop, or individually, depending on interest. Many Overseas Communities also offer a variety of local events. Visit our online [Events Calendar](#) for details about all the cool programs and events available to you this year. Programs are added continually throughout the year.

### STEMinist

USAGSO's [STEMinist series](#) provides both virtual and in-person STEM activities led by STEM professionals. Each session is an enriching, age-appropriate, interactive STEM adventure!



Join us the second Saturday of every month as we participate in virtual activities that are strategically aligned to STEM badges. Each program session is led by an Everyday Superhero—a woman working in science, technology, engineering or math (STEM).

In 2024-2025, Girl Scouts Overseas can also participate in LIVE sessions. Spend the night at the European Space Center in the fall of 2024 or attend a STEMinist day in [Japan](#) or [Korea](#) and earn your Programming Robots badge! These in-person programs are all about Girl Scouts making connections to real-world careers, tackling problems and identifying solutions. All Girl Scouts who participate earn the STEMinist fun patch.

### Camp and Outdoors

Whether you're getting your first taste of outdoor adventures at our mini camps, experiencing the outdoors around the world at our adventure camps or enjoying a full week of activities with your new Girl Scout besties at our overnight camps, every USAGSO camp offering grows your "I've got this" attitude. And once you unlock that confidence, you'll aim as high as the stars you see outside your cabin window.

**USAGSO is excited to offer three types of amazing camp opportunities for Girl Scouts in 2024-2025!**

#### Mini Camps

Three-night camps in multiple locations around the world, designed to prepare Girl Scouts for our full, weeklong overnight camps; open to Girl Scout Daisies through Cadettes.

#### Adventure Camps

Three-night camps in multiple locations around the world, featuring outdoor adventures distinctive to each destination; open to Girl Scout Juniors through Ambassadors.

#### Week-Long Overnight Camps

Six-night camps in multiple locations around the world- this is your "classic" Girl Scout camp experience in unique overseas locations; open to Girl Scout Brownies through Ambassadors.

### Journeys

Identify a problem, come up with a creative solution, create a team plan to make the solution a reality, put a plan into action and talk about what they have learned. As girls go on Journeys, they'll earn awards to put on their uniforms. The Volunteer Toolkit (VTK) is your resource for the requirements.

### Badges

What have your girls always wanted to do? Make their own movie, go geocaching, plant a garden? Great news! They can learn to do all these things and more while earning Girl Scout badges. Badges are worn on the front of the vest or sash and indicate an increase in knowledge or skill in a subject area. The VTK and printed badge guides are your resources for the requirements.

### Patches

Think of patches like collecting memories in Girl Scouts. They're often a part of the fun activities girls can do in Girl Scouts without the requirements of badges. Patches are always worn on the back of the vest or sash.



# New Leader Checklist

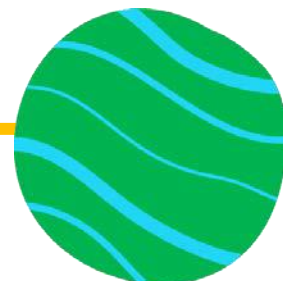


## Before You Takeoff

- ❑ [Register](#) as a volunteer.
- ❑ Complete [required background check](#).
- ❑ Connect with your local Overseas Committee Management Team. They can help you find a co-leader, set up your troop, recruit girls to your troop, and even find a meeting space. Don't have an OCMT? Reach out to [Customer Care](#) to connect with your Membership Manager.
- ❑ Review the [troop leader role](#).
- ❑ Invite girls to join the troop. Check out our [recruitment resources](#) and work with your Registrar to find girls for your troop.
- ❑ Complete your training in gsLearn. Follow these [instructions](#) to access gsLearn. Troop leaders are required to complete the Troop Leader Onboarding Series and Youth Protection Training.

## Launching Your Troop: The First 30 Days

- ❑ Welcome new girls and their families as they register.
- ❑ Work with your co-leader to define responsibilities, such as troop finances, meeting planning, communication, cookies, and more.
- ❑ Create a parent/caregiver agreement that outlines their responsibilities, both financial and otherwise for the year. Check out our [template here!](#)
- ❑ Check out the Volunteer Toolkit, a customizable planning tool for your troop. You'll find the Volunteer Toolkit via the left menu bar of [MyGS](#) in My Account. It's accessible on any desktop, tablet, or mobile device.
- ❑ Connect with your OCMT to find out about meetings for leaders and events in your local community.
- ❑ Hold your first [parent meeting](#).
- ❑ Check out [tips from troop leaders](#).



## In Flight: The First Three Months



- ❑ Plan your first troop meeting. Use the [Volunteer Toolkit](#) to guide you, or check out these [helpful resources](#).
- ❑ Attend your first community meeting to network with your fellow Girl Scout volunteers. The volunteers in your community have a wealth of knowledge to share.
- ❑ Learn how to structure a meeting and find the right resources to jump-start your Girl Scout year.
- ❑ Complete First Aid/CPR/AED certification (required for at least one adult to complete).
- ❑ Track your troop's finances with our [Troop Financial Workbook](#).



## Reaching for the Stars: The First Year

- ❑ Submit an [Annual Finance Report](#) to your OCMT.
- ❑ Complete the [Troop Roll-Over Fund Application](#) as needed.
- ❑ Let your girls guide you to the [additional trainings](#):
  - [Outdoor Training Certificate](#)
  - *Overseas Updates (register in gsLearn)*
  - *Additional enrichments*
- ❑ If possible, participate in the [Girl Scout Cookie Program](#).
- ❑ Learn about [Girl Scout traditions](#).
- ❑ Check out additional [volunteer resources](#) available to you.
- ❑ Ready for troop adventures? Check out [Volunteer Essentials](#) to guide you.
- ❑ Visit our [Form and Documents](#) page at usagso.org.





# Training



700 Troop Leader  
Onboarding  
Learning Path  
*Complete in gsLearn*



Child Protection  
Training  
*Complete in gsLearn*



In-Person New  
Leader Training  
*\*if hosted by OCMT*



Outdoor Training  
Certificate



First Aid/CPR/AED



Enrichments and  
Additional Trainings  
*explore on gsLearn*



Log in to gsLearn (accessed through your [MyGS account](#)) or visit our [Resources and Training](#) page for more information!

# Getting Started

New leaders often spend the first few weeks getting started and setting up their troop. Be sure to use your **CHECKLIST** on page 7-8 of this guide.



## Setting up your troop

Your Registrar or OCC will let you know what your troop number is and help you find girls for your troop. If you don't have an OCMT, reach out to Customer Care to get in touch with your Membership Manager!

## The number of girls to expect in your troop

As a new troop, you can expect to have 8-10 girls. Research has found this is the 'sweet spot'—small enough to encourage individual development and large enough to provide an interactive and cooperative learning environment. If your troop doesn't have enough girls assigned or you would like a larger group, USAGSO is here to help you!

## Troop Interests/Goals/Personality

Also, think about what your troop will want to accomplish this year. What are some goals? Will the troop focus on one theme for the year? Every troop has a unique 'personality.' Let us know anything that is special about your troop! Will the girls speak a different language? Include girls with disabilities or learning differences? Do all the girls enjoy a

10 specific sport or activity?

## Meeting location and times

Remember, set meeting times that work with your schedule! You will need to choose a location for regular meetings—a local park, library, or school; the troop can meet in any public locations that follows the Girl Scout safety guidelines. Check with your community to see if there is a Girl Scout Hut available. You will also need to decide what day of the week and how often the troop will meet. Most of our troops meet twice a month. So, think about what day, which weeks of the month and the time-frame (1, 1 1/2 or 2 hours)—right after school, weekday evening, or weekend.

## Building an inclusive troop

Establishing an inclusive environment that welcomes every girl, fosters a sense of belonging and provides a safe space for everyone should be a top priority. Girls have a better experience when they are warmly welcomed into a troop.

# Leading Together

Each troop needs two unrelated adults who are Girl Scout members and have completed a background check to be able to meet. A friend, neighbor, co-worker, or another parent are all great people to lead a troop with. If you need assistance recruiting additional leaders, talk to your OCMT or Membership Manager. There are many roles and responsibilities a Troop Leadership Team member can do or delegate to others on the team. How responsibilities are divided and delegated depends on the needs of the troop, the skills and talents of the team, and how many troop leaders a troop has. This is not an exhaustive list of possible roles, but just a place to get started with a conversation. See the following section for how troop families can help fill some of these roles!

Girl Program Coordinator	Troop Administrator	Troop Treasurer
<ul style="list-style-type: none"> <li>• Meeting facilitator</li> <li>• Event facilitator</li> <li>• Coordinates badge supplies</li> <li>• Works with girls to determine badge or Journey selection</li> <li>• Monitor bank account</li> <li>• Attend community meetings</li> <li>• Complete required training</li> </ul> <p><i>5-10 hours per month</i></p>	<ul style="list-style-type: none"> <li>• Communication to families</li> <li>• Keeps troop records (attendance, badges earned)</li> <li>• Ensures all troop members are registered yearly</li> <li>• Collects forms and brings them to troop meetings/events</li> <li>• Manage/coordinate other troop volunteers</li> <li>• Complete required training</li> </ul> <p><i>5-10 hours per month</i></p>	<ul style="list-style-type: none"> <li>• Keep log of all transactions</li> <li>• Collect dues</li> <li>• Submit reimbursement forms</li> <li>• Ensure financial transparency</li> <li>• Purchase <a href="#">additional insurance</a> when required</li> <li>• Submit <a href="#">annual financial report</a> to OCMT</li> <li>• Complete Finance training in gsLearn</li> </ul> <p><i>2-5 hours per month</i></p>
Troop Safety Specialist	Troop Event Coordinator	Troop Cookie Coordinator
<ul style="list-style-type: none"> <li>• First Aid/CPR Certified</li> <li>• First aider at troop events</li> <li>• Ensure health forms are collected</li> <li>• Check Safety Activity Checkpoints for meetings/events</li> <li>• Maintains troop first aid kit</li> </ul> <p><i>2-5 hours per month</i></p>	<ul style="list-style-type: none"> <li>• Organize and plan troop events</li> <li>• Coordinate with other team members to ensure safety compliance, activity payment, and event schedules</li> <li>• Ensures additional volunteer coverage for events</li> <li>• Attend community meetings to learn about upcoming events</li> </ul> <p><i>2-5 hours per month</i></p>	<ul style="list-style-type: none"> <li>• Organize and carry out troop cookie program</li> <li>• Coordinate with other team members for product ordering, pick-up, delivery, and inventory management</li> <li>• Assist with goal setting for troop and individual girls</li> <li>• Receive and distribute rewards</li> <li>• Complete Cookie Program training</li> </ul> <p><i>20-40 hours per year, during cookie season</i></p>

# Working with Parents & Caregivers

Before meeting with parents/caregivers or the girls, you will want to get together with your team and make some decisions about your troop. Once you have your parent/caregiver meeting you will include them in these decisions.

- Meeting logistics: When, where, how frequently and how long will the troop meet?
- The troop: Will the troop have girls in one grade or many?
- What kind of help will the troop need from parents/caregivers?
- How will you handle your own Girl Scout(s) during troop activities?
- What type of communication will you use with the troop families?
- Troop finances: Will you have regular troop dues, or a troop start-up fee? Who will be on the troop bank account?
- What would you like the troop uniform components to include? Will the leaders purchase for everyone with troop funds or will parents need to get this on their own?
- Create a [Family Agreement](#). Creating a Family Agreement is an opportunity for the leadership team and families to gain a mutual understanding of troop expectations for the year.

## Helpful Tips for your Parent/ Caregiver meeting!

- 100% of troops with the most satisfied parents and leaders report they hold a Parent/Caregiver Meeting
- Don't try to do this alone! Find parent/caregiver meeting agendas and ideas for welcome meeting activities and tools in the Volunteer Toolkit.
- If Girl Scouts will attend this meeting, have a craft or simple activity to keep them engaged.

## Annual Forms

There are required forms that need to be collected from families each year. A good time to do this is at the parent/caregiver meeting.

- [Girl Health History](#)
- [Adult Health History](#)
- [Girl Permission Form](#)
- [Media Release Form](#)

## Parent/Caregiver Meeting Agenda

- Welcome and introductions. Introduce everyone to one another and to the Girl Scouts. Ask about each girl and get to know her a little.
- The Girl Scout Difference. Talk about the Girl Scout Promise and Law and how the troop will be girl-led, hands-on and cooperative.
- Family Involvement. Share how important each family will be to the troop. Set expectations for communication and response times and how parents/caregivers can get involved to help the troop.
- Troop Meeting Logistics.
  - Discuss meeting location, day and times, uniforms and troop dues (you may want to collect at the meeting).
  - Discuss the types of activities the troop will participate in this year (regular meetings, outings, events, camping trips).
  - Have parents/caregivers complete health history forms and annual permission forms.
- Share contact info for all troop members.
- Answer any questions the parents/caregivers may have.

# How Many Volunteers?

The adult supervision rule at Girl Scouts is a strict standard that requires whenever girls meet, whether in person or virtually, there must be at least two registered, background-checked adult volunteers who are unrelated (for example: not a sibling, spouse, domestic partner, parent, child, or anyone who would be considered a family member) and who do not live in the same residence, with a minimum of one who is female. This applies to every Girl Scout gathering. There are no exceptions to this rule.

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

- A volunteer should never be alone with a girl (besides their own child) at any time.
- If you have additional children (like siblings) they should be counted in the figuring for girl/adult ratio.
- You should calculate the number of required volunteers for the youngest child in attendance.

Learn more about safety in [Volunteer Essentials](#) and [Safety Activity Checkpoints](#)

# Your First Troop Meeting

Your first troop meeting is a great chance to get to know the girls 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 with your girls, that's OK!

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

**Learn with your 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. Don't let that hold you back. Be open with the girls when you don't know something and let them know you'll be learning together. You'll show them that learning is a lifelong process and that with an open mind, they can overcome any challenge that comes their way.

## Six Elements of a Great Troop Meeting

The only requirement for your troop meetings is that your girls are engaged and having fun! Many leaders use this basic structure for troop meetings:

1. **Ramp Up**—Plan an opening activity for girls to do upon arrival at the meeting so they have something to do before the meeting begins. Plan about five minutes for this, it could be snack, or creating a thank you card, coloring a page to donate, etc.
2. **Opening**—Each troop decides what they will do regularly. Most begin with reciting the Girl Scout Promise & Law, a song, game, story, or other activity designed by the girls. Plan 5-10 minutes for this.
3. **Troop Business**—Take attendance, make announcements or plan upcoming activities while parents may be present.
4. **Let the fun begin!** This is your activity for the meeting: work on a badge, Journey, or complete other activities during this time. Plan 30 minutes to one hour for this.
5. **Clean Up**—Girls clean up all supplies and always leave a place cleaner than they found it. Plan about 5 minutes.
6. **Closing**—As a troop, girls decide how they will end each meeting—a song, a game, a Girl Scout tradition. Plan 5-10 minutes for this.

## Got Snacks?

Snacks are optional, but if your troop has chosen to include snacks, guide families to consider healthy snacks and always share any food allergies the girls in your troop may have. Having parents sign up to bring snacks for each meeting is a great way to have families contribute to the troop!

## First Meeting Checklist

- Cover the basics. Review the details about when and where the meeting will take place and make sure parents/caregivers are aware.
- Get ready. Use the VTK to verify your troop roster and email parents. This might be a great time to remind parents to send health history forms, uniform orders, and troop dues to the meeting.
- Know the agenda. Refer to the 6 Elements of a Great Troop Meeting list and your meeting agenda/plans.
- Review and practice your agenda. You'll feel calmer during the actual meeting and ready to make adjustments as needed.
- Prepare for fun!

# The Volunteer Toolkit

## The Volunteer Toolkit (VTK)

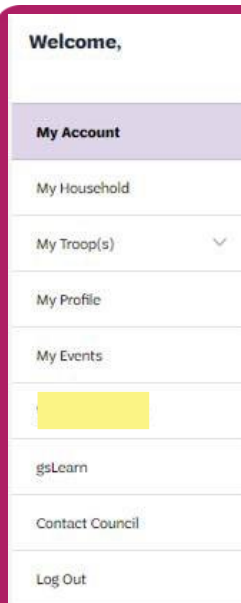
This comprehensive digital tool allows you more time to focus on your girls. It makes managing your troop and planning your meetings smooth and easy all year long. Inside, you'll find meeting overviews, activity plans, badge and Journey outlines, meeting aids, Girl Scout resources, and more!

### Plan and Customize Your Year

At Girl Scouts, we know when girls take part in shaping their Girl Scout experience and adventures, they will be more engaged and will have more fun! The VTK makes it easy for troop leaders and girls to explore meeting topics and ideas available for their grade level together and select what they want to include in their year. Leaders can take this information to plan and customize the troop's year using the VTK's pre-populated meeting plans, agendas, supply lists, and activity instructions.

### Manage Troop Rosters, Attendance, and Accomplishments

With the VTK, you will be able to view your troop roster, update contact information, record attendance, and more.



To access the Volunteer Toolkit, log into your myGS account on our website at [USAGSO.org](https://www.usagso.org)

## Easy Navigation at your Fingertips!

Here are just a few of the many features you'll find in the VTK. We strongly encourage leaders to utilize the VTK to streamline their troop management and planning. GSUSA continues to update and enhance the VTK with additional resources, features and functions.

### MY TROOP

- View, edit, download, and print rosters.
- Edit contact info.
- View achievements and attendance.
- Renew memberships.

### YEAR PLANS

- Specify meeting dates and locations.
- Preview & choose pre-populated year plans.
- Add and/or combine meeting plans to customize your year.
- Add custom troop activities like celebrations, outings, camping trips, etc.

### MEETING PLANS

- View, download, or print individual meeting summaries, activity plans and supply lists.
- Track attendance and achievements.
- Search and print meeting aids such as name tags, handouts, and more.

### RESOURCES

- Access award logs, badge charts, meeting plans, and more.
- Access USAGSO specific resources on troop leadership, safety, training, GS traditions and awards, trips and travel, Girl Scout Cookie Program, and camp and outdoor programs.

# Troop Year Plans

Guiding Girl Scouts is an adventure we are on together and here's the map! We want to make planning as easy as 1-2-3!

- 1- Access [Troop Year Plans](#) to help you structure the year for each Girl Scout level.
- 2- Order printed materials and additional resources from the [Girl Scout Shop](#).
- 3- Access detailed instructions to lead troop meetings through the Volunteer Toolkit (VTK).





# Your Year in Girl Scouts

August	September	October	November
<ul style="list-style-type: none"> <li>• Review your roster &amp; troop details</li> <li>• Recruit new girls to your troop.</li> <li>• Plan your troop year</li> <li>• National S'mores Day (10)</li> <li>• Contact your OCMT for the leader meeting schedule for your community</li> <li>• Take required training to prepare for upcoming year</li> </ul> 	<ul style="list-style-type: none"> <li>• Plan first parent meeting and troop meeting</li> <li>• Recruit new girls to your troop</li> <li>• Investiture &amp; rededication ceremonies</li> <li>• Bridging ceremonies</li> <li>• Hispanic Heritage Month (Sept 15-Oct 15)</li> </ul>	<ul style="list-style-type: none"> <li>• New membership year begins</li> <li>• International Day of the Girl (11)</li> <li>• Juliette Gordon Low's Birthday ("Founder's Day") (31)</li> <li>• Hold a Bring a Friend event to invite new girls to join Girl Scouts</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to attend community meetings</li> <li>• Sign up for additional training or complete your initial training</li> <li>• Thinking about camping? Complete the Outdoor Training Certificate</li> <li>• Native American Heritage Month</li> <li>• Review your troop roster</li> </ul> 
December	January	February	March
<p>Happy Holidays!</p> <ul style="list-style-type: none"> <li>• Talk with your troop about community service and Take Action projects</li> <li>• Continue to check in with your co-leader(s) and reconcile troop finances</li> <li>• Girl Scout Cookie Program training</li> </ul> 	<p>Happy New Year!</p> <ul style="list-style-type: none"> <li>• Attend a Cookie Rally</li> <li>• Hold a family cookie meeting.</li> <li>• Plan the second half of the Girl Scout year - ask your girls what badges and patches they want to earn.</li> </ul>	<ul style="list-style-type: none"> <li>• Cookie Program begins</li> <li>• Continue to attend your local leader meetings</li> <li>• Planning a trip? Be sure to submit <a href="#">Activity &amp; Insurance Form</a> as required</li> <li>• <a href="#">World Thinking Day</a> (22)</li> <li>• Black History Month</li> </ul> 	<ul style="list-style-type: none"> <li>• Cookie program ends</li> <li>• Continue to check in with your co-leader(s) and reconcile troop finances</li> <li>• <a href="#">Girl Scout Week</a></li> <li>• Girl Scout Birthday (12)</li> <li>• Women's History Month</li> </ul> 
April	May	June	July
<p>Happy Volunteer Appreciation Month!</p> <ul style="list-style-type: none"> <li>• Early renewal opens</li> <li>• Earth Day (22)</li> <li>• Girl Scout Volunteer Day (22)</li> <li>• Continue to attend community meetings</li> </ul> 	<ul style="list-style-type: none"> <li>• Early renewal continues</li> <li>• Plan an end of year and/or bridging ceremony</li> <li>• Continue to check in with your co-leader(s) and reconcile troop finances</li> <li>• Mental Health Awareness Month</li> </ul> 	<ul style="list-style-type: none"> <li>• Annual troop finance reports due to OCMT</li> <li>• End of early renewal</li> <li>• Hold an end of year and/or bridging ceremony</li> <li>• Asian American and Pacific Islander Heritage Month</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to check in with your co-leader(s) and reconcile troop finances</li> <li>• Girl Scouts Love the Outdoors Challenge</li> <li>• Enjoy your summer!</li> </ul> 

# Troop Finances

Detailed guidance regarding troop finances can be found online under [Volunteer Essentials: Troop Finances](#) and in the online **gsLearn** training course *Treasurer Training*.

## Bank Accounts

- Individual USAGSO troops are not allowed to have bank accounts. Only OCMTs may have a bank account.
- Troops are required to track their finances and report them to the OCMT regularly. Check out the [USAGSO Troop Financial Workbook template](#).

## Troop Budgets

Keeping good financial records is a must! Keep receipts and track troop activity costs. Troops should share financial information with girls and families. When planning, make sure to keep the troop budget in mind and to save money to help fund next year's activities, too.

## Troop Dues

Most troops have troop dues and/or troop start-up fees. Make sure to be flexible with families when collecting troop monies. Troop dues/fees should be just enough to cover the cost of supplies, activity fees and badges/patches. If troop dues are collected, Girl Scouts shall not be excluded from any activities regardless of their ability to pay troop dues.

## Money Earning

A troop's primary money earning should come from the USAGSO Cookie Program when possible. Can't sell cookies? Check out our other ideas in the [Entrepreneurship Guidebook](#).

Additional money-earning activities must follow guidelines by USAGSO and GSUSA.

## Ways to Use Troop Funds

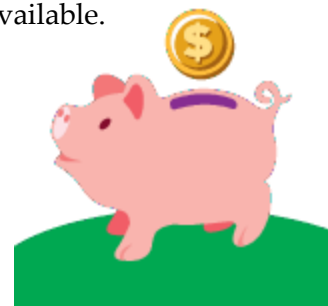
- Paying for each Girl Scout's annual membership fee
- Paying for troop leader annual membership fee and/or background check.
- Purchasing badges, patches, and/or uniform pieces.
- Paying for supplies and snacks for troop meetings
- Paying for trips, programs, and outings.
- Paying for adult training, such as First Aid/CPR, archery, or lifeguarding.

## Annual Troop Finance Report

- The [Troop Year-End Finance Report](#) is due annually to the OCMT. Check with them about the due date.
- Complete the [Troop Roll-Over Fund Application](#) if you need to carry money over into the next Girl Scout year.

## Financial Assistance

- Financial assistance is made available to all members and is intended to ensure the cost of membership never keeps a girl from experiencing Girl Scouts. Financial Assistance can be requested for membership dues at the time of registration or renewal by the registering member or caregiver.
- [Financial Assistance](#) for uniforms, books, troop dues, events and trainings, and camp is also available.



# Cookie Program

Each year, some troops have the opportunity to participate in USAGSO-sponsored money earning activity: the Girl Scout Cookie Program. This program offers girls and troops the opportunity to earn funds to power their Girl Scout adventures, as well as rewards to keep girls engaged and motivated. Through their participation in the Girl Scout Cookie Program, girls are able to launch their very own businesses while learning important life skills along the way:



goal setting



decision-making



money management



people skills



business ethics

With the support of volunteers in your community and the USAGSO Cookie Program team, you will be connected to training, resources, and support to ensure that you and your troop have everything that you need to have a successful experience.

There are also Cookie Business Badges that help troop volunteers guide girls on this journey to developing their confidence in having a voice to set their goals, decide what they want to do with the money earned and understanding how to successfully run their cookie business.

It's important to remember that any funds earned through money earning activities become property of the troop as a whole to further the Girl Scout experience. It must also be a girl-led decision on how these funds should be spent. Troop funds can be used towards meeting supplies, badges, outings and activities, camping, experiences, and more.

The Girl Scout Cookie Program is the largest girl-led entrepreneurial program in the world! The bulk of a troop's funds are earned through girls' participation in the Cookie Program and it's where they truly get to put the 5 Skills they have learned into action.

- **What:** Girls sell cookies to customers near and far online and in-person at booth sales.
- **How:** Family and friends support their favorite Girl Scout by purchasing cookies to help her reach her goal. With the support of parents/caregivers and troop volunteers, girls can also participate in booth sales within military communities or embassies and consulates.
- **Why:** Troops earn proceeds on each package of cookies sold and girls earn rewards based on the number of packages they sell.



# Ready, Set, Take Action

Make the world a better place. For over 110 years, Girl Scouts have been encouraged to do anything they set their sights on and as a result, Girl Scouts continue to make an impact locally and globally.

## Community Service Projects

Community service projects address an immediate need in the community and are appropriate for every Girl Scout–Daisy through Ambassador! A great definition of

community service is, “Community service makes the world a better place for some people right now.”

## Take Action Projects

Take Action projects transform a community service project into a long-term, lasting impact for the community. With Take Action projects, girls are challenged and encouraged to research, plan, and lead projects that tackle the root of a local, national, or global problem. Girls think bigger and are encouraged to solve and address the problem in a way that will prohibit the problem from reoccurring. Take Action projects aim for long-term benefits that change the world in a meaningful, measurable, and sustainable way!

## When to do a Take Action Project?

Girls will create and carry out a Take Action project with every Journey they complete. The Girl Scout Bronze, Silver, and Gold Awards all require the completion of a Take Action project.

## Overview of Take Action

A Take Action project is a chance for girls to partner with others in their community to solve a problem. They learn about getting to the root causes of issues, mobilizing and engaging community members and volunteers, and striving toward creating a lasting change in their world. An important component is to understand and address the cause of a problem.

**Girl Scouts must also make sure each project is sustainable and that the impact is measurable.**

- **Sustainable:** Girls must plan to ensure that the project creates lasting change and is not a one-time event. (Collaborate with community leaders and/or organization, creating relationships with mentors).
- **Measurable:** The success of the project can be determined based on the number of people the project helped, the number of people who were involved, any reduction in the community’s need, and other concrete numbers.

## Highest Awards

Once your troop bridges to Girl Scout Juniors, they can complete the first level of our highest awards – **The Bronze Award**.

Girl Scout Juniors team up to make a difference in their community. They learn important leadership skills, discover new passions, and watch how seemingly small actions make a big difference.

Girls may earn individually or as a troop. Earning the Bronze Award includes the completing of a Girl Scout Journey and a suggested 20+ hours of project planning, implementation, and promotion.

Girl Scout Cadettes can earn the **Silver Award**, our second-highest award.

Seniors and Ambassadors can earn the highest award, the **Gold Award**.

For more information about these awards, visit our [Highest Awards page](#).



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# USAGSO Contact Information

Ensure you're opted in to receive USAGSO emails by checking your member communications preferences in your [myCS account](#) and follow our USAGSO social media accounts.



[@gsoverseas](#)



[facebook.com/USAGSO](#)



[Volunteer Facebook Group](#)

## USAGSO Communications

### **The Globe:**

Targeting just what you need to know as a volunteer, this monthly newsletter arrives in your inbox on the first Wednesday of each month. *The Globe* keeps our volunteers up to date on what's happening at USAGSO, including highlights of special events and tips on what's coming up in the Girl Scout year.

### **Facebook Page:**

Follow us on Facebook to keep up with membership promotions, travel and camp opportunities, and our *Where in the World Wednesday* series, all about what your USAGSO Girl Scouts are doing in their local communities! [Share your story here](#) to be included in the series!

### **Community Facebook groups, WhatsApp Groups, Newsletters, etc.:**

Reach out to your OCMT to find out about any additional communication from your community. These communications highlight local events and ways to get connected to other Girl Scouts in your area.

# Forms and Resources

Access all forms and resources by visiting the [Forms and Documents](#) section of the USAGSO website.

## Basic forms to get started

*You should have these forms with you at every Girl Scout meeting or activity. You do not need to share these with USAGSO (except the accident report form in the case of an incident).*

Form Title	Purpose	Who Should Complete	Timeline	Notes
<a href="#">Girl Health History</a>	A health history for a Girl Scout. Includes emergency contacts and permission for emergency treatment.	Guardian or Caregiver of minor.	Form must be on site for any Girl Scout activity. Best practice is to complete at the beginning of each year and keep with first aid supplies.	Have participants update this form annually and leaders keep in secure, confidential location during all Girl Scout activities.
<a href="#">Adult Health History</a>	A health history for an adult Girl Scout member. Includes emergency contacts and permission for emergency treatment.	Any adult volunteering during troop events.	Form must be on site for any Girl Scout activity. Best practice is to complete at the beginning of each year and keep with first aid supplies.	Have participants update this form annually and leaders keep in secure, confidential location during all Girl Scout activities.
<a href="#">Media Release Form</a>	A consent form allowing Girl Scouts to have their photos taken and used by GSUSA or USAGSO.	Guardian or Caregiver of minor.	Best practice to complete at beginning of year and keep for troop records.	Have participants update this form annually.
<a href="#">Caregiver Permission for Girl Scout Activity</a>	A permission slip allowing girls to participate in field trips, like day outings, camping, sleepovers, or overnight trips outside of troop meetings.	Guardian or Caregiver of minor.	Have families fill this out when planning for a field trip or outing.	Have participants fill this out on a needed basis.
<a href="#">Activity Notification &amp; Insurance Request Form</a>	Complete this form for any high-risk activities	Troop Leader or Event Coordinator	Complete at least 2 weeks prior to planned activity	Check <a href="#">Safety Activity Checkpoints</a> to determine if an activity is considered high-risk

<a href="#"><u>Incident &amp; Girl Safety Report</u></a>	This form is to be used to document when an accident/incident has happened. This form may also need to be used if an out of the ordinary situation happens.	Troop Leader or adult present at incident.	Within 24 hours of incident	Fill out after an incident or accident.
<a href="#"><u>Girl Registration Form</u></a>	Complete this form to register as a girl member with USAGSO	Guardian or Caregiver of minor	Allow 5 business days for processing	Use instead of registering through myGS, especially for families without a US credit card.
<a href="#"><u>Adult Registration Form</u></a>	Complete this form to register as an adult member with USAGSO	Guardian or Caregiver of minor	Allow 5 business days for processing	Use instead of registering through myGS, especially for families without a US credit card.
<a href="#"><u>Transfer Girl Scout Membership into USAGSO</u></a>	Transfers your Girl Scout membership from a stateside council to USAGSO	Guardian or Caregiver of minor	Allow 5 business days for processing	Fill out this form if you've moved overseas and need to complete a council transfer for your Girl Scout account and membership.
<a href="#"><u>Troop Financial Workbook</u></a>	Template for tracking troop financial transactions	Troop Leader(s) and Troop Treasurer	Update monthly Submit each year	Suggested template for keeping track of troop income and expenses.
<a href="#"><u>Troop Rollover Fund Application</u></a>	A form to request to rollover funds from one membership year to the next	Troop Leader(s) and Troop Treasurer	As needed at the end of the membership year.	Complete this form if you would like to rollover funds to the next membership year. Requires explanation and budget of how funds will be spent.
<a href="#"><u>Troop Year-End Financial Report</u></a>	End of year finance report for troops.	Troop Leader(s) and Troop Treasurer	Complete each year at the end of the membership year.	Turned into your OCMT. Check with your OCMT about due date.



# Badge Placement

**Badge:** Earned by completing skill-building activities. Badges are placed on the front of the uniform.

**Patch:** Given for participating in fun events, activities, or other programs. Patches are placed on the back of the uniform.



**Girl Scout Daisy Tunic**



**Girl Scout Brownie Vest**



**Girl Scout Junior Vest**



**Girl Scout Cadette Vest**

# Tips for New Troop Leaders

## ***Helpful Tip #1: Schedule troop meetings***

To keep your troop engaged, meet one to two times per month for 60-90 minutes. Every troop meeting should have the girls recite the Girl Scout Promise and Law and then jump right into the learning and fun! Serving as a Troop Leader is a commitment to helping girls grow in courage, confidence, and character! Your role is to connect girls with opportunities to develop their skills and challenge them to think creatively about how they can make the world a better place. Our research shows that girls need to shape their own paths to develop confidence and leadership skills. Because of this, we highly recommend using the Volunteer Toolkit as a guideline on how to accomplish different badges and journeys at troop meetings.

## ***Helpful Tip #2: Ask for help***

Don't try to do it all alone. Ask parents and other family members to help with specific tasks (people are more likely to agree to something if they know what they are agreeing to!). You can also always ask your Service Unit and USAGSO staff contact for ideas but remember the girls in your troop are creative and will have ideas for fun activities!

## ***Helpful Tip #3: Talk to the girls***

Girl Scouts is designed to be girl-led. With your guidance, we want girls to take the lead in determining what they want to do as a troop - from what badges and journeys they want to earn, to what food they make at their first camp out, to making decisions on how they want to spend their hard-earned money from the Cookie Program. When girls have a chance to make decisions, you're teaching them to collaborate, work as a team, and advocate for their ideas.

## ***Helpful Tip #4: Role model lifelong learning***

As you use the girl-led process in the development of your troop meetings, the girls will, at some point, want to earn a badge or complete a journey that includes unfamiliar program material to you. Be open with the girls when you don't know something, but don't use that as a reason to keep them from exploring the topic or completing the project. Instead, become their partner in figuring out how to learn more. When they see you learning alongside them, their confidence in their current knowledge and skills, as well as their ability to problem-solve, will develop. It will also help them understand that learning is a lifelong process.

## ***Helpful Tip #5: Attend Girl Scout events***

We have program experts and partners who develop programs and work with volunteers to provide unique event experiences for girls. Not only will girls learn new skills, but they will also meet girls from across the region! Visit the [Programs & Events](#) section on the USAGSO website to find things to do with your troop! Also, don't forget to check with your community for local events!

## ***Helpful Tip #6: Take your next training steps***

After your first few troop meetings, you and your troop will feel more comfortable and want to try new experiences! From sleepovers to camping to traveling, there are many fun opportunities in Girl Scouts. When you're ready, reach out about your next training steps. Explore options for further training on gsLearn.

# Troop Dues

Troop dues are an optional way to fund your troop. Some troops don't require dues, but some do, depending on the activities the leaders and girls have planned for the year. Many troops fund their troop through our money earning activities like the Cookie Program. Typically, troops pay dues at the start of each membership year.

What to require for troop dues can vary based on planned activities. Be sure to be transparent with families about where the funds will be spent.

- *Tip:* Ask families to purchase their membership (\$45) and uniform (\$20 - \$50) individually. Always mention the availability of financial assistance from USAGSO to help cover the cost of uniforms.
- *Tip:* Once your girls figure out what badges you want to earn for the year, calculate how much it would be to purchase the badges for your troop and calculate that cost into your dues.
- *Tip:* The amount you ask for your first year may be different than the next. Check with your local OCMT about community resources you might be able to use for your troop such as craft supplies, printing materials, and more.
- *Tip:* Rather than ask for troop dues to buy supplies, ask each family to provide one meeting supply needed, or have families pick a troop meeting to "sponsor" and bring the meeting supplies.
- *Tip:* If your meeting space charges a fee for a facility rental, calculate that into the cost of troop dues.
- *Tip:* Troop dues are to be based on the plans of the girls. Including your troop in this decision gives girls the opportunity to make their plans based on sound and realistic expectations of being able to finance the activities themselves.
- *Tip:* If the total proposed expenses are larger than the amount available from realistic troop dues, think about ways to reduce proposed expenses (i.e. scale back some of the more expensive activities) or make up the difference with a troop money-earning project.

# Supply List to Get Started

You will need some basic supplies to get started and complete most of the badge work. Many of these items can be found for low costs.

- Color Construction Paper
- Plain White Computer Paper
- Markers/Crayons/Color Pencils
- Glue Sticks
- Scissors
- Tape
- Paint/Paint Brushes
- String

*Tip:* Look for stores, community centers, or organizations in your area that offer second-hand craft and household items. You can also ask your community members if they have leftover supplies or material you can use.

# Family and Troop Agreements

## Family Agreements

If your troop does not have a family agreement, the best time to create one is at the first meeting a new troop has. Your very first meeting should be a Family Meeting with caregivers and adults present. Creating a Family Agreement is an opportunity for the leadership team and families to gain a mutual understanding of troop expectations for the year. Some important points to cover in the agreement include:

- Meeting time and location
- Drop off and pick up windows/expectations
- Family involvement with the troop, chaperones, additional troop support
- Girl led expectations, see volunteer essentials for details
- Troop dues (if any)
- Attendance policy (if any)
- Troop accounting transparency
- Communication methods

## Group/Troop Agreements

A group agreement should be put into place by the girls at their first official troop meeting. This can start with one simple directive from the group and grow as their age and troop maturity do. This is an opportunity for the girls to determine expectations for the troop year. Some important points to cover include:

- What is the troop focus for the year?
- Is the troop planning to participate in the cookie program or other money earning activities?
- What will those funds be used for?
- When to speak and when to listen
- Defining sisterhood and positive relationship building
- Troop accounting
- Attendance policy (if needed)

## Sample Resource: Troop Family Agreement

### **GIRLS' RESPONSIBILITY TO THE TROOP**

- Follow the Girl Scout Promise and Law
- Be willing to take risks, be confident, and supportive toward her Girl Scout sisters
- Attend and participate in meetings and events
- Listen to others and be respectful
- Be prepared and conduct herself in a safe manner
- Respect troop leaders and other volunteers

### **LEADERS' RESPONSIBILITY TO THE TROOP**

- Follow the Girl Scout Promise and Law
- Let girls lead – ensure girls of every age take an active and grade-appropriate role in deciding the what, where, when, why, and how of what they do
- Create an inclusive environment where girls and families feel welcome and connected to the troop
- Provide a well-rounded and safe program following all Girl Scout guidelines
- Listen to and respect every participant and serve as a role model
- Utilize volunteer resources such as Volunteer Essentials, the Volunteer Toolkit and contact OCMT leaders or your Membership Manager when you need support.
- Take USAGSO volunteer training – Troop Leader Onboarding, USAGSO101, Child Safety Protection.

### **FAMILYS' RESPONSIBILITY TO THE TROOP**

Volunteer with your troop –leaders cannot do it alone!

- Consider being a troop support volunteer, so you can assist at cookie booths, drive girls for field trips, and help at meetings.
- Talk with the Troop Leadership Team to see how you can help and then follow through.
- Support your Girl Scout through all facets of the Girl Scout Leadership Experience. Ask questions about what she's discovering, connecting to, and how she is going to take action.
- Encourage her to take risks and try new things, talk through failures and use them as learning opportunities.
- Be a cheerleader and allow her to take the lead.
- Attend events with your Girl Scout and encourage active participation in troop meetings.
- Encourage her to speak up and be a part of the girl-led process. Attend ceremonies and field trips to see her in action!
- Stay connected through our social media channels, the Globe email newsletter and the USAGSO website.

## Sample Resource: Troop Parent Agreement

### Troop ##### Parent Agreement

#### Troop Leader Contact Information

Suzi Cream Cheese	Amy Apples
Troop###@gmail.com	Troop###@gmail.com
Phone Number	Phone Number

#### Who and Why

The purpose of this Girl Scout Daisy troop is for first grade girls to form quality friendships, grow together, develop strong character, try new things, and have quality time with their moms.

#### When

Meetings one Tuesday per month, 6:30-7:30 p.m. AND one event per month on a Sunday afternoon

#### Where

- Girl Scout Hut - Leader will reserve before each meeting
- There may be meetings where we meet in an outdoor location nearby (depending on the badge activity and weather)
- Events - TBD

#### How We Fund the Fun

- **The cost of the membership (\$45), uniform (~\$20-\$40), and the cost to attend any events will be covered by the family.**
- **\$30 troop dues - covers supplies, badges, and fun patches**
  - o USAGSO is committed to ensuring every girl and adult receives the opportunity to participate in Girl Scouts. Financial assistance is available to girls and adult volunteers Girl Scouting Overseas. You are also encouraged to fill out the [Financial Aid Request](#) if you need assistance.
- Bank statements and receipts will be posted to the Troop's Google Drive once a month. This is to ensure financial transparency.
- The troop will participate in the Girl Scout Cookie Program. This is so the troop can earn money to cover events, uniforms, and membership dues. According to USAGSO policy "The income from product programs does not become the property of individual girl members"

## Communication

- We will communicate mainly through WhatsApp.
  - You will be invited to join “Troop #####” group on the app. You will need to download the app for free and turn on notifications. We will send meeting reminders and other important information on here as well as share pictures. This group is private and only open to those that are invited by the Troop Leaders through email.
- A group text may also be sent if there is information that needs to be communicated immediately.
- We are all super busy, but please respect the troop leaders and other adults by responding to all communications in a timely manner.

## Meetings

- Every meeting and event will need one registered volunteer “on-call” in case the leader/co-leader can’t attend a meeting - we will use sign-up genius to sign-up for these “on-call” shifts.
- We have a lot to cover in the meetings, please make sure your girl is on time to meetings and never drop your girl off without confirming the girl is with the troop leaders.
- Please be respectful of troop leaders’ time and make it a priority to be on time for pick-up. We understand that things come up, if you know that you will be more than 5 minutes late to pick up then call the troop leaders ASAP.
- Carpooling to events can be arranged between parents, but the leaders will not be transporting any parents or girls.

## Miscellaneous

- Fun patches go on the back of the vest or sash, and badges go on the front. Troop Leaders will let parents know which patches are badges and which are fun patches. Families will be responsible for attaching patches and badges to the uniform.

Guardian Signature: \_\_\_\_\_

Troop Leader Signature: \_\_\_\_\_



## Sample Resource: Adults Take on Different Roles in Troop

### Parents and other family members can take an active role in supporting their Girl Scout's experience.

The list below explains a number of roles your troop can use throughout the year. If you have a talent not represented on this list, speak up and offer to share with the troop.

Help Needed	Description
<b>Troop Support Volunteer</b>	Assist leaders at meetings with activities. Any adult that helps at three or more meetings should register as a volunteer. <i>Membership and background check required.</i>
<b>Troop Treasurer</b>	Help leaders with all money matters, budgets, deposits, etc. <i>Membership, background check, and training required.</i>
<b>Driver</b>	Drivers help drive girls to and from activities. Must have valid driver's license and vehicle insurance. <i>Membership and background check required.</i>
<b>Troop Cookie Coordinator</b>	Manage and coordinate troop participation in the Cookie Program <ul style="list-style-type: none"> <li>• Attends cookie program training.</li> <li>• Trains girls and parents/guardians at a troop meeting.</li> <li>• Confirms orders with parents/guardians and enters all data into Cookie program database (eBudde). <i>Membership, background check, and training required.</i></li> </ul>
<b>Camp/Outdoor Coordinator</b>	Helps plan for camp outing(s) or other outdoor experiences with girl and adult input. <i>Membership, background check, and training required.</i>
<b>Ceremony/Recognition Coordinator</b>	Work with leaders to plan troop ceremonies, such as investiture at start of year, bridging at end of year, and awards at end and/or middle of year.
<b>Game/Song Expert</b>	Research and teach girls group games to play. Share your musical gift with girls by researching and teaching them Girl Scout songs or others appropriate for their troop activities.
<b>Service Project Coordinator</b>	Helps troop leaders and girls plan and complete community service/take action projects.
<b>Field trip Coordinator</b>	Helps troop leaders plan events and activities outside of regular troop meetings with girl and adult input. Stays up to date on community and other Girl Scout events.
<b>First Aider</b>	Attend outings outside regular meeting place. <i>Membership, background check, provide First Aid or CPR as needed and First Aid/CPR training required.</i>
<b>Supplies or Snack Coordinator</b>	Help by providing or selecting snacks for troop meetings as needed. Collect/purchase troop supplies to be paid for by the troop for activities.

## Example: Adults Take on Different Roles in Troop

### Parent/Caregiver Troop Involvement Form

Parent/Caregiver's Name: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Send troop messages to this email.

Parent/Caregiver's Name: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Send troop messages to this email.

Girl's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Send troop messages to this email.

What hobbies or skills would you like to share with the troop? : \_\_\_\_\_

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Providing a great Girl Scout experience for all girls requires involvement of ALL parents. Please check how you and/or other adults in your family will support your girl's troop. If you have a talent not represented on this list, speak up and offer to share with the troop. The help and engagement of every parent/caregiver is important to the growth of the troop!

- Troop Leadership Team** Plans/assists in leading activities, communicates with parents
- Treasurer:** Reconciles bank statements
- Cookie Parent:** Organizes cookie sales
- Camp Parent:** Completes camping training. Assists in planning/leading camp out activities
- First-Aid Parent:** Certified in First Aid and CPR. Must be able to attend activities the troop participates in
- Field Trip Coordinator:** Calls about, organizes, and plans troop field trips
- Service Project Coordinator:** Organizes and plans service projects
- Badge Coordinator:** Takes a specific badge or Journey and plans activities to fulfill its requirements
- Troop Photographer:** Takes photos and posts to online site or memory book
- Meeting Helper:** Helps at each meeting with already planned activities
- Cookie Booth Chaperone:** Serves as adult coordinator and cookie booth supervisor
- Activity Chaperone:** Drives, serves as adult helper at activities and trips
- Snack Coordinator:** Organizes and schedule snack rotation for meetings
- Troop Registrar:** Ensures that online registration and/or forms and money are submitted
- Phone Tree Chair:** Makes calls in case of last-minute meeting/activity changes or emergency

## Multi-Level Troop Tips

A multi-level troop is a troop with a combination of Girl Scouts of different grade-levels. Multi-level troops form possibly because the troop leader has one daughter who is a Brownie and another that is a Daisy; or perhaps the community/school is so small that it will not support two troops. Many older girls (Cadettes, Seniors, and Ambassadors) choose to form a single troop because their individual troops would be very small.

### Tips for managing your Multi-Level Troop:

- Always follow the girl/adult ratio based on the youngest girls in your troop. This means if you have a troop of 12 Daisy/Brownie girls, you should meet the required Daisy ratios.
- When registering girls for community programs, be mindful of grade level requirements. There may be some programs that are not open to all troop members.
- Be prepared. Create a phone tree that parents/guardians can use to reach out to each other. Be sure to let them know the importance of their commitment and encourage parents to contact another person to help if they can't make it to the meeting or activity.
- Follow the activity guidelines for the higher level. This means if you are working on the Outdoor Art Explorer badge with Daisies and Brownies, use the meeting plan for Brownies. Adjust activities as needed.
- If safety is a concern or there is no way to adapt the activity in an appropriate way, leverage the help of other troop volunteers and ask that they physically separate the group for that portion of the meeting. Remember, there must always be two adults with any group of girls.
- Use Pinterest and Google to find fun activities.
- Search in Google for [National Proficiency Badge Chart](#) to see which badges correlate to the same activity but different level.

# Girl Scout Meeting Traditions

There are many kinds of traditions in Girl Scouting, ranging from more formal investiture, rededication, and bridging ceremonies to the way you open and close your regular troop meetings.

What counts in Girl Scout traditions is that they are meaningful to the participants, that the girls are involved in the planning, and that everyone participates in the way they are able.

**Girl Scout Quiet Sign:** A way to ask for silence in a crowd without shouting. Made by holding up the right hand with five fingers extended.

**Friendship Circle:** Girls gather in a circle and cross their right arm over their left, then link hands with the next girl. With everyone silent, a leader starts the “friendship squeeze” by squeezing the hand of the girl to her right. One by one, each girl passes the squeeze until it travels the full circle. This is a great way to end meetings.

**Girl Scout Motto:** “Be prepared.”

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

**SWAPS:** Small, handmade tokens of friendship exchanged with other Girl Scouts. Stands for “Special Whatchamacallits Affectionately Pinned Somewhere.” [SWAPS](#) may be exchanged by members at events like troop camp or community event.

