

Facilitator's Guide

Cadette Program Aide

Preparing Teen Mentors



Cadette Program Aide Guide Contents

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Preparing Teen Mentors Cadette Program Aide

When girls guide or teach others, they act as mentors. This is an exciting part of a Girl Scout's leadership development. Teen mentoring is a win-win proposition, and as teen mentors, Girl Scout Cadettes gain experience by sharing skills, testing knowledge, and trying out new leadership roles. For the girls being mentored, it means a chance to be with and learn from teens—some of their favorite people!

Cadettes who earn the Program Aide mentoring award are given a special opportunity to serve as champions for the Girl Scout Leadership Experience. As they serve in their roles, they can help make people aware of Girl Scouts' goal to deliver fun with purpose: enjoyable and challenging activities that help girls' leadership in their daily lives and in the world.

As you facilitate the Cadette Program Aide training you will frame your efforts in the context of the Girl Scout Leadership Experience, which engages girls in discovering themselves, connecting with others, and taking action to make the world a better place. Throughout the training you will engage the girls in understanding the three keys to leadership, explore how the Leadership Experience relates to everyday life, and inspire girls to think about ways to serve as leaders in the world. The more teens consciously step into the Girl Scout Leadership Experience, the more they will want to also encourage younger girls to think for themselves as leaders.

Requirements

To earn the Cadette Program Aide, a sixth-, seventh-, or eighth-grade girl must:

- Register as a member of Girl Scouts of the USA.
- Complete the LiA award through one of the following Journeys; aMaze, Breathe or Media
- Take a Council-approved Program Aide training prior to assuming their responsibilities. This facilitator's guide helps you deliver the Council-approved training.
- Work directly with younger girls over six activity sessions. This might be assisting girls with Journey activities (work done for the LiA can't be used for this requirement), badge activities, or general Girl Scout activities. She might work with a group at their meeting, day camps, or during a special Council event.

Training Agenda

1. Introduction (20 minutes – omit if working with your own troop)
2. What is a Cadette Program Aide? (15 minutes)
3. The Leader in You (40 minutes)
4. Break (10 minutes)
5. Group Dynamics & Inclusion (75 minutes)
6. Break (10 minutes)
7. Girl Development (60 minutes)
8. Lunch (30 minutes)
9. High Quality Experiences (45 minutes)
10. Personalization (15 minutes)
11. Break (10 minutes)
12. Safety (45 minutes)
13. Wrap Up and Evaluation (15 minutes)

TOTAL TIME NEEDED: 6.5 hours – including breaks (This would be closer to 6 hours, if working with your own troop)

Supplies Needed

1. Nametags
2. Flip charts/butcher paper
3. Copies of Cadette Program Aide Toolkit
4. Paper for collage
5. Collage materials (magazines, scrapbooking paper, etc.)
6. Pencils
7. Markers
8. Role play cards (conflict resolution and girl development)
9. Tape
10. Blank paper for Me and My Girl Worlds activity
11. Lunch and Snacks

Introduction

(20 minutes - If working with your own troop, this is not needed)

1. Provide nametags for each girl and adult attending.
2. Introduce yourself and anyone helping you lead the training.
3. Go through the logistics:
 - Bathrooms
 - Breaks
 - Emergency procedures
 - Cell phones on vibrate and away
4. Have the girls play a name game to get to know one another, particularly if they haven't worked together before. Program Aides could then use this name game with the younger Girl Scouts that they will be mentoring.

Blank-it: Have each member of the group say their name before splitting them into two even teams facing each other with a blanket in between them. While two people hold the blanket up, each group sends one person up to the blanket. When the blanket is dropped the first person to name the other person is the victor. The person who is not as quick goes to the opposite team. The team that has the most players at the end of ten minutes wins.

What is a Cadette Program Aide?

(10 minutes)

Objective: At the end of the session girls will be able to describe their job as a Program Aide, list what they cannot do as a Program Aide, describe how to work with adult guides, and explain why it is important for them to be a role model to the girls they are working with.

1. Familiarize the girls with the *Cadette Program Aide Volunteer Position Description* (pg. 4 in toolkit) and *Program Aide Bill of Rights* (pg. 5 in toolkit).
2. Facilitate a discussion on what girls can and cannot do as a Program Aide. Ask them why some of these rules might be in place.
3. Review *Tips for Working with Adult Guides* (pg. 6 in toolkit). Ask girls to describe previous experiences working with adults. Provide opportunities for other girls to suggest how situations might have been handled differently.
4. Review *I'm a Role Model?* (pg. 7 in toolkit). Discuss why it is important to be a role model for the girls you are working with.

The Leader in You

(40 minutes)

Objective: At the end of this session girls will be able to describe themselves as leaders in their lives and in the world. Specifically, Program Aides will be able to give examples of their leadership.

1. Refer girls to *The Leader in You* (pg. 8-9 in toolkit). Have them spend 10 minutes reading, reflecting, and filling out the worksheet. Be sure to point out that they should select their strongest skills on the chart. Also point the girls to *A Few Famous Girl Scouts* (pg. 10 in toolkit).
2. Once the girls have completed the worksheet, begin the collage activity. Explain that they are to create a "Me as a Leader" collage using the different materials available to them: magazines, markers, glue sticks, etc.
3. As girls are working, facilitate some discussion. Consider asking:
 - Are all leaders the same?
 - What are some of the characteristics that leaders have?
 - What leadership qualities did you notice from the *A Few Famous Girl Scouts* sheet?



Group Dynamics & Inclusion

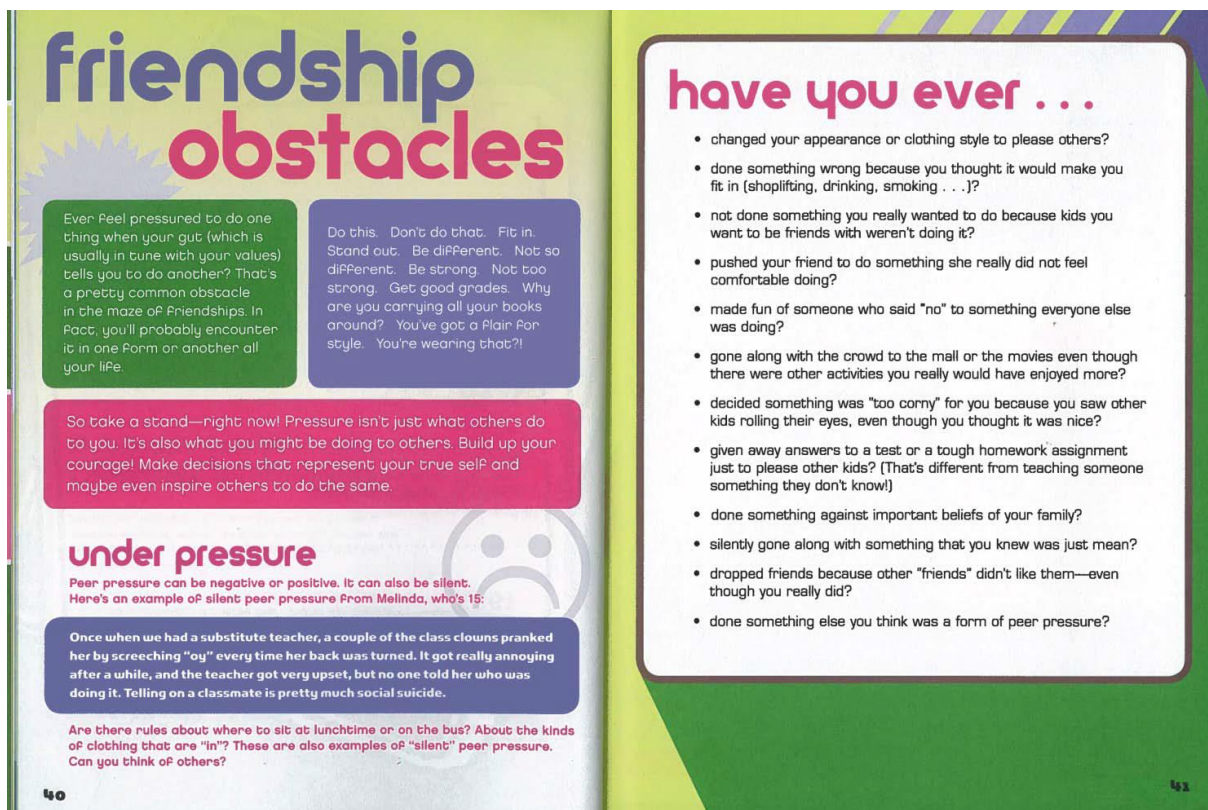
(75 minutes)

Objective: At the end of this session girls will have an increased ability to manage groups effectively. They will also learn what it means to be inclusive of girls of all abilities. Program Aides will begin to think about how they can be leaders in the world as they spend time with groups of younger girls.

1. Have the girls stand in a line or a large circle, depending on the space available. Give one girl a phrase by whispering to her like you are sharing a secret (i.e. "My favorite Girl Scout Cookies are Thin Mints, but Monica likes Trefoils, and my brother likes Tagalongs."). After the "telephone" conversation gets to the last girl, have her repeat what she heard out loud. Whether she gets it right or not, point out that gossip and talking behind someone's back is one example of a "friendship obstacle."

Ask: "What's another type of friendship obstacle?" Answer: Peer pressure.

2. Refer girls to the *aMaze Journey* pages, *Friendship Obstacles* (pg. 39-40 in toolkits). Feeling out the group, have them either read silently to themselves or have some girls read parts out loud.



3. Next, create a graffiti sheet (long butcher paper) of obstacles. On one side, have the girls describe obstacles that they might face at their age and then on the other side have them describe obstacles younger girls might face.

Ask: How do they compare?

- Next, direct the girls to the *Including ALL Girls* (pg. 14 in toolkits). Discuss inclusion: a belief that ALL persons have a right to belong. After discussing what inclusion is and inclusion isn't, go over the roles that they can help play as leaders to ensure that all girls feel included. Also, review the tips for interacting with a person with a disability, including emphasizing the importance of "Person-First Language." Finally, direct the girls back to the graffiti sheet.

Ask: What obstacles might girls with disabilities face? If there is room, encourage girls to write some words in the middle of the paper.

Ask: In a troop activity session, what are some ways to make sure all girls are included?

- Use the *Group Dynamics* (pg. 15-17 in toolkit) to introduce group management techniques for a variety of situations. Give girls an opportunity to practice those techniques.
- Discuss conflict resolution strategies from *aMAZE! Conflict Resolution: I Can Do It!* (pg. 41 in toolkit). Have the girls break into small groups and role play with some of the ideas included in the appendix.

CONFLICT RESOLUTION:

I CAN DO IT!

Talking about Friendship dramas can be tough. But when conflicts arise—From gossip, cliques, or other Friendship issues—it's always best to talk about them.

The problem is that when people are upset, they tend to speak in "you-statements" ("You're a liar!" or "You are so stupid!"). "You-statements" immediately put the other person on the defensive. She'll feel attacked and will likely toss some "you-statements" right back at you. Then the conflict might escalate and you'll miss the opportunity to help each other understand what's wrong and how you might fix it.

So instead of a "you-statement," offer an "I-statement." Focus on one specific behavior or action of the other person and how it affected you.

An "I-statement" ("I feel hurt" or "I feel sad") lets you communicate your feelings in a strong way because you're making it about you, not the other person, and your feelings are communicated openly and honestly. It allows the other person to really hear you—without feeling threatened. Check out this Formula For expressing yourself with "I-statements":

I feel
(say your feeling)

when you
(describe one specific action)

because
(say why the action connects to your feeling)

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Girl Development

(60 minutes)

Objective: At the end of this session, girls will know what to expect from younger girls as they develop physically and emotionally. They will understand that younger girls' needs, interests, and capabilities change. Program Aides will begin to think about how younger girls could be leaders in their lives based on their developmental characteristics. Additionally, they will be able to use growth mindset praise to compliment younger girls in their efforts.

1. Have the girls split into groups and review one of the *Girl Development* (pg. 18-20) pages in their toolkit. Have each group (Daisy, Brownie, Junior) report back on the characteristics of their grade level.
2. Role-play typical troop and camp scenarios that could occur between Program Aides and younger girls. Have girls discuss and describe how their interactions with younger girls will change with different developmental stages.
 - Handout role play cards to small groups and allow them 5 minutes to figure out how they would role play their scenario. Give each group a few minutes to share their role play with the whole group.
3. Review *Communicating with Girls* (pg. 21 in toolkit).
4. Refer girls to *Giving Praise* (pg. 22 in toolkit). Explain that when girls are giving praise to younger girls (and their peers) they should use what is called growth mindset praise.
 - Growth mindset praise focuses on praising girls for three things: effort, strategies, and seeking help.
 - By using growth mindset praise you will help girls learn to take on more challenges, be more interested in learning, and want to work hard to succeed.
5. The next activity will allow girls to practice deciding whether an activity is growth mindset praise or not. Have girls get into groups of 2-3. Hand each group a package of cards. Have the girls split the cards into 2 piles. One that is growth mindset praise and one that is not. Remember that growth mindset praise is focused on effort, strategies, and seeking help.

Debrief the activity with the girls. Were any of the cards harder to place than others? Why?

What are some of the troop or camp examples you could use?

High-Quality Experiences

(45 minutes)

Objective: At the end of the session, girls will understand that not only are the activities they facilitate with girls important, but how they engage is important in creating a high-quality experience. Specifically, Program Aides will be able to identify the three GSLE processes and explain how to use them with younger girls.

1. Review *High-Quality Experiences* (pg. 23-24 in toolkit). Discuss the three processes and what they mean, as well as how they fit with the three keys we already know to create a high-quality experience.
2. Give girls an opportunity to experience two Journey activities (see descriptions below) that they could facilitate with younger girls. Once they have completed the activities, debrief using the following questions as a start:
 - What happened in this activity?
 - How did the girl-led, cooperative learning, and learning by doing processes come through?
 - How does this help girls now?
 - How does it help girls in the future?

Me and My Girl Worlds ***A World of Girls Adult Guide, Page 39***

1. Give each person a sheet of paper and markers. Have them draw a circle that takes up most of the paper. Tell them the circle stands for their world.
2. Tell each girl to divide their circle into quarters. In each quarter of the circle, ask them to draw one of the groups of girls or women who are a part of their world. (Possible groups: Girl Scouts; girls and women in your family; girls and women at your school; girls in an after-school activity—soccer or dance).
3. After they have drawn their four groups, invite each person to choose one and explain to the others in their small group what she likes about it and how she feels when she is in this group.

Team Animal Mural ***5 Flowers, 4 Stories, 3 Cheers for Animals Adult Guide, Page 30***

1. Explain to the girls that a mural is a big picture that tells a story. Usually it is so big that it covers a whole wall! We will be using butcher paper to make our mural of a bald eagle.
2. Invite each girl to use the art materials on hand to make a part of a bald eagle. For instance, have one girl make one eye, have another make another one, have someone make the beak, etc.
3. As the girls are making their eagle part, remind them that eagles build the largest nests in North America. Explain that as they complete the Journey, they will be building a small nest during their next Daisy time together. We are going to call these nests our All About Me Nests because they will hold all the things you know and learn about caring for yourself.
4. Ask the girls:
 - What do you have in your lives now that is like a nest (your home, room, etc.)?
 - What is your “nest”?
 - Do you have any ideas for how you want to make and decorate your nests?

Personalization (15 minutes)

Objective: At the end of this session girls will know how they can infuse their personal passions into their work with younger girls.

1. Explain to the girls that it is time for them to discover their spark(s). A spark is something that they are passionate about; it really fires them up and gives them joy and energy. It comes from within them and can be a source of motivation. They have the potential to make the world a better place. Sparks can be passions, interests, or talents. Let the girls know:
 - Sometimes your sparks are hidden, and it can take work to find them.
 - Sparks can change over time. Your sparks today might be different than it was last year or will be five years from now.
 - You can have more than one spark at a time. For instance my sparks are...
2. Have the girls pair up and interview each other using the *Personalization-Sparks* (pg. 25 in toolkit).
3. Once they have identified their spark(s) have them brainstorm as a group how they might use their sparks as they are working as Program Aides.
4. Share with girls the types of Program Aide opportunities available through the Council. They determine where their skills and interests best align with Council and service unit needs for Program Aides.

Safety (45 minutes)

Objective: At the end of this session girls will be able to apply the 12 Safety Standards to activities they facilitate with younger girls.

1. Introduce girls to the *Introduction to Safety Activity Checkpoints* (pg. 26 in toolkit). These guidelines are an overview of the 12 most important safety tips to follow. The guidelines are general and every Girl Scout leader must follow them regardless of the activity their girls are participating in. Some of the rules are for physical safety and some are for emotional safety. Both are important to the girls we work with. Safety rules are followed because we need to return the girls that we work with to their families whole and enriched without injury to them in any way.
2. Look over the activity specific *Safety Activity Checkpoints* (pg. 43-52 in toolkit) and explain to the girls that there are many more checkpoints online. When they are planning an activity they should go online and search for the Safety Activity Checkpoint that applies to their activity. For practice, we are using the two that are sampled in their toolkit. It is important to note that if the Safety Activity Checkpoint says that something is not recommended, it means DO NOT DO IT.
3. In small groups, have girls design an activity that involves Internet safety or arts and crafts that they would like to facilitate with younger girls. Each group can choose the topic and design their own activity.
4. Have the girls apply the 12 Safety Standards to the activity they have planned, as well as the safety checkpoints. Do they need to make changes to the activity?
5. Have them share their plan with the rest of the group and cite the safety checkpoints that they have followed.
6. Host a discussion for girls to talk about their roles in helping to keep younger girls safe emotionally and physically. Give the girls the time to discuss why it is important.

Wrap Up and Evaluation

(15 minutes)

Objective: At the end of this session girls will be able to describe what they learned through the day, evaluate the program they attended, and describe next steps for working as a Cadette Program Aide.

1. Have girls work in small groups to list what they have learned. Have the groups then work together to make one master list.
2. Have the girls complete the Cadette Program Aide Evaluation (separate handout included in the appendix of the facilitator's guide).
3. Remind the girls that to complete their Cadette Program Aide mentoring award they must work directly with younger girls over six activity sessions. This might be assisting girls on Journey activities (in addition to work she does/did toward her LiA award), badge activities, or general Girl Scout activities. She might work with a group at their meeting, day camps, or during a special Council event.

Cadette Program Aide

Appendix

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Girl Development Role Play Cards

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<p>1. You want the group of Daisies you are working with to learn and understand one of the Girl Scout laws that you have been working on. You instruct them to write out the law on a poster that they will take home to post on their wall to see every day. The girls all need help spelling words and many have only written out part of it and then started coloring on the paper.</p>	<p>2. You instructed a group of Daisies to clean up the messes around their seat after an activity, and then pick up the trash around the room and separate the recycling into the recycle bin and the trash into the trash bin, and then put their chairs away and sweep the floor, and then gather all of their stuff and bring their adult to you to check out before they can leave. The girls pick up everything around their chairs and throw it all in the trash can leaving the stuff on the table for you to clean up and start to walk out with their parents and leaders.</p>
<p>3. You have a unit of 18 girls ages 6-8. Out of the 18 girls in your unit: 1 girl uses a wheelchair, 1 girl does not communicate verbally, and 1 girl always needs attention. How can you make sure that you include ALL 18 girls of your unit in the activities?</p>	<p>4. You gave out instructions on an art project to a group of Brownies and said that they only had 20 minutes to finish the project before they had to wrap it up and clean up to move on to the next thing. You gave warnings as the time was getting close to ending. When the 20 minutes were up, you had a number of girls that did not complete their project as they took much longer than you anticipated to work on it. They are upset because they are not done and you are saying you need to move forward.</p>

Girl Development Role Play Cards Contd.

Page 1 Back

<p>1. Daisies don't always have the words for what they want to say. Having them draw a picture of something they are trying to communicate is frequently easier for them and more meaningful. If you had a do-over and could get girls to demonstrate what the portion of the law means to them in a different way, what would you do? Act out both scenarios to demonstrate the difference in how the instruction will go.</p>	<p>2. Daisies know how to follow simple directions and respond well to recognition for doing so. Being specific and offering only one direction at a time is important. Acknowledging when the girls have followed directions well also increases their motivation for listening and following again. If you could have a do-over and start again, how would you instruct the clean-up for the Daisy activity? Act out both scenarios to demonstrate the difference in how the instructions will go.</p>
<p>3. When serving girls with differing abilities, it is important to make sure that they all feel included. Come up with games that would allow everyone to participate. What would some of those be? This could include games with various levels of physical activity and that require no talking at all. Consider asking the girl who needs more attention to be your helper for different activities, so that she is focused on what you are doing as a group. Act out how this could work.</p>	<p>4. Brownies want to be able to finish things they start. You need to be patient if things take longer than you would have thought. You need to be flexible in your schedule to allow the completion of tasks and be prepared to cut some activities. If you could have a do-over and start again with this group of Brownies, what would you do when you could see that many girls are not close to being finished when the time started to run out? Act out both scenarios to demonstrate the difference in how the instructions will go.</p>

Girl Development Role Play Cards contd.

Page 2 Front

<p>5. You are working with a group of Brownies for the first time and you start out the group instructions with a fun game to get to know them. Some of the girls ask when you are going to do the flag ceremony and other girls ask when they are going to eat snack. You had not prepared a flag ceremony or snack and look to their troop leader for help and guidance. She says that they always do the flag ceremony first and say the promise and law and then have snack before they start activities since it is right after school and they are always hungry. You did not know that because you were so busy planning the activity that you did not think to ask how the normal meeting works.</p>	<p>6. You are working with a group of Brownies and have them sitting at tables coloring a picture of a parrot for a pirate theme. They finish and then you start them on another activity where they must design their own pirate ship drawing. By the third activity of making their own eye-patches, a bunch of the Brownies are looking bored and some are starting sword fights out of rolled up paper drawings.</p>
<p>7. You have a unit of 15 girls between the ages of 5-6. Out of the 15 girls in your unit you have: 1 girl is easily distracted, 1 girl is very shy, and 1 girl is disruptive. How can you make sure that you include ALL 15 girls of your unit in the activities?</p>	<p>8. You have brought a badge workshop to a group of Juniors you are working with. You have all of the materials and all of the instructions and get started with them right away so that you can complete it over the course a few meetings with work in between for them to finish it by the end of the month. Girls are not completing the in-between work and falling behind on the badge work. You realize they will not finish in the timeline you put together, and you may have to continue working with them into the next month. You call them up and ask them why they have not been working on the badge homework, and they tell you that they don't want to and don't really care about earning the badge.</p>

Girl Development Role Play Cards Contd.

Page 2 Back

<p>4. Brownies need routine, structure, and predictability. Try keeping certain elements of meetings consistent—such as always having openings and closings. You can create your own elements that are particular to when they meet with you as well and this will help with the consistency when working with you, a special guest. If you had a do-over and could start again, how would you prepare for this first meeting? What would you implement of your own? Act out both scenarios to demonstrate the difference in how the meeting will go.</p>	<p>6. Brownies like doing things in groups and like to run, walk, and play in groups. Be sure to give them lots of chances to team up in activities and give them active games. If you had a do-over and could start again, how would you plan differently for a pirate themed event for Brownies? Act out both scenarios to demonstrate the difference in how the program will go.</p>
<p>7. Remember that no two girls are the same. When serving girls with differing abilities, make sure that you speak with an adult first to determine what each girl's needs really are...we should NEVER make assumptions! One tool to keep everyone on target is to have a picture/list of the schedule for the day so that they are all aware of what's ahead. This will help keep girls with attention-related needs from becoming too anxious. Try acting out how a scenario like this could go.</p>	<p>8. Juniors want to make decisions and express their opinions. Allow them to do so frequently through guided discussions and active reflection activities. They need to choose their own things to work on in Girl Scouts. If you had a do-over and could set the project up in a different way, how would you set it up? Act out both scenarios to demonstrate the difference in how the poster making would go.</p>

Mindset Cards

Wow, you make it look easy!	Your practice is paying off.
You keep making mistakes.	I really like how you learned from your mistakes.
Would you make up your mind and get this done?	I like how you kept trying new ways to get there.
You need to learn to do this by yourself.	You tried hard. Then you asked a friend for help with starting the fire. Great!
You are so smart!	I like that you put so much effort into your figuring out how to solve that problem.
You are such a gifted artist, you must not have to work that hard at it.	Wow! How did you learn to draw so well?
Maybe you're right—we should pick something easier for you to do.	It is challenging to be a leader. It takes a lot of practice to get it right. So after this project, you'll be even better at it.
You'll never learn to swim.	It might take you a little while, but if you put in the time and effort I bet you can learn to swim.

Conflict Resolution Role Play Cards

<p>You have a morning class with one friend and then meet up with everyone in your group for lunch. Lately, when you and your friend are together in class she always agrees with what you say. But when you're in your full group she says things to put you down.</p>	<p>You are working on a team building activity and you share an idea on what might work. A girl in your group says the idea is dumb and tells everyone to ignore you.</p>
<p>Your soccer buddy teases you in front of the team about missing a goal.</p>	<p>The girl sitting next to you during the troop meeting keeps poking you.</p>
<p>Another girl in your camp group takes something out of your backpack without asking.</p>	<p>Your older sister or brother keeps telling you that you are a baby for sleeping with your teddy bear.</p>
<p>Nearly every day your friend mentions how expensive her clothes are and tells you that yours are cheap.</p>	<p>A girl in your troop stares at you and makes faces.</p>

Evaluation for Program Aide Training

Thank you for participating in Program Aide training. We want to make sure that you have the best experience possible. Please fill out the following survey to help us! You can answer honestly, because your answers will never be shared with your adult volunteer, Girl Scout staff, parents, teachers, friends, etc. Your responses will be used for research purposes only.

Completely bubble in your answer below.

	Always	A lot of the time	Sometimes	Hardly ever	Never	Don't know/Don't want to say
When my friends/teammates/troop members disagree, I try to help them consider each other's point of view	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If it helps my team finish a project, I am willing to do more than my "fair share" of work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Agree a lot	Agree	Agree a little	Disagree a little	Disagree	Don't know/Don't want to say
When working in a team, it is a good idea if each person is responsible for a task.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
After today, I feel that I am capable of planning and leading an event for younger girls.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I will use the skills I learned today when working with younger girls.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How are you going to use your Spark as a Cadette Program Aide?

When giving praise to girls you should focus on which of the following? (Bubble all that apply.)

- Effort
- Seeking help
- What they look like
- On how easy they made it look
- Strategies
- How quickly they did it

What does inclusion mean to you?

The three key to leadership are (what we do in Girl Scouts):

- 1.
- 2.
- 3.

What are the three processes that lead to a high quality Girl Scout activity (how we do Girl Scouts)?

- 1.
- 2.
- 3.

Would you recommend this event to a friend?

- Yes
- No

Did this event meet your expectations?

- Yes
- No