

girl scouts of greater atlanta

Girl Scout Leader's Guide to Success









"The work of today is the history of tomorrow, and we are its makers."

-Juliette Gordon Low

Updated April 2019

Welcome to Girl Scouts

Dear Girl Scout Troop Leader,

Welcome to the Girl Scouts of Greater Atlanta and thank you for being an important part of a premier leadership program for girls worldwide. You are part of a sisterhood that brings value to girls by sharing knowledge, experience, and skills in a positive and flexible way. Your time today helps build our leaders of tomorrow in areas of science, business, politics and environmental stewardship.

By becoming a troop leader, you are building girls of courage, confidence, and character who make the world a better place. Girl Scouts empowers girls everywhere to stand up and make a difference. You are preparing young girls to overcome challenges in their lives, to have successful academic careers, and to become engaged members of their communities.

You are following a path that has been well laid by the numbers before you. Girl Scouts includes 2 million girls and 800,000 volunteers. Our alumni list is long and impressive with 100% female Secretaries of State, 76% female US Senators, 80% of the female technology executives, and 50% of women business owners.

No special skills are needed by you other than passion and a belief that Girl Scouts can make a difference in the lives of girls and the world. Found in this guide are valuable tools, resources and ideas to support you and your troop through each step of your Girl Scout journey.





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New Leader Checklist

Getting Started:

- O Complete Girl Scout membership registration ($25 annual dues, financial assistance available)
- O View on-line welcome video and answer five question survey (Last step in online registration process)
- O Complete background check through link from Verified Volunteer
- O Apply for Troop Number _____ (Requires at least two approved Adults and four registered Girls)
- O Connect & meet with co-leader(s). Review "Top 20 Questions to Ask Your Co-Leader" on Page 4
- O Create LARC Account (training.GirlScoutsATL.org)

Complete Prior to Troop Parent/Caregiver Introduction Meeting:

- O **New Leader Certification: (Select one of the three formats below)**

  In-person New Leader Orientation— Hands-on interactive learning on how to have a successful troop year, connect with other new leaders, receive tools to use for working with your girls, and participate in an Investiture Ceremony to be pinned as an official Girl Scout Member. Offered in the Greater Atlanta Area (4-5 Hours)

  Live Webinar– Two Part (Part 1: Girl Scout Basics Part 2: Volunteer Toolkit, Safety & Money) Course led in real time with live chat in the comfort of your home or office. Offered during lunch and evenings hours (2 hours each)

  On Demand Online Courses - Complete online six course program through Learning and Resource Center (LARC) training.girlscoutatl.org: GS 101, Creating the Girl Scout Leadership Experience, Troop Meeting Basics, How to Use the Volunteer Toolkit, Managing Troop Money, Safety First (time varies by course)

  - Submit New Leader Certification Form to receive New Leader Welcome Kit

Getting Your Troop Started:

- O Identify your meeting dates, times, and location with co-leader
- O In the Volunteer Toolkit—update meeting location, dates, and times
- O Host your first parent/caregiver Introduction Meeting (1— 1.5 hours)
  - Establish how you will communicate with parents (email, text, VTK sample emails etc.)
  - Build your support team and encourage parents to register with Girl Scouts
  - Discuss troop finances & Girl Scout Annual Fund (suggested minimum of $25 per family)
- O Open troop bank account with two designated signers
- O Hold your first troop meeting with girls
- O Attend the local service unit meeting (usually held once a month)
- O Attend Treats and Keeps training, if troop started before September 1
- O Attend Service Unit Cookie training—November/December



Top 20 Questions to Ask Your Co-Leader

Your Co-Leader maybe someone you know already, or maybe you just met at the recruitment meeting. Either way you will want to spend time getting to know each other before your parent meeting so you are both on the same track for how you would like your Girl Scout Troop to function.

Spend an hour or so face-to-face over coffee, lunch, or even a play date and get to know each others strengths, styles, and expectations of being a Girl Scout Leader.

1. Why do you want to be a Girl Scout Leader?
2. Were you a Girl Scout growing up?
3. What is one thing you want our troop to do this year?
4. Do you work outside the home? What profession are you in?
5. How many children do you have?
6. Are you married? What date is your anniversary? (Don't hold meetings on this date)
7. Are you from Georgia originally?
8. When is your birthday? (Don't hold meetings on this date)
9. What holidays do you and your family celebrate? (Adjust meeting calendar around these dates)
10. Do you have pets? What kind, how many?
11. Do you like to be outdoors? Do you have a favorite place to go?
12. Do you like to do crafts? Do you have a favorite? (sew, knit, draw, jewelry making, pottery)
13. Do you like to cook? What is your favorite dish to make?
14. Do you like to sing? (in the shower, in public, with the radio)
15. Do or did you play any sports?
16. What are your hobbies/talents?
17. What was your favorite vacation ever?
18. Are you a planner or a fly by the seat of your pants girl?
19. Do you like to try new things or stick with what you know?
20. What is one thing you want our troop to do in the future?



The Beginning of Girl Scouts

Juliette Gordon Low had a dream.





In March 1912, when she brought that first group of girls together in Savannah, Georgia, she wanted them to explore new possibilities and the wonders of the world around them—and she wanted them to do it together.

Along with Juliette Gordon Low, also known as "Daisy," these first Girl Scouts blazed trails and redefined what was possible for themselves and for girls everywhere. They played basketball. They hiked, swam, and camped. They learned to tell time by the stars. And most importantly, they shared a sense of adventure and a belief that they could do anything. And just like Girl Scouts do across the country and around the globe today, they offered a helping hand to those in need and worked together to improve their corner of the world.

Since the founding of the Girl Scout Movement more than a century ago, Daisy's small circle of girls has grown to include nearly 2 million girl members and more than 50 million Girl Scout alums—united across the decades by a spirit of lifelong friendship and shared adventure and the desire to do big things to make the world a better place.

Girl Scout Levels

Girl Scout Daisies
(K & 1st grade)



Girls 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, Leaves, and badges.

Girl Scout Brownies
(2nd & 3rd grade)



Girls 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!

Girl Scout Juniors
(4th & 5th grade)



Girls 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.

Girl Scout Cadettes
(6th-8th grade)



Girls 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.

Girl Scout Seniors
(9th & 10th grade)



Girls are ready to take the world by storm, and Girl Scouts gives them millions of way 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 (enhance your college applications).

Girl Scout Ambassadors
(11th & 12th grade)



Girls know that small acts create big change. While they get ready for life beyond high school, Girl Scouts helps them take flight. Girl Scout Ambassadors also earn the Gold Award (enhance your college applications).

Girl Scouts is as Easy as 1... 2... 3... 4... 5...?

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

2 **Promise & Law:**

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.

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.

Take Action to Change the World



Girl Scout Leadership Experience

3 **Girl Scout Processes:**

Girl Led: Girls play an active part in figuring out the what, where, when, how, and why of their activities.

Learning By Doing: Rather than listening to someone tell them about it, girls get in there and do it! They explore their own questions, gain new skills, share ideas, and take time to reflect.

Cooperative Learning: Girls work together toward shared goals in an atmosphere of respect and collaboration.

Program Focus Areas:

4



STEM: Ignite girl's natural curiosity and creativity while building critical thinking and problem solving skills. Include STEM events or related badges in your troop year.



Outdoors: Exploring nature provides challenges and enhances leadership skills. Inspire girls to plan their first camping trip by adding outdoor badges or activities to your troop meetings.



Leadership and Life Skills: Girls learn life skills which build confidence as they grow, from simple things like learning to sew a button or preparing healthy snacks, to important lessons in leadership like building a team to accomplish a goal. Badges and Journeys offer girls opportunities to discover, connect, and take action.



Entrepreneurship: The Girl Scout Cookie Program is the world's largest girl-led business! Girls can get their first taste of business ownership through setting up a Treats & Keeps business or managing a cookie booth. With the Girl Scout Law guiding them, these opportunities help girls set and achieve goals, and build a responsible business ethic.

Program Outcomes: When girls have a great experience this is what they gain

5



Strong Sense of Self: Girls have confidence In themselves and their abilities, and form positive Identities.



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



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



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



Community Problem Solving: Girls desire to contribute to the world in purposeful and meaningful ways, learning to identify problems in their community, by creating "action plans" to solve them.

Girl Lead Progression

girl scouts of greater atlanta

Girl Led Progression

When activities are girl led involve learning by doing and cooperative learning, girls can achieve the desired outcomes of the Girl Scout Leadership Experience.



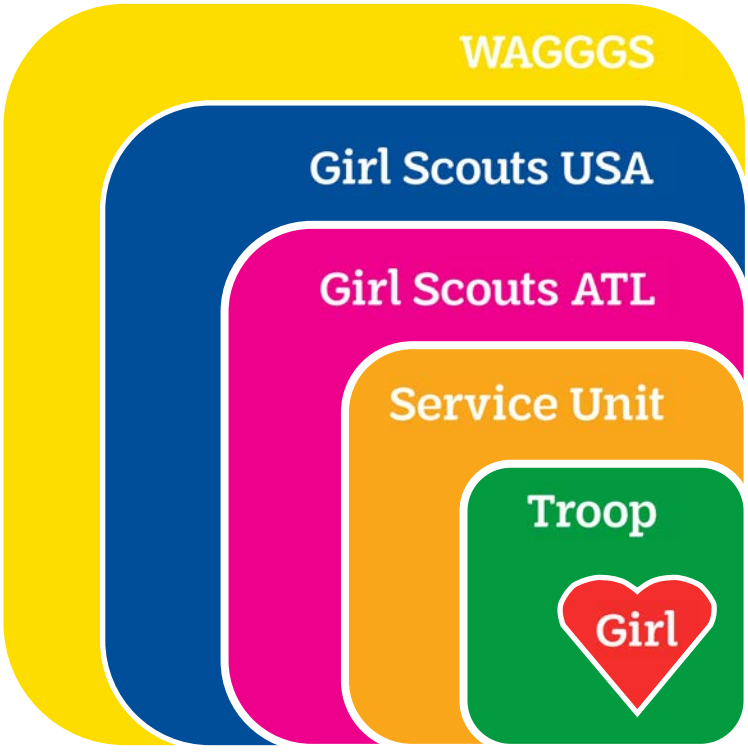
Your Volunteer Role

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

Your Ongoing Responsibilities

1. **Girl Safety:** Use Volunteer Essentials and Safety Activity Checkpoints to ensure you are keeping girls safe
2. **Guiding the troop's Girl Scout Leadership Experience (GSLE)**
   Use the Volunteer Toolkit, Girl Scout Leader's Guide to Success and on-going training, to give the girls an incredibly well rounded experience
3. **Communication with parents/guardians**
   Use a system that works for you and your families: social media, email, telephone, or group messaging app
4. **Troop financial management**
   Manage Troop Finances and complete end of year financial report (June 15th)
5. **Liaison to Service Unit volunteers and council staff**
   Read and respond timely to emails, phone calls, and other correspondence

Governing Structure: Organizational Breakdown



The World Association of Girl Guides and Girl Scouts (WAGGGS) is a global association supporting the female-oriented and female-only Guiding and Scouting organizations in 150 countries.

Girl Scouts of the USA (GSUSA) is the national organization supporting the work of more than 100 councils across the U.S. for more than 100 years.

Girl Scouts of Greater Atlanta (GSGATL) is an independent 501(c)3 nonprofit chartered by GSUSA and overseeing all service units and troops within a 34 county footprint.

Service Units are composed of volunteers who support the work of local troops, host local events and represent Girl Scouts in the Local Community.

Troops are volunteer-supervised groups of girls who patriciate in the Girl Scout Leadership Experience.

Girls are the heart of who we are!

Make Your Troop Work For You: Variations of a Troop



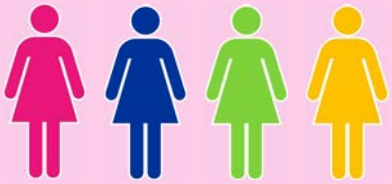
Traditional

Two unrelated adults lead a troop. Other parents volunteer to help as needed.



Troop Leaders by Level

(This works well in Multi-level troops.) One adult acts as the 'administrator', responding to emails, planning the troop calendar, etc. Other volunteers lead specific grade levels, meetings, or activities based on skill or preference.



Team-Led

All parents volunteer as troop leaders, and evenly divide responsibility by interest and/or skill set

Shaping Your Troop Experience

As a troop leader, you can structure your troop in a way that works best for you and your co-leader.

Structuring Your Troop:

- **Determine the frequency of your meetings/activity schedule.** Use the Volunteer Toolkit (VTK) to help you through this process. Most troops meet twice a month, but you can choose a schedule that works best for you. Tip: Girl Scout Daisies do best with shorter weekly meetings.
- **Your meeting space should be safe and accessible for all,** clean and secure allowing all girls to participate. Some great meeting spaces include churches, libraries, community centers, club houses or schools. If you plan to meet in a home please review Troop Meeting Location Guidelines on Page 35.
- **Remember, Girl Scouts is designed to be girl-led.** Talk to the girls and parents about what they'd like to get out of Girl Scouts this year. Tip: Help girls set realistic expectations keeping safety and cost in mind. Your first year, your Girl Scouts Daisies aren't going to be traveling to the moon. Maybe suggest visiting a planetarium or having a sleepover and looking at the stars.
- **Discuss expectations for group and individual behavior management,** so there is consistent and positive behavior reinforcement. Tip: It is helpful for leaders to swap responsibility for each other's daughter(s) while at Girl Scouts. See Behavior Agreement on Page 9
- **Consider supply costs.** Does your troop need to charge monthly or annual dues to help offset costs? More details on budgeting for your troop on page 23
- **Keep everyone in the loop.** Make sure parents know when and where your activities will be and how they can help. You can send parents emails directly through the Volunteer Toolkit (VTK).
- **Make sure you are having fun and be flexible!** Tip: Sometimes things come up like a sick child, flat tires, or inclement weather make sure to have a back up plan. This is where having several of your parents as approved volunteers can be very helpful.



Uniforms, Pins, Badges, and Patches

Girls want to look and feel their best when representing Girl Scouts. Uniforms have been a Girl Scout tradition since 1912, and today they are a symbol of membership, one that links Girl Scouts across the country and around the world.

The official uniform for girls is a white shirt, Khaki pants (or skirt) and the official grade level tunic, vest, or sash. Girls are expected to wear their uniform at ceremonies and whenever they are representing the Girl Scout Movement—at parades, for example. Girls can also wear a coordinating grade level scarf that unites their look with the sisterhood of Girl Scouts around the world. Girl Scout Daisies and Brownies have a full uniform collection available. For adult members, the official uniform is navy blue business attire worn with a scarf and membership pins for women and a tie for men.

Badges, Petals, and Leaves

What have your girls always wanted to do?

Make their own movie, cook food from a different country, go geocaching, sleep under the stars, write a book of short stories, 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, sash, or tunic.



Patches

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



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.



Pins



World Trefoil Pin: Shows the membership in the World Association of Girl Guides and Girl Scouts (WAGGGS)



Girl Scout Membership Pin: Shows the membership in the Girl Scout Movement, worn by Juniors through Adults



Girl Scout Volunteer Pin: Shows level that a volunteer leads.



Girl Scout Daisy Membership Pin: Shows that a girl is a Girl Scout Daisy



Girl Scout Brownie Membership Pin: Shows that a girl is a Girl Scout Brownie.



Membership Star: Represents one year of registration as a Girl Scout

Money Management

The Basics:

- Only approved and registered Girl Scout volunteers should have access to troop funds. Parents/caregivers should be provided with troop financial information upon request.
- **Money earned by the girls is for the benefit of all the girls** in the troop and should be spent in the year the funds are earned, unless the troop has a long range plan for spending the funds.
- Troop activities are supported through troop dues and money earning activities.
- Girls will have opportunities to earn money through Treats & Keeps (Fall) and/or the Cookie Program (Spring.)
- Girls should play an active role in the managing of troop funds according to their grade-level.
- Troop funds benefit the entire troop and not individual girls. If a girl decides to leave Girl Scouts, the money earned stays with the troop.
- Per IRS guidelines for charitable organizations, troops are prohibited from keeping separate girl accounts.



Opening a troop Bank Account



- **Request a Troop Bank Authorization letter** online via the Troop Bank Authorization form. You will receive a form letter to take to the bank to open the account.
- Each account requires a minimum of 2 signers, who are registered members, with completed background checks on file.
- All signers should be present when opening the account. Remember to bring two forms of identification with you and the form letter.
- Open the account under Girl Scouts of Greater Atlanta, Troop #____.
- Choose a bank that has no fees or will waive the bank fees.
- Open bank account within 30 days of troop forming.
- A bank account must be open before any troop money is received, earned, or spent. (Dues, uniforms, Cookie proceeds, etc.)
- Email or mail bank statements to the designated volunteer at their home address. Checkbook and debit card should be managed by the second volunteer for accountability.
- Do not use your own social security number or tax identification number on the Girl Scout Troop account—that could create a tax liability for you.

Record Keeping and Reporting

- Make sure money is spent wisely, record all expenses and track all income (Keep copies of all receipts). Tip: For older girls your job is to oversee their work.
- All troop money earned or received should be deposited into the account within three days of receipt and should never be held in a personal checking account.
- Cash withdrawals should only be made when absolutely necessary—i.e. cookie booth change, tips, or cash-only vendors. Be sure to request receipts.
- If there is an instance where a signer paid out of pocket for troop supplies and needs to be reimbursed using troop funds, a signer other than the payee should approve and authorize the reimbursement.
- Funds acquired through money-earning projects must be reported and accounted for by the troop, following all Council policies and procedures.
- **At least twice a year,** provide parents with troop financial information. (Before product program sales, at the end of the year)
- **By June 15th each year**, submit a Finance Report outlining troop activities, income, and expenses. Bank statements are submitted along with the report.



Money Management

Money-earning Activities: Groups earn money for their troop in two distinct ways:

1. The Girl Scout Cookie Program and the Treats & Keeps Program organized by Girl Scouts of Greater Atlanta are a troop's primary money earning activity (however, they are not required activities).
2. Additional money earning activities are organized by the girls in a troop and earn money for the group as a whole. There are specific guidelines– some required by the Internal Revenue Service– that ensure the sales are conducted with legal and financial integrity. See Chapter 6 of Volunteer Essentials.





Other Money Guidelines

- Girls cannot participate in games of chance, the direct solicitation of cash (including walk-a-thons), and product-demonstration parties (for example: In home product parties). Money earned must be for Girl Scout activities.
- Money donated to the troop may not personally benefit one member of the troop.
- Girls may not directly solicit funds from individuals or organizations. (Including Youth Service Grants)
- Troops and service units may not solicit grants or financial donations from foundations or corporations.
- If a troop/service units receives a donation of more than $250 please contact Girl Scouts of Greater Atlanta, annualfund@gsgatl.org, for processing.

Tips and Tricks

- Label all receipts from any expenses. For example, if you bought markers for the troop to use during meetings, label the receipt, "troop supplies."
- Have a Troop Treasurer manage paper receipts by keeping a designated envelope or money bag.
- Log income and expenses throughout the year using the Volunteer Toolkit Finance Tab to keep up to date records, making end-of year reporting a breeze!





The Fine Print

- Girl Scouts of Greater Atlanta is not responsible or liable for troop accounts.
- Girl Scouts of Greater Atlanta does not issue Articles of Incorporation or corporate resolutions.
- Girl Scouts of Greater Atlanta may close troop accounts after an extended period of inactivity.

Full Money Guidelines and Procedures are found in Volunteer Essentials, Chapter 6, Policies & Procedures 26—30

Your Volunteer Troop Committee

On my honor, I will ... not do this alone!

Troops grow and flourish when several adults take an active role in their activities. As Co-leaders of the troop, you serve as a point person for both girls and adults. This does not mean that you do everything yourselves. All parents/guardians are encouraged to play a role with their girl's troop.

Some troops find forming a volunteer committee is helpful. This committee is made up of all the adults with active volunteer roles. Remember not every role has to be filled with a parent. Parents can recruit friends or family to also help with the troop's experience.

Anyone who: works directly with girls serving in the adult to girl ratio, handles product sales or money, or drives/travels with girls in your troop, must be a registered Girl Scout volunteer with a background check.

4 Hours 4Her!

Girls who have family support and participation in their Girl Scout adventures are more likely to stay in Girl Scouts. Ask your parents to volunteer four hours this year 4Her!

Parents can:

- Prep craft projects for younger girls
- Volunteer to get First Aid certified to help with activities
- Offer to host & facilitate meetings in their home, community center, or church, See Page 39
- Organize community service projects for the troop.
- Chaperone a Girl Scout Cookie booth

POSITION RESPONSIBILITIES:

Troop Co-Leader(s)

- Girl Safety
- Guide the troop's Girl Scout Leadership Experience (GSLE)
- Keep program Girl Led
- Troop financial management
- Liaison with service unit and council staff

Troop Meeting Helpers

- Assist troop leaders
- Organize snacks, supplies, materials

Troop Treasurer

- Manage troop finances
- Signatory on troop bank account
- Complete End of year Finance Report

First Aider

- Certified in CPR and First Aid
- Attends all off site activities
- Maintains Health History Records

Treats and Keeps Chair

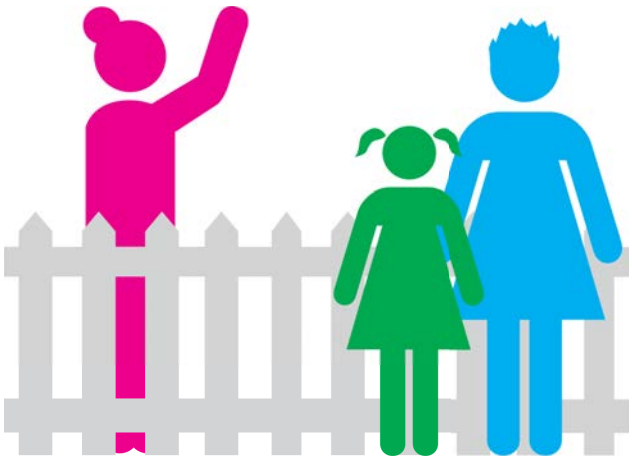
- Communication/Safety
- Program money management
- Inventory management

Cookie Chair

- Communication/Safety
- Program money management
- Inventory management

Troop Camper

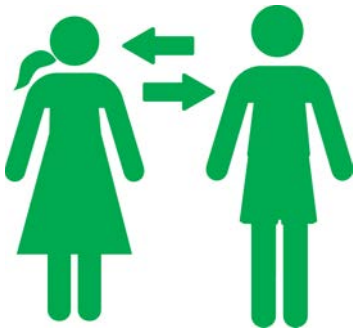
- Complete Camper Training
- Lead girls in Camping Experience



Your Parent/Caregiver Intro Meeting

Hold a Parent/Caregiver Introduction Meeting as your chance to:

- Get to know your Girl Scouts and their families
- Ask for support and help at troop meetings and activities
- Set clear expectations for the troop including troop dues, meeting/activity schedule, uniforms, behavior management etc.
- Brainstorm all of the exciting things your troop wants to do this year



Meeting Preparation Checklist

- O Arrange for a meeting time and place such as a school, church, library, or your home.
- O Pull and review the Activity Plan from the Volunteer Toolkit (VTK), Intro Meeting One.
- O Send invite to meeting through the Volunteer Toolkit (VTK) Intro Meeting One: Manage Communications
- O Print out enough copies of the Health History Forms (found one page 37) for Girls and Adults
- O Remind your parents about the 4Her time commitment, on Page 14.
- O Arrange for another adult to do a craft or activity with the girls while you talk with the parents.
- O Practice what you want to say and the information you want to share.
- O Review the Troop Dues Worksheet on page 23.

Financial Assistance

Girl Scouts of Greater Atlanta, in order to remove financial barriers to participation in Girl Scouts, can provide limited funds to cover some expenses including membership dues, uniforms, Council sponsored events and summer camps. Requests are reviewed on an individual basis. Peach State, WellCare, Amerigroup, and Care Source Insurance providers also support their members to be Girl Scouts.

Discover

Find out what your parents/ caregivers, girls and Co-leaders hope to get out of their year in Girl Scouts.

Start a conversation and discover your troop's hopes and dreams.

Connect

Connect the hopes and dreams together to set expectations about what is possible during the upcoming Girl Scout Year.

Share a copy of the hopes and dreams with your parents/ caregivers after the meeting.

Take Action

During the next six weeks revisit the hopes and dreams and ask the girls if they feel like they are working towards accomplishing their goals.

Send updates each month to parents/guardians on troop goals.



Annual Fund is the parent's campaign to support the mission of Girl Scouts by providing financial aid, supporting volunteers, maintaining camps and making innovative programming accessible to all Girl Scouts. We ask that each family donate $25 per year to assist in these efforts. With a $25 tax-deductible donation, each girl will receive a patch indicating her family's support of the annual fund along with a tax receipt for the donor. For troops and families looking to do more, we also have programs available like Adopt A Horse, Pave the Way, and our Second Century Circle. You can find more about all of these programs at donate.girlscoutsatl.org or by contacting Annual Fund at annualfund@gsgatl.org, (770) 702-9249

Fostering a Strong Girl Scout Environment

Search INSTITUTE

The Developmental Relationships Framework

Young people are more likely to grow up successfully when they experience developmental relationships with important people in their lives. Developmental relationships are close connections through which young people discover who they are, cultivate abilities to shape their own lives, and learn how to engage with and contribute to the world around them. Search Institute has identified five elements—expressed in 20 specific actions—that make relationships powerful in young people's lives.

Elements	Actions	Definitions
 **Express Care** Show me that I matter to you.	• **Be dependable**	Be someone I can trust.
	• **Listen**	Really pay attention when we are together.
	• **Believe in me**	Make me feel known and valued.
	• **Be warm**	Show me you enjoy being with me.
	• **Encourage**	Praise me for my efforts and achievements.
 **Challenge Growth** Push me to keep getting better.	• **Expect my best**	Expect me to live up to my potential.
	• **Stretch**	Push me to go further.
	• **Hold me accountable**	Insist I take responsibility for my actions.
	• **Reflect on failures**	Help me learn from mistakes and setbacks.
 **Provide Support** Help me complete tasks and achieve goals.	• **Navigate**	Guide me through hard situations and systems.
	• **Empower**	Build my confidence to take charge of my life.
	• **Advocate**	Stand up for me when I need it.
	• **Set boundaries**	Put limits in place that keep me on track.
 **Share Power** Treat me with respect and give me a say.	• **Respect me**	Take me seriously and treat me fairly.
	• **Include me**	Involve me in decisions that affect me.
	• **Collaborate**	Work with me to solve problems and reach goals.
	• **Let me lead**	Create opportunities for me to take action and lead.
 **Expand Possibilities** Connect me with people and places that broaden my world.	• **Inspire**	Inspire me to see possibilities for my future.
	• **Broaden horizons**	Expose me to new ideas, experiences, and places.
	• **Connect**	Introduce me to people who can help me grow.

NOTE: Relationships are, by definition, bidirectional, with each person giving and receiving. So each person in a strong relationship both engages in and experiences each of these actions. However, for the purpose of clarity, this framework is expressed from the perspective of one young person.

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girl scouts of greater atlanta

Behavior Agreement

Dear Parent:

The mission of the Girl Scouts is to build girls of courage, confidence, and character who make the world a better place. We strive to provide a pleasant environment for all girls. In this spirit, we wish to discuss a "Behavior Agreement" modeled from the Girl Scout Law. Please review with your daughter, sign and return at the next meeting. Failure to comply with the following could result in undesirable consequences.

I will do my best:

- **To be Honest and Fair** *(I will not lie to my leaders or to other Girl Scouts.)*
- **Friendly and Helpful** *(I will be nice to others and help when I am asked or see someone who needs help.)*
- **Considerate and Caring** *(I will wait my turn and not cut in line. I will show kindness to everyone.)*
- **Courageous and Strong** *(I will stand up for what I know is right. I will go to my leader when I see someone being bullied or hurt.)*
- **Responsible for what I say and do** *(I will honor what I say or commit to. I will keep my promise.)*
- **Respect Myself and Others** *(I will not put myself down or make fun of others.)*
- **Respect Authority** *(I will listen and follow the rules and guidelines of the leaders and parents.)*
- **Use Resources Wisely** *(I will only take what I need. I will not waste supplies.)*
- **Make the World a Better Place** *(I will live by the Girl Scout Law at all times.)*
- **Be a Sister to Every Girl Scout** *(I will be - respectful, caring, and considerate with every Girl Scout I meet.)*

Inappropriate Behavior	Consequences of Behavior
Listed below are some of the actions that are considered inappropriate behavior: • Fighting (verbal & physical) • Bullying • Biting • Disrespectful language • Refuse to follow the directions of the Troop Leaders. • Display behavior that has the potential to jeopardize the safety of the girls or adults. • Use of social media to reference Girl Scouts in a negative manner	Failure to abide by the Girl Scout Law and the display of inappropriate behavior will result in the following consequences: • Leadership will ask the girl to stop behavior (Leader will discuss behavior with the Girl Scout in private). • Girl Scout placed in time out during meeting and after the meeting a discussion with the girl on what part of the Girl Scout Law she violated. • Request parent/guardian assistance in resolving the behavior problem • If behavior continues, parent or guardian presence will be required at all future meetings/outings. • Lack of parental/guardian support and continued inappropriate behavior problems will result in the Girl Scout being directed to an alternate pathway • Finally, if inappropriate behavior is not alleviated, removal from the troop is an option.

I, _____ agree to accept the Girl Scout Promise and Law and
(Girl Print Name)
display appropriate behavior at all times.

Girl Signature_____ Parent Signature:_____

Troop Leader:_____ Co-Leader:_____

Date:_____

Troop Dues Overview

What are troop dues? Dues are monies girls contribute to help fund their troop's activities or meeting needs. They are typically collected at each meeting, once a month., or annually.

- The average troop dues range between $2.00 and $5.00 per meeting.
- A first year troop can ask for a onetime start up fee of up to $25.00 to get needed troop supplies.
- Keep in mind that dues should be based on the activities and goals of the girls.
- Work with parents/caregiver when personal finances may be tight. Membership CAN NOT BE DENIED based on a girl's inability to pay troop dues.

Expenses: Determine if parents want to include the following as part of troop dues or purchase on their own.

Annual/Program Level Specific Costs

- GSUSA Membership ($25)
- Girl Scouts Greater Atlanta Annual Fund Donation (Suggested $25 per family)
- Uniform and insignia ($40-$75)
- Girl's Guide to Girl Scouting - Journey girl book ($7-$20)

Ongoing Supply Costs

- Snacks (if there will be any)
- Basic troop supplies (books, first aid kit)
- Program supplies (for arts & crafts projects, science experiments, games, Take Action projects)
- Events/Field trips



Brainstorm with girls what they hope to do this year and determine how much will be needed to cover the cost: Badges, Journey awards, Programs, Events, and Field trips.

Income: Consider that income for troops includes family contributions (dues and material/monetary donations) and Cookie Program proceeds (available mid-February) Some parents may prefer to pay everything initially, while others may prefer to pay for special events as they occur.

EXAMPLE: Brownie Troop ABC

- Parents expressed that they wanted to buy membership and Starter Kit (uniform, insignia, book) themselves and would rather pay for field trips and special events as they come up.
- Parents decided they wanted to take turns providing snacks.
- Girls want to earn money through cookie sales to pay for their new GGGS books and badges. Troop will meet twice a month, for 8 months.

Determine Expenses –

- 4 badges and 4 patches ($14 /girl)
- Journey awards ($6/girl)
- Supplies & troop equipment – ($10/girl)
- Incidentals – ($5 /girl)

Determine per girl expense: 14+6+10+5= $35
TROOP DUES $35 Annually or $2.19 per meeting

EXAMPLE: Junior Troop JKL

- Parents want to include membership and the uniform in the dues but would rather pay for field trips and special events as they come up, and make Annual Fund donations individually.
- Parents and girls decided that since the meetings are after dinner, no snacks are needed.
- Girls want to earn money through cookie sales to pay for their Journey Take Action project.
- Troop will meet once a month in a meeting and once a month for service.

Determine Expenses –

- GSUSA membership ($25/girl)
- uniform – vest, insignia ($42/girl)
- 4 patches ($6/girl)
- Journey book and awards ($13/girl)
- Supplies & troop equipment – ($10/girl)
- Incidentals – ($3/girl)

Determine per girl expense: 25+42+6+13+10+3
TROOP DUES Annually $99

EXAMPLE: Cadette Troop XYZ

- Girls have saved cookie profit for several years.
- They no longer do snacks; troop has supplies from past years.
- Busy schedules, so they prefer to pay per event.
- Journey book and awards ($13/girl).
- 1 badge & 1 patch ($4)
- Determine per girl expense: 13+4= $17 (paid from troop treasury) TROOP DUES $0

Prices listed are approximate. Prices may vary.

Troop Dues Worksheet

Determining Troop dues: Troop money should be spent in the year the funds are earned, unless the troop has a long range plan. This worksheet will help you determine how much you should collect in dues. This is a great piece to use during your first parent/caregiver meeting. Tip: Limit expensive field trips and outings your first year. Set larger expenses out a year to earn additional funds.

Expenses

	Number needed per girl (A)	Cost (B)	Number of girls (C)	Total Cost (AxBxC)
Include Annual Girl Scout Membership? Yes/No				
Include Annual Service Unit Dues? Yes/No				
Include Uniform/Girl Scout Books? Yes/No				
Include field trip fees? Yes/No Include cost of chaperone fees? Yes/No				
Include volunteer training costs? Yes/No				
Include snacks? Yes/No				
Include Annual Fund donation? Yes/No				
Include start up fee? Yes/No				
Badges				
Daisy Petals				
Journeys				
Fun patches				
General troop supplies				
Troop equipment				
Badge earning supplies				
Printing cost				
Product program goal celebration				
Miscellaneous				
			Total Expenses (D)	$ -

Income

	Number needed per girl (A)	Income per girl (B)	Number of girls (C)	Total income (AxBxC)
Current troop bank account total				
New troop start up fee				
Troop member Annual Fund contribution				
		Sub total Income (E)		$ -
	Per girl average (A)	Troop proceeds per item (B)	Number of girls (C)	Estimated income (AxBxC)
Estimated Treats & Keep profit				
Estimated Cookie profit				
	Total product program income (F)			$ -
		Total income (E +F=G)		$ -

Determining dues			
Total expenses (D)		Estimated number of troop meetings (I)	
Total estimated income (G)		Number of girls (C)	
Total estimated remaining expenses covered by troop dues (D-G=H)		Is this a reasonable amount to expect? If not, increase the Treats & Keeps Program and Cookie Sale Program goals, or reduce expenses. Remember you don't have to do everything this year.	
Do you want to collect dues per year? (H/C)			
Do you want to collect dues per meeting? [H/(CxI)]			

Editable Excel file with formulas and detailed explanations found at GirlScoutsATL.org

Girl Scout Traditions



The Girl Scout Motto is "Be prepared." Girl Scouts of yesteryear learned skills for fun but also to cope with emergencies of their times. Today, the motto reminds girls to be prepared to help others in need in their community and around the world.
The Girl Scout slogan is "Do a good turn daily." In the early days of Girl Scouting, girls tied a knot in their neckerchiefs. They could not untie the knot until a good deed was accomplished. Today, the slogan is a reminder of the many ways girls can contribute to the lives of others.



The Girl Scout Sign is made when reciting the Girl Scout Promise. The sign is formed with the right hand, by using the thumb to hold down the little finger, leaving the three middle fingers extended to represent the three parts of the Promise.
Girl Scout Handshake a form of greeting between Girl Guides and Girl Scouts is the Girl Scout handshake. Girls raise their right hand in the Girl Scout sign and shake using their left hand (denoting friendliness and loyalty).

Friendship Circle is a circle often formed at the beginning and end of meetings and activities, as part of a beginning or closing ceremony; it can be used for discussions, instructions, announcements, and debriefing.
The Friendship Squeeze is a traditional way to end meetings and activities. Everyone gathers in the friendship circle, and each girl crosses her right arm over her left and holds hands with the person on each side. Once everyone is silent, the leader or a girl starts the friendship squeeze by squeezing the hand of the person next to her. One by one, each girl passes on the squeeze until it travels around the full circle.





Quiet Sign is a way to silence a crowd without shouting at anyone. The sign is made by holding up the right hand with all five fingers extended. It refers to the original Fifth Law of Girl Scouting: A Girl Scout is courteous.
Kaper Charts are a Girl Scout tradition for dividing up troop responsibilities among the girls. Each job is called a kaper and the chart that shows which girls complete a particular job is called a Kaper Chart. Using a kaper system right from the start helps build leadership and ownership in troop activities and assists with group behavior management. Some examples of kapers include: attendance, promise leader, activity helper, snack helper, and friendship squeeze leader.



Girl Scout Uniforms are worn to showcase Girl Scout pride and are used to display badges, awards, and accomplishments. Uniforms are encouraged but not required. There is a uniform for each Girl Scout grade level.
See details on page 10



Girl Scout Ceremonies

Ceremonies are a great way to celebrate different aspects of the Girl Scout year such as: first joining the Girl Scout family, honoring themes that are important to girls, bridging into a new program grade level, and everything in between. Come on, who doesn't love to celebrate!



Investiture ceremony welcomes new members—girls and adults—into the Girl Scout family for the first time. Girls receive their Girl Scout, Girl Scout Brownie, or Girl Scout Daisy pin at this time.

Court of Awards ceremony recognizes girls' accomplishments throughout the year. It can be held at any time during the year and whenever the troop or service unit wishes it to be. The Court of Awards includes both girls and volunteers.

Flag Ceremonies are used to honor the American Flag and occur at the beginning and end of an event and/or meeting. While not a required part of troop meetings, it is recommended for girls to have some familiarity with the process of the flag ceremony.



Bridging Ceremonies signify a girl's move from one level of Girl Scouting to another. (for example, Girl Scout Daisies to Girl Scout Brownies). It is a ceremony that provides girls an opportunity to reflect on their achievements and look forward to new adventures and responsibilities to come. Traditionally, girls cross over a bridge (can be a real bridge or something girls make) sharing what they have learned at their level.



Fly Up Ceremony is a special bridging ceremony for Girl Scout Brownies , a girl will receive a Girl Scout pin along with her Brownie wings.

Investiture Ceremony

This is a sample ceremony and many more can be found in LARC and online. Have girls help plan the ceremony include a song or skit.

Set up: Table in front of room with three candles and new member pins

- **Welcome families**
- **Read Investiture Poem**

These Girl Scout trefoils in my hand
Upon new members we will bestow,
But first the meaning that the trefoil bears.
The spirit of our Promise we must know,
Three bold leaves the trefoil wears,
Threefold the Promise that it bears,
To Serve God and your country dear.
To bring people hope and cheer
And every day in every way,
The Girl Scout Law obey.

Please stand and signify your belief in the words of the Girl Scout Promise by repeating with me.

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.

- **Candle Lighting**

#1 This candle that I light, shall shine as a symbol that Girl Scouts are true to God and their country.

#2 May the light of the second candle shine as a symbol that a Girl Scout's greatest desire is to serve those around them.

#3 May the light of the third candle shine as a symbol that Girl Scouts are true to their ideals as expressed in the Girl Scout Law.

- **Pinning:** Have members to be invested come forward. Present pin and give Girl Scout Handshake.

This pin tells everyone that you are a Girl Scout. I know you will wear it proudly. (Pin upside-down, once she does a good turn she can turn it right side up)

WELCOME TO GIRL SCOUTS!

Keeping Girls Safe

While working with girls and learning new skills is fun and rewarding, assuming responsibility for other people's children means that some level of risk management and due diligence is involved. There are several resources we use to help you minimize risk and keep girls safe.

Understanding How Many Volunteers You Need

Girl Scout groups are large enough to provide a cooperative learning environment and small enough to allow development of individual girls. Girl Scouts' volunteer-to-girl ratios show the minimum number of volunteers needed to supervise a specific number of girls. These supervision ratios were devised to ensure the safety and health of girls.

Your group must have at least two unrelated, approved volunteers present at all times, plus additional volunteers as necessary, depending on the size of the group and the ages and abilities of the girls. Any adult that is supervising girls must be an approved volunteer (this means they are a registered Girl Scout and have a completed background check before interacting with the girls) Adult volunteers must be at least 18 years old. One troop leader in every group must be female. Please refer to the ratio chart below.

Volunteer-to-Girl Ratio Chart	Group Meetings		Events, Travel , and Camping	
	Two unrelated Volunteers (At least one of who is female) for this number of girls or less	Plus one additional adult for each additional number of girls or less	At least two female adults for this number of girls or less	Plus one additional adult for each additional number of girls or less
Girl Scout Daisies (K- Grade 1)	12	6	6	4
Girl Scout Brownies (Grades 2-3)	20	8	12	6
Girl Scout Juniors (Grades 4-5)	25	10	16	8
Girl Scout Cadettes (Grades 6-8)	25	12	20	10
Girl Scout Seniors (Grades 9-10)	30	15	24	12
Girl Scout Ambassadors (Grades 11-12)	30	15	24	12

Who Needs to be an approved background checked adult member?



- Anyone Driving Girl Scouts other than their own daughter.
- Anyone managing troop money.
- Anyone left in charge of girls other than their own daughter.
- It is a best practice to ask all parents to complete the background check process.

How can adults help without a background check?

- Pre prep activity supplies (snack, cutting out items, making copies).
- Attend Parent/Girl programs and events.
- Drop off their Girl Scout directly to events.

When do you need a trained First Aider?

- Anytime you leave your designated troop meeting location (i.e. Field trips, overnights, etc.)
- The following healthcare providers may also serve as first-aiders: physician, physician's assistant, nurse practitioner, registered nurse, licensed practical nurse, paramedic, military medic, and emergency medical technician.

Girl Scout Safety Guideline Summary

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

1. **Follow the Safety Activity Checkpoints:** Instructions for staying safe while participating in activities are detailed in the Safety Activity Checkpoints. Read the checkpoints, follow them, and share them with other volunteers, parents, and girls (as grade-level appropriate) before engaging in activities with girls.
2. **Get parent/guardian permission:** When an activity takes place outside the normal time and place, advise each parent/guardian of the details of the activity and obtain permission for girls to participate.
3. **Report abuse:** Sexual advances, improper touching, and sexual activity of any kind with girl members are forbidden. Physical, verbal, and emotional abuse of girls is also forbidden. Follow your Council's guidelines as well as state laws for reporting concerns about abuse or neglect that may be occurring inside or outside of Girl Scouting. In Georgia, volunteers who work with children are mandated reporters – they are required by law to report observed or suspected child abuse or neglect. 1-855-GA CHILD (422-4453)
4. **Be prepared for emergencies:** Work with girls and other adults to establish and practice procedures for emergencies related to weather, fire, lost girls/adults, and site security. Always keep handy a well-stocked first-aid kit, girl health histories, and contact information for girls' families.
5. **Travel Safely**: When transporting girls to planned Girl Scout field trips and other activities that are outside the normal time and place, every driver must be an approved adult volunteer, age 21 years or older, have a good driving record, a valid license, and a registered/ insured vehicle. Insist that everyone is in a legal seat and wears her seat belt at all times, and adhere to state laws regarding booster seats and requirements for children in rear seats.



6. **Ensure safe overnight outings:** Prepare girls to be away from home by involving them in planning, so they know what to expect. Men cannot sleep in the same space as girls and women. During family or parent-daughter overnights, one family unit may sleep in the same sleeping quarters in program areas.
7. **Role-model the right behavior:** Never use illegal drugs. Don't consume alcohol, smoke, or use foul language in the presence of girls. Do not carry ammunition or firearms in the presence of girls unless given special permission by your council for group marksmanship activities.
8. **Create an emotionally safe space:** Adults are responsible for making Girl Scouting a place where girls are as safe emotionally as they are physically. Protect the emotional safety of girls by creating a team agreement and coaching girls to honor it. Agreements typically encourage behaviors like respecting a diversity of feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination.



9. **Promote online safety:** Instruct girls never to put their full names or contact information online, engage in virtual conversation with strangers, or arrange in-person meetings with online contacts. On group websites, publish girls' first names only and never divulge their contact information. Teach girls the Girl Scout Online Safety Pledge and have them commit to it.
10. **Using the buddy system:** girls are divided into teams of two. Each girl is responsible for staying with her buddy at all times, warning her buddy of danger, giving her buddy immediate assistance if safe to do so, and seeking help when the situation warrants it. Girls are encouraged to stay near the group or buddy with another team of two, so in the event someone is injured, one person cares for the patient while two others seek help.

Full Safety Guidelines and Procedures are found in Volunteer Essentials

Girl Scout Money Earning Program Snap Shot

Treats & Keeps

Program Begins: October 1
Product Arrives: Late November
Items sold: Chocolates, Nuts, and Magazines
Selling methods: Paper order card or Online store
Troop Proceeds: $1 -$2 per item
Average new troop sells: 80 Items
Volunteer training: August/September

Girl Scout Cookie Program

Program Begins: January 1
Product Arrives: Mid February
Items sold: Girl Scout Cookies
Selling methods: Paper order card or Online Store
Troop Proceeds: $.60- $.85 per box
Volunteer training: October/November
Atlanta's Top selling Cookie: Thin Mints

girl scouts
treats & keeps program
chocolate, nuts, magazines & more!



4 Tips to Get Ready for the Girls Scout Cookie Program

1. **Build your support team**—find a Troop Cookie manager and Treats & Keeps product manager! Help the girls have a better program by delegating this role and letting another adult support the troop! Pick someone with strong organizational skills.
2. **Know your timeline—**Save program dates in your Volunteer Toolkit Calendar.
3. **Share the skills with the girls before the start—**Include earning a Cookie Business or Financial Literacy badge included in the Volunteer Toolkit. Have the girls role play their sales pitch.
4. **Save and mark all receipts–** Include receipts of cash withdrawals and deposits write what each receipt was for, so you can quickly and accurately fill out your end of the year Financial report.

When a girl runs her own business she'll learn a lifetime of skills, including:



Goal Setting
How to develop a Business plan

Decision Making
Think critically and solve problems

Money Management
Directly handle customer money

People Skills
Engage with the Community and develop confidence

Business Ethics
Develop Positive values like honesty And integrity

Girl Scouts ATL Year at a Glance

August

We are gearing up for the new year by forming troops, recruiting volunteers and girls, and planning the upcoming events!

- Start New Leader Checklist

Troop Tip: Sign into the Volunteer Toolkit and start to Explore

September

Prep for new Girl Scout year!

- Hold Parent/caregiver meeting
- First Troop Meeting
- Plan for Treats & Keeps Program

Troop Tip: Identify a meeting location for your troop year

October

New Girl Scout Year Officially begins!

- October 1: Confirm everyone's membership is up to date
- October 1: Treats & Keeps Program begins
- October 31: Juliette Gordon Low's Birthday- Founder's Day

Troop Tip: Celebrate Founder's Day with a troop party

November

Give Thanks for your troop

- Summer Camp Registration begins
- Participate in a service project in your community!
- Attend Volunteer Cookie Training

Troop Tip: Host your investiture ceremony now that your girls know the GS promise

December

Prep for the Cookie Program and the spirit of the holidays

- Hold a troop parent meeting all about cookies.
- Earn a Cookie Business Badge

Troop Tip: Keep in mind the variety of faith traditions in your troop during this time

January

Girl Scout Cookie Program starts.

- Place your initial cookie order.
- Participate in service unit events.

Troop Tip: Confirm with your Service Unit how to sign up for local Cookie Booths

February

Have your troop connect with international Girl Scout & Guide sisters!

- February 22: World Thinking Day.
- Attend Thinking Day Event
- Cookies Arrive!
- Cookie Booths begin

Troop Tip: Begin talking about who maybe interested in summer camp

March

Celebrate the History of Girl Scouting

- March 12: Girl Scout Birthday
- Week of March 12: Girl Scout Week
- Girl Scout Sunday
- Girl Scout Sabbath

Troop Tip: Check out the Girl Scout Web-site for ways to celebrate

April

Volunteer Appreciation Month!

- April 1: Spring Renewal Beings
- April 22: A special day to thank volunteers for all they do.

Troop Tip: Consider getting outdoors with your troop this month to work on badges

May

Celebrate a great year!

- End of year Awards Ceremony
- Bridging Ceremony for girls moving to the next program level
- Ask parents to commit to renewing for the fall

Troop Tip: After your celebration have a brainstorming session to plan the Fall

June/July

Enjoy the Summer

- Summer camp begins! Hooray!
- Have a summer get together as a troop

Troop Tip: Send a letter to your girls at camp

August

Back to School! Back to Girl Scouts!

- Kick off your Girl Scout year
- Host First Troop meeting

Troop Tip: Consider adding girls to your troop, especially if girls moved away

For a full list of events, programs and activities, visit Events.GirlScoutsATL.org

MyGS: Volunteer Toolkit & Member Profile

- Your digital Girl Scout Tool.
- MYGS is a members only section of the council website that gives you, as a Troop Leader, access to a variety of tools and resources to plan, manage, and communicate with your troop.
- Click My GS/SIGN IN at GirlScoutsATL.org to get started!

MEMBER PROFILE

Your member profile provides control of the Girl Scout memberships for your family and troop. It allows you to register girls directly in your troop and renew their membership for upcoming years quickly and easily.

VOLUNTEER TOOLKIT

The Volunteer Toolkit (VTK) gives you access to program content and other resources to manage your troop planning all year long!



Explore

The Explore page will present you with a variety of Pre-Selected Tracks, which contain a series of meetings designed to help you lead your girls through a Journey or earn a popular selection of badges. Once you select a Track the meetings will be copied over to your Year Plan so you can begin customizing your experience.

Year Plan

The Year Plan will list all the meetings from your selected track. You can customize your Year Plan by scheduling dates and locations for your meetings, adding other meetings to your year, and adding activities to supplement your meetings. You can create custom activities for your troop.

Meeting Plan

Each meeting on your Year Plan has an accompanying Meeting Plan which provides a thorough overview, detailed activity plans focused on learning the content for the Journey or badge, a shopping list to make preparing for the meeting easier, and a customizable agenda so you can adjust activities as needed. Each meeting and activity has the capability to track attendance, and the final meeting for each badge allows you to record which members have earned that badge.



My Troop

The My Troop section of the VTK is where you can view and download your current troop roster, see each girls' attendance and achievements earned and send emails to every parent on your roster to remind them of upcoming activities.



Resources

In the Resources section you will find the most important documents and links for successfully running your troop. You won't need to know everything here right away, but as your troop grows and wants to experience more of what Girl Scouts has to offer, check here first for more details including our Safety Activity Checkpoints, Troop Travel guidelines, and many other topics.

Parent communication & Involvement

In addition to the troop leader messaging capabilities, one parent for each of your girls will have access to the MYGS system. This provides them a read-only view of your troop plans in the VTK so they can catch their daughter up if she misses a meeting and keep track of scheduled troop activities all year long.

Making Decisions as a Troop

One of the great things about the Girl Scout Program is girls are able to shape their own troop experience. This is an empowering opportunity and learning process. It should be a progressive experience matching the girls program level. Girls can decide what badge and activities they participate in as a group.



Decision making techniques:

- Make a large list of ideas, no idea is completely out at first
- Order ideas from most interest to least interest
- Volunteer should confirm the idea meets Safety Activity Check points for their age level
- Does the activity cost money? Do we have enough money this year?
- Vote: Blind voting is best for younger girls

Compromising: Not everyone will want to do the exact same things. So girls will need to work together to figure out a way for all girls to be happy with the choices.

Tip: Make sure all girls have a chance to speak, their body language with help give you clues.

- Break the troop into smaller groups based on their idea. Have girls work through the idea and present it to the group
- If there is some conflict in the compromise, have girls think about it until their next meeting. Keep a file of the ideas they come up with. Maybe it's a better idea to move to a future year

Decisions your troop may make over the year:

At the start of each year:

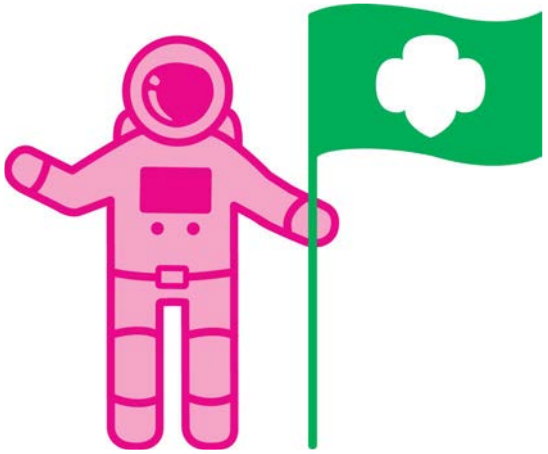
- Brainstorm what they would like to do as a troop. (Older girls may want to come to this meeting with some pre research)
- What badges and/or Journeys do they want to do this year?
- What are they most looking forward to?
- What funds do we have currently in our troop account to support these ideas?

In planning for the Girl Scout Cookie Program and/or Treats & Keeps:

- Set a "Fun" goal– What kind of activity can we do with our troop proceeds (skating, zoo overnight, trip etc.)?
- Set a "Philanthropy" goal– How is the troop going to use the funds to serve the community around them?
- Determine the money needed for each goal and how much product will need to be sold to achieve it. Is the amount reasonable?
- Girls can then set their own personal goals for the programs.

Money Management: Teaching girls about money management and empowering them to make good financial decisions is part of troop money management.

- What is the age level of your troop and how much understanding do they have of money and bank accounts?
- What are the girls learning by the way the troop funds are managed? What do they need to learn?
- What if a girl joins the troop or leaves the troop, how will the funds be managed? (Remember the funds belong to the whole troop and funds can only be transferred to another Girl Scout troop, not to a personal account)



Let's Go– Your First Troop Meeting

Your first troop meeting is a great chance to:

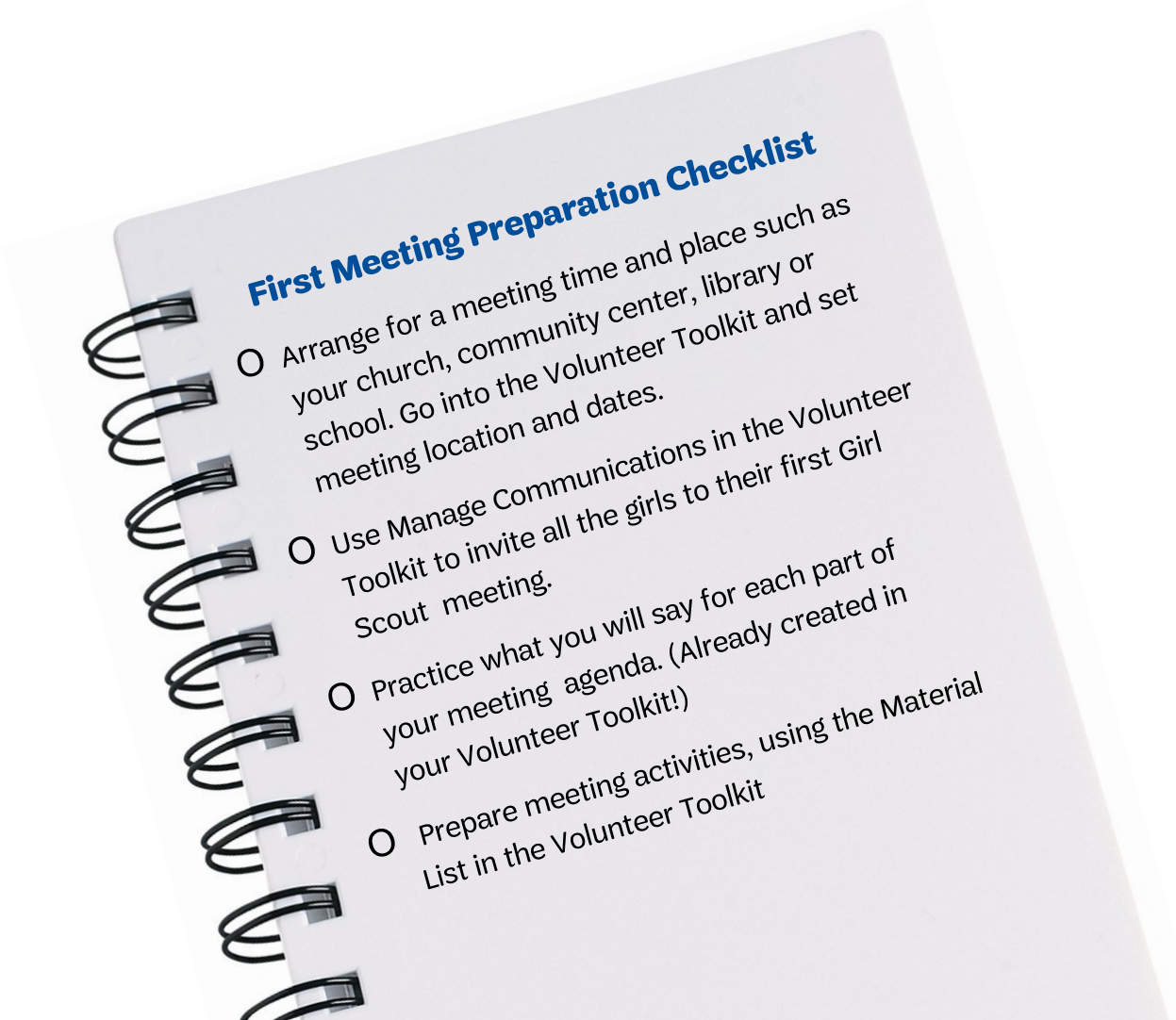
- Introduce the troop volunteer team to the girls
- Get to know the girls
- Brainstorm all of the exciting things the girls want to do this year.
- Introduce the girls to Girl Scout traditions.

Remember—this will probably be their first experience with Girl Scouts! Make sure you have fun as you help girls on their journey to discover, connect and take action in the world around them.

Organizing your meeting is easy with the Volunteer Toolkit—your one-stop resource for planning your entire year as a troop leader. The simple guide below gives you the framework for how a typical meeting runs.

The Volunteer Toolkit helps you plan specific activities and timelines. The pre-populated year plans in the Volunteer Toolkit will have detailed information for your first meeting with your girls. The Volunteer Toolkit includes your planning materials, communication tools, meeting aids and a customizable agenda with games and activities.

Select "MYGS" at GirlScoutsATL.org and choose Volunteer Toolkit from the menu.



Six Parts to a Great Girl Scout Meeting

1. As Girls Arrive: Plan activities for girls as they arrive at the meeting so they have something to do until the meeting begins. It could be as simple as a coloring page, craft, or service project. (5 min)

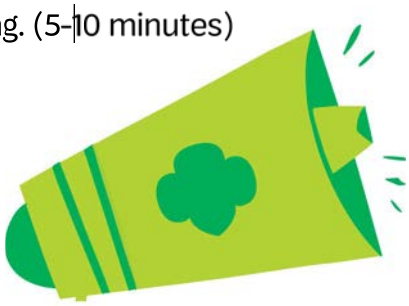
2. Opening Ceremony: Each troop decides how to open their own meeting– most begin with a simple flag ceremony and the Girl Scout Promise & Law, a song, game, story, or other activity determined by the girls. (5-15 minutes)

3. Business/Snack: Take attendance, collect dues, provide a treasurer's report, make announcements, or plan an upcoming event or trip These are all things you might do during this step of the meeting. This is a great time for girls to lead, especially as they get older! Snacks are optional (5-15 minutes)

4. Activities: Use the activity plans found in the Volunteer Toolkit (VTK) to complete Badge and Journey related actives. (30-40 minutes)

5. Clean-Up: Girl Scouts should always leave a place cleaner than they found it! (5-10 minutes)

6. Closing Ceremony: Just like the opening, each troop can decide how to close the meeting: with a song, game, friendship circle, or story. This is a great time to debrief your meeting. (5-10 minutes)



What to include in your troop supply box!

What do you need to have on hand to do the activities and crafts at your troop meetings? How many of each item do you need? Here is a simple list. Add to it any additional items your troop finds useful. Check in your junk drawers, and have your troop parents do the same, many of these items are just laying around your house and will not need to be purchased if they are donated. (Old crayons and pencils are fine.) The Volunteer Toolkit has specific meeting supplies for specialized activities.

Scissors (1 pair per 2-3 girls)
Rulers (1 per 2-3 girls)
Colored pencils (1 box per 2-3 girls)
Colored Markers (1 box per 2-3 girls)
Crayons (1 box per 2-3 girls)
Regular pencils (1 per girl)
Glue Sticks (1 per 2-3 girls)
Tape
Paper clips
Tape measure
Black sharpies (4)
Hole punch (1)
Glue dots (2 boxes)
Rubber bands
Sticky note pad
Cardstock/colored paper

American Flag
Girl Scout Flag
First Aid Kit
Money Bag
Yarn

<u>Extra items you may want for games</u>

A deck of cards
Dice
Blow up Ball
Bandanas (1 per girl)



Girl Scouts ATL Outdoor Program





Outdoor adventures for all age and skill levels

Outdoor programs are a unique opportunity for girls to connect with each other while discovering and exploring the outdoors. Girl Scout s ATL owns and operates three year round properties: Camp Meriwether, Camp Misty Mountain, and Camp Timber Ridge. During the school year, your troop can visit and camp at the facilities. Over the summer girls can attend overnight and day camps.

Camp Timber Ridge of rolling terrain with hardwood, pine and bamboo forests, natural streams, and wildflowers established in 1924, is located in Mableton, GA (12 miles west of Metro Atlanta). The property features 220 acres

Housing: Air-conditioned cabins, platform tents, primitive camping, hammock camping

Activities: Creekside Hiking Trails, Canoeing, Kayaking, Stand up Paddle Boards, Robust High-Low Challenge Course, Outdoor Cooking, Swimming, Arts, Crafts, Music, Archery, Adventure Sessions, STEM, , Offsite Field Trips.

Year Round Programming: Themed Weekend Events, Parent/daughter events, Badge Days, Journey in a Day Programs, STEM, Leader/Daughter Weekends, Troop Camping, and so much more

Summer Programming: Day Camps (Rising K– 8th), Overnight Leadership Programs- Counselor in Training, Program Aid, Journey to Gold (Rising 9th– 12th grades)

Camp Misty Mountain established in 1971, is located in Armuchee, GA (75 miles North West of Atlanta). This property has 800 acres of fields, forests, water, and is nestled against the Appalachian Mountains.

Housing: Air-conditioned cabins, platform tents, primitive camping

Activities: English& Western Horsemanship, Trail Riding, Archery, Hiking Trails, Canoeing, Kayaking, Stand up Paddle Boards, Challenge Course, Outdoor Cooking, Swimming, crafts, riflery, sailing, wind surfing, tubing

Year Round Programming: Themed Weekend Events, Parent/daughter events, Mountain Jubilee (Father/ Daughter,) Badge Days, Troop Camping, and so much more

Summer Programming: Sleepaway Camp (Rising 2nd– 12th), Overnight Leadership Programs- Counselor in Training, Wrangler In Training (Rising 9th– 12th grades)

Camp Meriwether is located in Luthersville, GA (50 miles southwest of Metro Atlanta) and was established in 2001. There are 270 acres of rolling hills, shady woods and open-fields.

Housing: Air-conditioned cabins, platform tents, primitive camping

Activities: English Horsemanship, Gymkhana (horse games), Swimming, Arts, Crafts, Canoeing, Kayaking, Stand up Paddle Boards, Archery, Challenge Courses, and Hiking Trails, Drama, Outdoor Cooking

Year Round Programming: Themed Weekend Events, Parent/daughter events, Serendipity (Mother/ Daughter,) Fairy Magic, Badge Days, Troop Camping, and so much more

Summer Programming: Sleepaway Camp (Rising 2nd– 12th), Overnight Leadership Programs- Counselor in Training, Wrangler In Training (Rising 9th– 12th grades)

First Time Camping Opportunities:

Attend Preplanned Troop Program at a Girl Scout Camp—These programs are offered several weekends each month and are great for first time campers.

Service Unit Camporee– Many Service Units plan a weekend camping trip for the girls in your community

My First Campout– The council offers a one night camping opportunity each spring.

World Association of Girl Guides and Girl Scouts

"Girl Guiding and Girl Scouting can be the magic thread which links the girls of the world together" - Juliette Gordon Low

The World Association of Girl Guides and Girl Scouts (WAGGGS) is the largest voluntary Movement dedicated to girls and young women in the world. WAGGGS diverse Movement represents ten million girls and young women from 150 countries.

For more than 100 years Girl Guiding and Girl Scouting has transformed the lives of girls and young women worldwide, supporting and empowering them to achieve their fullest potential and become responsible citizens of the world. All Members of the movement wear the World Badge as a symbol of their membership in the Organization.

Badge Symbolism:

- Trefoil– Represents that all Girl Guides and Girl Scouts everywhere have a three-part Promise.
- Two Stars– Represent the Promise and Law
- The Needle/Vein (In the middle)- Is the compass needle that serves as a guide pointing the way
- The Stalk (base of the trefoil)- Represents the flame of the love of humanity
- Outer gold ring on the blue background– Represents the sun shining over all the children of the world

WAGGGS operates five World Centres, where they host advocacy and leadership events: Our Chalet in Switzerland, Sangam in India, Pax Lodge in the UK, Our Cabaña in Mexico and Kusafiri, a World Centre travelling around Africa. Through our global programmes, girls from all over the world come together to learn new skills, share their international experiences and form lifelong friendships.









Ways you can bring a Global Connection to your Troop:

- World Thinking Day (February 22nd) calls Girl Scouts and Girl Guides to join together and take part in activities that promote changing the world for the better. Check out the activity guides on WGGGS website to explore many different ways girls can be leaders and create the change they want to see in the world—and celebrate being part of the global sisterhood that is Girl Scouts and Girl Guides! Details at WAGGGS.org Many Service Units also hold World Thinking Day Celebrations where troops pick another WAGGGS country and learn about what scouting and what life is like for women and girls in that country.
- Learn a song or game from another WAGGGS Member– Visit YouTube, Facebook, and movement websites to learn about what girls at your age level are doing
- Celebrate a Global Action Day. See Global Action Day Toolkit, found in the Volunteer Toolkit under Resources

Learn more at WAGGGS.org

What's the Word? Terms You'll Want to Know

Review these acronyms and words that you most likely will encounter when working with Girl Scouts of Greater Atlanta Council or other Girl Scout volunteers.

Area Executive: Local Staff member servicing your area

Approved volunteers: Volunteers that have passed a Girl Scout background check.

Badges: Skill based awards girls earn by learning new skills, each badge has 5 steps to complete.

Badge & Sash: Girl Scout Store

Bridging Ceremony: Ceremony to recognize a girls move from one program level to another

Camporee or Ingathering: Camping weekends hosted by service units for the troops in their areas.

Case: A record of interaction between GSGATL Customer Care and members used to achieve resolution for a question, request, or concern

CBC: Criminal Background Check

Customer Care: Staff members who act as a first point of contact for inquiries

Doubleknot: Event and Camp Registration system

Ebudde– Girl Scout Cookie Program portal to place cookie orders and manage the program.

Fun Patches: Patches mark a memory girls create such as an ice cream party or cookie booth, these go on the back of a vest/sash/tunic

GSGATL: Girl Scouts of Greater Atlanta, local council that serves 34 metro Atlanta counties

GSLE: Girl Scout Leadership Experience is what girls do in Girl Scouting, how they do it, and how they benefit from it.(Discover, Connect, Take Action)

GSUSA: Girl Scouts of the United States of America, national Girl Scout Organization

High Awards: The Bronze, Silver, and Gold Awards are the highest award girls can earn at the Junior, Cadette, and Senior/Ambassador levels.

Investiture/Rededication: A Ceremony where girls receive their membership pin or rededicate their commitment to the Girl Scout Promise & Law.

Journeys: Leadership Program based around a specific theme that culminates in a Take Action project

Juliette: Girls who choose to register as an individual member of Girl Scouts

Kaper: A kaper is a job or chore that must be done at a troop meeting or event. Kaper charts are a Girl Scout tradition to make sure jobs are shared fairly.

Learning and Resource Center (LARC): Girl Scouts of Greater Atlanta's online learning platform where volunteers can find online training and downloadable resources.

MDS: Membership Development Specialist

MYGS: The portal to Volunteer Systems and Volunteer Toolkit, located on the GSGATL homepage

Opportunity Catalog: A list of available troop & volunteer possibilities for members to join.

Take Action Project: A project where girls identify a community need and take action to solve it.

Troop Trainer & Leader Coach (TTLC): Service Unit Volunteer that offers training and support to leaders

Service Unit (SU): Local group of troops in your community that host events and programs

SUCM: Service Unit Cookie Manager

SUD: Service Unit Director. They are here for general questions or service unit meeting information.

SUT: Service Unit Treasurer

SU Team: Service Unit Team. Made up of volunteers. The Service Unit Team is your local Girl Scout resource.

Volunteer Essentials (VE): Document that includes policy and procedures for Girl Scout Volunteers

VLC: Volunteer Leadership Conference is held annually and includes trainings and resources for volunteers held each fall

Volunteer Systems (membership registration)

Volunteer Toolkit (VTK): A Digital tool for planning, troop management, and communications

Badge & Sash Stores

Badge & Sash is here to provide the resources for your G.I.R.L. to practice leadership every day with uniform essentials, program materials, badges and awards, seasonal, alumna gifts, collectibles and more!

Badge & Sash Locations

Mableton
5601 North Allen Road, Mableton, GA 30126
770.702.9600
Hours: Mon. Wed. & Fri. 9 a.m. - 5 p.m.
Tues. & Thurs. 9 a.m. - 6 p.m.
Sat. 10 a.m. - 4 p.m.
Sun. CLOSED

Sandy Springs
Address: 7878 Roswell Rd. Suite K,
Sandy Springs, GA 30350
Phone: 770.702.9699
Hours:
Tues. Thurs. & Fri. 10 a.m. - 5 p.m.
(Closed 1 p.m. - 2 p.m. for lunch)
Wed. 10 a.m. - 6 p.m.
(Closed 1 p.m. - 2 p.m. for lunch)
Sat. 10 a.m. - 3 p.m.
Sun. & Mon. CLOSED

Tucker
Address: 4898 LaVista Rd.
Tucker Rec Center, Room 5
Tucker, GA 30084
Phone: 770.702.9799
Hours: Thurs. & Fri. 10 a.m. - 5 p.m.
(Closed 1 p.m. - 2 p.m. for lunch)
Sat. 10 a.m. - 2:30 p.m.
Sun. Mon. Tues. & Wed. CLOSED
(The Tucker Badge and Sash is located inside the Tucker Recreation Center)

Online 24/7 at Shop.GirlScoutsATL.org





Resources

Your Service Unit is:_____
You have volunteers in your community that are dedicated to supporting you and your troop to have a great Girl Scout year. A member of the team will reach out to you soon with information about meetings and other support opportunities.

Volunteer Essentials: GirlScoutsATL.Org> Volunteer Essentials
Volunteer Essentials is the primary resource for all volunteers. It provides information about our council, the Girl Scout Leadership Experience, council policies, volunteer personnel policies, financial procedures, volunteer staff structure, service unit structure, emergency procedures and much more.

Volunteer Toolkit: GirlScoutsATL.Org> MY GS/Sign In> Volunteer Toolkit
The Girl Scout Volunteer Toolkit (VTK) is a comprehensive digital tool accessible on your computer, smartphone and/or tablet through the MYGS tab on our website. Please see Volunteer Toolkit reference on page 18.

Girl Scouts of Greater Atlanta Website—GirlScoutsATL.org
Offers information about programs, learning opportunities, events and product programs scheduled throughout the council. The website is updated regularly to provide the latest information to Girl Scout volunteers.

Program Guide—Events.GirlScoutsATL.org
Program Guide is a publication that outlines a variety of council and community sponsored programs available to girls. This is published each fall and is available in print and online.

Safety Activity Checkpoints— GirlScoutsATL.org> Volunteer> Safety Activity Checkpoints
When preparing for any activity with girls, always begin by reviewing the Safety Activity Checkpoints written about that particular activity.

Girl Scout Leadership Journeys:
Girl Scout Leadership Journeys are a program resource that helps girls explore a theme through a sequence of fun and challenging experiences. Journeys help girls to develop leadership skills, explore their interests, try new things, meet different people and make the world a better place. There are a total of seven journey series for all grade levels: **It's Your World-Change it!, It's Your Planet-Love it!, and It's your Story-Tell it!** are all available in print and through the VTK. **Outdoor, Think Like an Engineer, Think Like a Citizen Scientist and Think Like a Programmer** are only available through the VTK.

The Girl's Guide to Girl Scouting:
Each grade level has a Girl's Guide to Girl Scouting, which is the official handbook for all Girl Scouts. The guide includes three sections: Grade Level Handbook, Requirements for Grade Level Badges and MY Girl Scouts, a section for girls to document their experiences that includes pages to scrapbook, draw, journal or save special moments. This is a great resource to share with parents. Purchase at Shop.GirlScoutsATL.org

Girl Scouts of the USA Website—GirlScouts.org
The national Girl Scouts website provides information about Girl Scout programs, including the Girl Scout Journeys and other helpful resources addressing issues that girls and volunteers face in today's world.

Learning and Resource Center (LARC)- GirlScoutsATL.org>Training/LARC
Girl Scouts for Greater Atlanta's online learning platform. Sign up and complete trainings and find helpful resources here.



Parent/Caregiver Involvement Form



Adult Name (s): _____

Girl Name: _____

Email:_____

Mobile Phone: (___)_____ Text Yes_____ No_____

Running a quality Girl Scout troop requires the support of ALL parents/Caregivers.

Ways you can Help: (*Requires Girl Scout membership registration and background check)

- O ***Co-Leader:** Plans/assists in leading activities with girls and communication with parents
- O ***Troop Treasurer:** Manages troop finances
- O ***First Aider:** Certified in CPR & First-Aid attends all activities outside of meeting
- O ***Treats & Keeps Chair:** Organize product ordering, training, and delivery (Oct-Nov)
- O ***Cookie Chair:** Organize and mange the Girl Scout Cookie Program for troop (Jan-March)
- O ***Troop Camper:** Coordinate camping trips for girls and attend camp training
- O ***Troop Meeting Helper:** Helps as needed
  -*Activity Chaperone/Driver: Drives and serves as adult helper on trips and activities
  - Event Coordinator: Plans events/field trips for troop to participate in
  - Service Project Coordinator: Plans and coordinates service opportunities for troop
  - Material Coordinator: Preps materials for troop (Pre cutting items, ordering specialty supplies, etc.)
  -*Cookie Booth Chaperone: Attend Cookie Booths to monitor girl safety

Skills or interests to share (STEM, Camping, Art, Music, Etc.)

_____

_____

Times Available: Weekdays From: _____ to _____

Weeknights From: _____ to _____

Saturdays: _____ Sundays_____

Adult Girl Scout Membership: ___ Member with approved background check ___ Plan to be a member

___ Need more information ___Not planning to be a member

Girl Scout Hopes and Dreams

My Hope for my girl this year in Girl Scouts is:

Is there anything else you would like to tell us about your Girl Scout?

Consider Meeting Location

Here are a few points to keep in mind as you consider meeting locations:

- Cost: The space should be free to use.
- Size: Make sure the space is large enough to accommodate the whole group and all planned activities.
- Availability: Be sure the space is available for the day and the entire length of time you want to meet.
- Agreements: Submit any agreements or contracts to riskmanagement@gsgatl.org for review and signature.
- Resources: Determine what types of furnishings (table, chairs, etc.) come with the room and ensure the lighting is adequate. A bonus would be a closet/cubby of some sort, where you can store supplies.
- Safety: Ensure that the space is safe, secure, clean, properly ventilated, heated (or cooled, depending on your location), free from hazards, and has at least two exits that are well-marked and fully functional. Also, be sure first aid equipment is on hand.
- Facilities: Sanitary and accessible toilets are critical.
- Communication-friendly: Be sure your cell phone works in the meeting space.
- Allergen-free: Ensure pet dander and other common allergens won't bother susceptible girls during meetings.
- Accessibility: Be sure the space can accommodate girls with disabilities, as well as parents with disabilities who may come to meetings.

If this is your first time asking for a Girl Scout meeting place, here are a few speaking points to get you started: "I'm a Girl Scout volunteer, with a group of girls. We're doing lots of great things for girls and for the community, like_____ and _____. We're all about leadership—the kind that girls use in their daily lives and the kind that makes our community better. We'd love to hold our meetings here because _____."

Things to consider before meeting in a private home

In addition to above guidelines, groups meeting in private homes need to follow the guidelines below:

Home owner understands they are primarily responsible for insurance; any available Council insurance would be secondary if applicable (advise that homeowner checks with their personal insurance to let them know and to ask about possible coverage gaps)

Space must be:

- Safe and secure (no access to guns and other weapons, alcohol, and legal or non-legal drugs)
- Clean
- Have at least two exits that are evident and fully functional
- Direct access to a bathroom with toilet and sink that is for the exclusive use of the troop during meeting
- First aid kit is available
- Pets are not allowed to access the meeting location (unless for a special program)
- All adults in the household have successfully passed our criminal background check (non-Girl Scouts can request the Good Deed code if they do not want to join)
- Girls should not be allowed in bedrooms
- Girls must always be supervised by approved volunteers following the proper ratios
- Adequate parking for safe drop off and pick up of girls
- Review safety activity check points: Example– Girls are not allowed to use outdoor trampolines during Girl Scout activities



Forms and Their Uses

Form Name	Purpose	Who Completes & Uses Form
Minor & Adult Health History Record	An updated record of health status (for example, allergies, chronic illness, and injuries) and authorization. forms are completed and given to the troop First Aider for troop records.	Girl's caregiver or parent completes the form and submits it to the troop First Aider
Photo Release Form - Minor and Adult	Allows Girl Scouts of Greater Atlanta, or collaborating organizations the ability to use, distribute, publish, exhibit, digitize, broadcast, display, modify, etc. the use of name, picture, voice, or likeness.	A caregiver for each girl in the troop and give to Troop Leader
Permission for a Girl Scout Activity	When participating in activities beyond the troop meeting, caregiver permission is required. This form allows leaders to communicate to caregivers the key information about the activity and receive permission for girl participation.	Co–Leader provides to caregivers who complete and returns it prior to trip or activity
Incident/Accident Report Form	Online form completed in the event of an incident, accident, or emergency. Please follow emergency procedures found in Volunteer Essentials.	Troop leader or Co- Leader completes the form within 24 hours of the incident/accident
Troop/Group Bank Account Request	Online form completed by the troop bank account signers, a troop leader and second designated approved adult, and submitted to the bank when opening the troop bank account. The troop bank account signers will be responsible for managing the troop funds.	The troop bank account is opened by either two troop leaders or one troop leader and one troop treasurer registered with Girl Scouts of Greater Atlanta.
Financial Assistance for Uniform/ Insignia & Program Events	Online form completed in order to remove financial barriers to participation in Girl Scouts. Limited funds are available to cover some expenses. Requests are reviewed on an individual basis and limited to two requests per Girl Scout Membership year.	Caregiver of child, can not be completed by troop leader
Adult Membership Financial Assistance	Online form to request financial assistance for annual membership dues.	Adult serving in a Troop Leadership role or Treasurer
Girl Membership Financial Assistance	Online form to request financial assistance or to use an alternative payment method including WellCare, Care Source, Amerigroup, or Peach State Insurance.	Parent/ Caregiver
Trip Approval Request Form	Some trips and high risk activities require approval from the council. You will learn about this process in the Day Trips and Overnights Training in LARC.	Troop Co Leaders
Troop Finance report	A summary of your Troop expense and income. Due June 15 through the Volunteer Toolkit.	Troop Co Leaders or Troop treasurer



Find forms at GirlScoutsATL.org> Forms & Docs

girl scouts of greater atlanta

GIRL SCOUTS OF GREATER ATLANTA, INC.
PERMISSION FOR A GIRL SCOUT ACTIVITY

Troop # _____ is planning _____

Date _____ Time _____

Location _____ Phone number _____

Arrangement for Transportation:

Time _____ and place of departure _____

Time _____ and place of return _____

Mode of transportation _____

Adults accompanying the girls _____ and _____

Each girl will need $ _____ for expenses to cover _____

Other equipment and clothing needed. _____

In case of change of schedule or emergency the leader will notify:

_____ _____
(Name) (Phone number)

Who will then notify the parents or guardians at the number you have listed for emergencies.
This person will be provided with a list of all emergency numbers you have listed below and on the Health History Record.

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

(Tear off and return this portion to Troop Leader or adult in charge of activity)

My daughter _____ has my permission to participate in

_____. Date of the trip is _____

I have reviewed her Health History Record and confirm that all the information is current and correct. I have provided any medications that my daughter will need to take in the original container with written instructions on when they are to be dispensed. I give permission to the person named in First Aid or another adult in charge of the activity to administer the medicine as needed.

During the activity, I may be reached at

Phone # _____ Cell Phone # _____

If I am not available at the above phone numbers please contact the persons listed on my daughter's Health History Record.

_____ _____
Signature of parent or legal guardian Date

In addition to this form, a Health History Record completed and signed by the parent within the current year is required to be on file with the Troop Leader or adult in charge.

RV, Gee De Angelo, 5.25.2012

girl scouts of greater atlanta

GIRL SCOUTS OF GREATER ATLANTA, INC.

Minor & Adult Health History Record

USE:	• This health history is to be completed and signed by parents/guardians of minor members or by adult volunteers themselves. • The information should be reviewed by parent/guardian or adult member before every trip to ensure that the information has not changed. • The troop leader and/or troop adult trained in first aid should ensure that the information on this form remains as confidential as possible. Out of date forms should be securely shredded.

Full Name:	Date of Birth: Age:
Parent/Guardian Full Name:	Troop Number:
Email address of adult:	Home Phone:
Home Address:	Cell Phone:
	Business Phone:

In Emergency Notify: _____ at _____
(Name & Relationship) (Phone number with area code)

If they are not available, notify: _____ at _____
(Name & Relationship) (Phone number with area code)

Family Physician: _____ at _____
(Name) (Phone number with area code)

Section I: Current Medications

Is the participant currently taking any medication? Please list below. You may also use this space to indicate any over the counter medications that your daughter is allowed to take if necessary – note that troop leaders are not authorized to administer over the counter medications unless they are provided by the participant. Please indicate the usual dosage that you would administer. Only the adult certified in First Aid or other adult in charge of activity will be allowed to administer the medication based on your instructions. Any medications, along with written instructions for dosage, that your daughter must take while participating in a Girl Scout Activity must be given to the adult certified in First Aid or other adult in charge of activity prior to departure. The only exceptions to this shall be PRN inhalers or epi-kits that your daughter has been trained to self-administer (adult certified in First Aid and other adults in charge of activity must be made aware if your daughter is carrying such item).

Name of Medicine/indication	Date prescribed	Dosage	

Date of last health exam: Were any complicating medical problems or any conditions requiring monitoring or follow up noted in the last health exam? Explain on a separate piece of paper.

Since the last health exam, has participant had (explain any yes response):	YES	NO
Any injury or medical requiring medical attention?		
An illness lasting more than five days?		
Any exposure to a contagious disease?		
Treatment in a hospital, outpatient clinic, or emergency room?		
Any restrictions on physical activities?		

Section II: Illnesses and injuries (check those that apply and explain below)

Chronic or Recurring Illness

Ear Infection ☐ Bleeding/Clotting Disorders ☐ Hypertension ☐

Asthma ☐ Heart Defect/Disease ☐ Seizures ☐ Diabetes ☐

Other (explain) _____

Are immunizations up to date? ☐ YES ☐ NO Date of last tetanus shot: _____

If your child is not immunized for religious or medical reasons please provide a written statement of explanation.

Is participant currently under the care of a health care professional? _____

Section III: Allergies (check those that apply and specify nature of allergic reaction)

☐ Animals _____

☐ Plants _____

☐ Bugs/insects _____

☐ Medicines/drugs _____

☐ Other – describe _____

Section IV: Other health conditions (check all that apply and explain in open space below)

Bed wetting ☐ Emotional disturbances ☐ Constipation ☐ Fainting ☐

Menstrual cramps ☐ Motion sickness ☐ Hearing impairment ☐ Anemia ☐

Nosebleeds ☐ Sleep disturbances ☐ Dietary restrictions ☐

Glasses/contact lenses ☐ Other (Specify) _____

FOR MINOR PARTICIPANTS

This health history is complete and accurate. I know of no reason(s), other than the information indicated on this form, why my daughter should not participate in prescribed activities except as noted. If this information changes during the Girl Scout year I will notify the leader in writing. I understand that this information will remain confidential to the troop/group/program leaders, designated person trained in first aid, or emergency personnel as needed. I hereby give permission to the adult in charge to provide routine health care, administer prescribed medications and seek emergency medical treatment including ordering x-rays or routine tests. I agree to the release of any records necessary for insurance purposes. I give permission to the adult in charge to arrange necessary related transportation for my child.

_____ _____

(Signature of parent or legal guardian) (Date this form was signed)

FOR ADULT PARTICIPANTS

This health history is complete and accurate. I am able to participate in prescribed activities except as noted. If this information changes during the Girl Scout year I will notify the leader in writing. I understand that this information will remain confidential to the troop/group/program leaders, designated person trained in first aid, or emergency personnel as needed.

_____ _____

(Signature of adult participant) (Date this form was signed)

Girl Scouts.

PHOTO RELEASE FORM

Photo Release Form Policy

When parents register their daughter to be a Girl Scout member, they "understand that when participating in Girl Scout activities the registrant may be photographed for print, video or electronic imaging." Parents also "understand that the images may be used in promotional materials, news releases and other published formats for either the local Girl Scout councils or Girl Scouts of the USA" (GSUSA's Girl Registration form).

It is the policy of Girl Scouts of Greater Atlanta, Inc. to require a Photo Release Form only in the event that a girl will be identified in a picture that is being used by the council. Otherwise, the council follows the same understanding that the parents did when registering their daughter in Girl Scouts.

I, being parent/guardian of _____, hereby consent that the photographs, videotapes and/or motion picture film for which she posed – and/or audio recordings made of her voice – may be used by the Girl Scouts of Greater Atlanta, Inc. or Girl Scouts of the USA (or their successors) in whatever way they desire, including television and electronic uses. Furthermore, I hereby consent that such photographs, films and recordings – and the plates and/or CDs from which they are made – shall be their property, and they shall have the right to sell, duplicate, reproduce and make other uses of such photographs, films and recordings as they may desire free and clear of any claim whatsoever on my part.

_____ _____

parent/guardian signature date

Girl's name: _____ **Age:** _____

Troop #: _____ **Service Unit:** _____

Street address: _____

City: _____ **State:** _____ **Zip:** _____

Name of parent: _____

Daytime phone #: _____

E-mail address: _____

Event this photo was taken at: _____

Thank you for supporting the Girl Scouts!

Girl Scouts of Greater Atlanta, Inc.
5601 North Allen Road • Mableton, GA 30126
Phone: (770) 702-9100 • Fax (770) 702-9105
www.gsgatl.org

3/10

Notes & Ideas

Notes & Ideas

We can Help!

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

Customer Care can help!

800-771-1139

helpline@gsgatl.org

Customer Care Hours

Monday– Friday 9am-5pm

Aug-Oct: M-F 9am-8pm Sat 10am-4pm
Nov & Dec: M-F 9am-5pm
Jan-April: M-F 9am-8pm Sat 10am-4pm
May-July: M-F 9am-5pm

My Troop Number:
My Co-Leader(s):

My Service Unit:
My Service Unit Contact (volunteer):
My Area Executive (Staff):

GirlScoutsATL.org



Your New Leader Support Team:
Michelle Sager, Msager@gsgatl.org & Kathryn Schroeder, Kschroeder@gsgatl.og