

My First Year Daisy

A complete guide for your first year of leading a Girl Scout troop

Checklist for New Troop Leaders Starting a New Girl Scout Troop

We	ek 1	W	eek 2
	Register as a Girl Scout troop leader. Complete a background check.		Complete new leader training (complete within first 30 days).
	You will receive an email invite from theadvocates@sterlingvolunteers. Meet your Membership Manager and		Discover the ins and outs of the Volunteer Toolkit (VTK).
	ask when/where your Service Unit meets (local area volunteers.		Find a bank for your troop account and submit the form to open a bank account. If your troop is new, submit the <u>Request</u>
	Find a co-leader and invite girls to join your troop.		for New Troop Start-Up Funds form. Meet with your co-leader and plan a
	Register for required new leader training: In-Person or Virtual: New Leader Orientation		parent meeting. Find your troop roster in VTK or MyGS.
	Online: Child Abuse & Neglect Prevention		Email or call all new troop parents to introduce yourself.
	Volunteer Toolkit Tutorial Girl Scouts in the Outdoors Set up your troop profile.		Hold the parent meeting (don't forget to use your parent meeting agenda).
We	ek 3	W	eek 4
	Complete your bank account set up and make your first deposit.		Check out the GSSSC event calendar and consult <u>Safety Activity</u> Checkpoints.
	Connect with your Service Unit and meet your Service Unit Mentor		Reach out to your Membership Manager to get help planning your year in Girl Scouts!
	Plan and hold your first troop meeting with the girls. Use your New Leader Handbook and the Volunteer Toolkit.		Find out about the <u>GSSSC Product</u> <u>Program</u>











Table of Contents

On average, troop leaders spend 6-11 hours per month (+ 8 during cookie season) volunteering. We want to help you enjoy as much of that time as possible!

This guide takes the guesswork out of leading a troop.

Checklist for New Troop Leaders	2
Welcome to Girl Scouts	4
Getting Started	5
Training	6
A New Leader's Support System	7
Co-Leaders-Leading Together	8
Working with Parents/Caregivers	9
4Her	10
Pin and Badge Placement for Daisy Uniforms	11
Girl Scout Troop Finances	12
Girl Scout Traditions	
Keeping Girls Safe and First-Aid Kit	13
Troop Communication	14
Forms, All Kinds of Forms	14
Your Year In Girl Scouts	
Product Sales Program: 5 Skills + Financial Literacy	16
Ready, Set, Take Action	17
Girl Scout Camping	18
Higher Awards	18
The Volunteer Toolkit: Your Digital Troop Assistant	19
How Many Volunteers Do You Need?	20
Let's Go! Your First Troop Meeting	21
Working with Daisies	22
Meeting as a Troop	23
Planning Your Girl Scout Year	24
Your Daisy Year at a Glance	25
Daisy Year Plans	26-29

Welcome to Girl Scouts!

Our Mission

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

Girl Scout Promise

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

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.

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

You wear the badge to let people know that you are prepared and willing to be called on because you are a Girl Scout. Girl Scouting is not just knowing but doing. Not just doing but being!

"

Juliette Gordon Low Founder of Girl Scouts

Thank you!



Troop Leaders

Help girls reach their potential as creative, courageous leaders
Create a space where girls try new things without worrying about failing
Teach lessons girls will use for decades to come
Try new things along with their girls
Develop leaders' own organizational and leadership skills
Join a global community of sisterhood

Getting Started

New leaders often spend the first few weeks getting started and setting up their troop. Be sure to use your **CHECKLIST** on page 2 of this handbook!



Setting up your Troop

Your Membership Manager will reach out to you to set up this information in our online system.

The number of girls to expect in your troop

As a new troop, you can expect to have 10-12 girls. Research has found this is the 'sweet spot' – small enough to encourage individual development and large enough to provide an interactive and cooperative learning environment. If your troop doesn't have enough girls assigned or you would like a larger group, GSSSC is here to help you!

Looking to grow your troop more?

As a troop leader, you can make sure your troop is available in the participation catalog for new members to register at will, and you can also share a direct link for new families to register directly in your troop through your MY GS account. Adults and girls alike can join your troop this way. If you would like help growing your troop, contact your Membership Manager any time throughout the year.

Meeting Location and Times

Remember, set meeting times that work with your schedule! You will need to choose a location for regular meetings – a local park, library, school - the troop can meet anywhere that follows the GS safety guidelines. You will also need to decide what day of the week and how often the troop will meet. Most of our troops meet twice a month for 1 to 2 hours, usually in the early evening during the week. If your location requires liability insurance, request a certificate by completing the Request for Liability Insurance form.

Troop Interests/Goals/Personality

Also, think about what your troop will want to accomplish this year. What are some goals? Will the troop focus on one theme for the year? We want to know what type of activities you will plan to do throughout your first year. Every troop has a unique 'personality. Include girls with disabilities or learning differences. Do all the girls enjoy a specific sport or activity? Let us know anything that is special about your troop!

Building an Inclusive Troop

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

New Leader & other available Trainings

Plan to complete all four required trainings within 60 days (2 months)

- 1. New Leader Orientation In-Person
- 2. Girl Scouts Child Abuse and Neglect Prevention (online via GS Learn)
- 3. GSUSA Volunteer Toolkit Tutorial (online via GS Learn)
- 4. GSUSA Girl Scouts in the Outdoors (online via GS Learn)

Additional Training you need to know about (All GS training can be paid for with troop funds). Check the <u>GSSSC event calendar</u> for dates/times:

- **CPR/First Aid Certification (valid for 2 years)** When your troop is ready to go on outings/ field trips outside the regular meeting place, at least one registered/background checked adult will need to become certified (Required for field trips & camping) Fee Register via gsEvents.
- Youth Mental Health First Aid Certification (YMHFA)(valid for 3 years) Training program that teaches adults how to help youth and adolescents who are experiencing mental health or substance use challenges Fee Register via gsEvents.
- **Program Level Training** Explore the Girl Scout program for your troop's grade level No fee. Register via gsEvents.
- 401 Planning Overnight Trips with Girls Home-study course reviews essentials of planning and safety relating to taking trips with girls No Fee Home Study Course.
- <u>402 Outdoor Basics</u> Home-study course required when you are planning a troop camping trip with your girls (Pre-requisite for course 403) No Fee –Home-Study course.
- **403 Troop Camping & Camp Skills** Required by at least one (1) adult in your troop prior to taking a troop camping trip Fee Register via gsEvents.



A New Leader's Support System

Getting Connected, Socially...

Your Support System

Girl Scouts is all about sisterhood. As a leader, you are not alone! Your troop co-leader(s) and parents are your primary team. Get to know them and allow them to help!

Check out page 10, for more ideas!

Your Service Unit

What is a service unit? It is a geographically defined area that consists of Girl Scout troops that are in the same community or school district. These troops are supported by a service unit team.

Service unit teams consist of experienced Girl Scout volunteers who are there to support one another through the Girl Scout year. The team includes a manager, recruiter, mentor, troop organizer, treasurer, fall product and cookie manager, and a recognitions chair.

These volunteers work together to support you by providing activities and event opportunities in your area throughout the year. And they hold monthly meetings for leaders.

Connect with your Service Unit Manager and/or Service Unit Mentor as soon as possible.

Service Unit Meetings

These meetings are held monthly and are in person. Service Units in more remote areas my offer a virtual option. Attending these monthly meetings is a requirement. If you as a leader are not able to attend, appoint one of your parents in your troop to attend these monthly meetings.

- Meet and network with fellow volunteers
- Learn about upcoming events your troop can attend, training, etc.
- Share resources and materials
- Enrichment opportunities

Your Membership Manager can get you connected to the volunteers in your service unit.

GSSSC Council Staff

We are here for you! Your Membership Manager will be here reaching out to you throughout your first year as a troop leader and be by your side every step of the way. You will receive multiple follow up communication to help guide you through your first 90 days and during the important times in the year. If you have a private matter, a conflict to discuss, issues with registration or any other needs, GSSSC can help! Contact your Membership Manager or Customer Care at (208) 377-2077 or email customercare@girlscouts-ssc.org

Check out our social platforms

Girl Scouts of Silver Sage Facebook

https://www.facebook.com/GirlScoutsofSilverSage?ref=share

Girl Scouts of Silver Sage Twitter https://twitter.com/gsssc

Girl Scouts of Silver Sage Instagram https://www.instagram.com/gsssc/

Girl Scouts of Silver Sage https://www.pinterest.com/gsssc/

Co-Leaders – Leading Together

Each troop needs two unrelated adults who are Girl Scout members and have completed a background check to be able to meet. A friend, neighbor, co-worker, another parent are all great people to lead a troop with. If you need assistance recruiting a co-leader, talk to your Membership Manager.

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

- Meeting logistics: When, where, how frequently and how long will the troop meet?
- The troop: Will the troop have girls in one grade or different grades?
- What kind of help will the troop need from parents?
- How will you handle your own daughter during troop activities?
- What type of communication will you use with the troop families? "Band" or and alternative communication platform is great.
- Troop finances: Will you have troop dues? Who will be on the troop bank account?
- Will your troop choose a vest or tunic?
 Will the leaders purchase for everyone and be reimbursed or will each parent purchase the required uniform items.
- Plan out the parent/caregiver meeting.



For more information, check for the <u>Co-Leader Discussion</u>
<u>Questions</u> on our Volunteer Resources Page (Forms & Documents
– Troop Management)

Working with Parents/Caregivers

Unlike many other activities, a Girl Scout troop **needs** parent and caregiver support to thrive!

Parent/Caregiver Meeting Agenda

- Welcome everyone and have girls and parents introduce themselves. Ask about each girl and get to know her.
- Share the importance of family involvement. Every parent has a skill that they can share with the troop. Explain how parents can get involved to help the troop (page 10)
- Discuss meeting location, day and times, uniforms and troop dues (you may want to collect troop dues at the parent meeting).
- Set expectations for communication and response times.
- Have parents complete the <u>Annual Parent/</u>
 <u>Caregiver Permission & Girl/Adult Health</u>
 <u>History</u> form and <u>Permission for Special</u>
 <u>Activities</u> form, if applicable). Share contact info for all troop members.
- Discuss the types of activities the troop will participate in this year (regular meetings, field trips, events, camping trips, etc.)
- Answer any questions the parents may have.

Helpful Tips!

- Don't try to do this alone! Ask parents directly to help with the troop – list out specific needs (page 10)
- Invite your Membership Manager or a member of your service unit team to attend if you need help with this meeting.
- Have a Get to Know my Girl info sheet so that parents can share helpful info for working with their daughter.
- If girls will attend this meeting, have a craft or simple activity to keep them engaged.



Parents and other family members can take an active role in supporting your Girl Scout's experience. Use this chart to engage parents at your parent meeting.

The list below explains a number of roles your troop can use throughout the year.

Ask parents to make a commitment to volunteer *4 hours 4 her* this year!

Help Needed	Description	
Co-Leader	Partners with leader to provide regular support for all troop activities. Must be a member. Background check and training required. Select "Troop Leader" when registering.	
Meeting Helper/ Driver	Assist leaders at meetings with activities. Drivers help drive girls to meetings and activities. Membership and background check required. Select "Troop Volunteer" when registering.	
Troop Treasurer	Help leaders with all money matters, budgets, deposits, etc. Membership and background check required. Select "Troop Treasurer" when registering.	
Camping Adult	Coordinate and attend troop campouts. Membership, background check and training required. Select "Troop Volunteer".	
CPR/First Aider	Attend outings outside regular meeting place. Membership, background check and certified training required. Select "Troop Volunteer".	
Troop Cookie Manager (TCM) and Troop Fall Product Manager (TFPM)	Promote and run the cookie and fall product program for troop members. Membership, background check and training are required. Select. "Troop Volunteer" when registering and complete the "Troop Cookie Manager" and/or the "Troop Fall Product Manager after registering (ask your Membership Manager).	
Supplies or Snack Coordinator	Provide assistance by providing or selecting snacks for troop meetings as needed. Collect/purchase troop supplies to be paid for by the troop for activities.	
Communications Support	Share troop news, be the go-to person to communicate Troop news, upcoming activities, etc. for the troop leaders.	

If you have a talent not represented on this list, speak up and offer to share with the troop. From song and skit leaders to photographers, hobby experts, firewood suppliers and more, there is a place for you to volunteer with your Girl Scout troop. The help and engagement of every parent is important to the growth of the troop!

Pin and Badge Placement for Daisy Uniforms

Girl Scout Daisy Tunic





Girl Scout Troop Finances

Bank Accounts

Each troop must open a troop account at any of the approved banks to avoid unnecessary bank fees. At least two non-related volunteers must be signers on the bank account. Steps to establishing a bank account and registering for ACH withdrawal for Fall & Cookie Product sales, area clearly outlined in the GSSSC's Bank Account Process

Recommended Banks that welcome Girl Scouts

Idaho Central Credit Union	Idaho First Bank
First Interstate Bank	D. L. Evans Bank
US Bank	

Troop Budgets – Keeping good financial records is a must! Keep receipts and track troop activity costs. Troops should share financial information with parents 2-3 times a year. When planning, make sure to keep the troop budget in mind and save money to help fund next year's activities, too. Annually troops are required to submit a financial annual report along with bank statements signed by both signers with detailed descriptions for each deposit and expense. Receipts exceeding \$150 are also submitted along with the report.

Troop Dues – Most troops have troop dues. Make sure to be flexible with families when collecting troop monies. Troop dues hould be just enough to cover the cost of supplies, activity fees and badges/patches – between \$25-\$50 depending on the troop's need until the troop earns money with the annual Fall or Cookie Product sales.



Fund Raising – A troop's primary money earning should come from GSSSC Fall Product sale and Cookie Program. Once a troop has participated in the annual cookie program, they are able to participate in other troop money earning activities such as garage sales or car washes. See Troop Fundraising Procedures for additional information. Troops interested in raising funds need to apply by completing the Application for Money Earning projects.

Financial Scholarships

Financial Assistance for membership is possible thanks to the generosity of families who pay it forward so a girl can experience Girl Scouts. If someone is in need of financial assistance, please have them complete the <u>Membership Assistance</u> for Girl Members form. The troop may also budget to provide financial assistance.

For more information about finances check out <u>Volunteer Essentials</u> at www.girlscouts-ssc.org

Girl Scout Traditions

Hand Sign – Raise three fingers of the right hand with the thumb holding down the pinky. The 3 fingers represent the three parts of the Promise.

Handshake – Shaking hands with the left hand and make the GS sign with the right hand. The left hand is nearest to the heart and signifies friendship.

Friendship circle – The unbroken chain of friendship. Girl Scouts stand in a circle crossing their right arms over their left, and clasping hands with their friends on both sides. Great way to end a meeting.

Promise & Law – Start each meeting by reciting the Promise and Law as a troop.

SWAPS – Small tokens of friendship that girls often make and take to events or while traveling to swap with other Girl Scouts – "Special Whatchamacallits Affectionately Pinned Somewhere".

Kaper Charts – A chart dividing up troop responsibilities, indicating all the jobs available and who is responsible during a meeting or a campout. Kaper Charts are a great way for Daisies to take the helm, either on her own or with adult assistance.

Keeping Girls Safe and First Aid Kits

Make sure a general first-aid kit is available at your group meeting place and accompanies girls on any activity (including transportation to and from the activity). Please be aware that you may need to provide this kit if one is not available at your meeting place. Purchase a Girl Scout first-aid kit. You can buy a commercial kit, or you and the girls can assemble a kit.



Girl Scout Special Activity Permission forms, Annual Parent/Caregiver Permission & Girl/Adult Health History forms may be included as well. Check the kit regularly and make sure flashlight batteries work. Check expiration dates and replace any used or out-of-date contents.

Items to include are:

- · Adhesive bandages
- Sterile gauze pads
- Antibiotic ointment packets
- Hydrocortisone ointment packets
- Antiseptic wipe packets
- Non latex gloves
- Instant cold compress

Always keep your kit and your emergency card with the troop at all times.

Troop Communication

Good communication is essential to a well-run troop. It's a great idea to discuss how troop communications will be handled. Not everyone has Facebook. Would "Band" or a similar communication platform be better? Will you make phone call reminders or text? Be sure to include response expectations in this conversation. A good idea is to always provide a deadline for communication responses. Do you have a parent who will be the designated communications person?

It's also important to keep an open and honest communication line with parents regarding behavior and/or special needs of girls and the troop.



Forms, All Kinds of Forms

Girl Scouts of Silver Sage Forms

As a troop leader, you will find that forms are a necessity! Some useful forms you will need include:

Annual Parent or Caregiver Permission & Girl/Adult Health Form – To be completed annually by parent or caregiver

Parent Permission for Special Activities – Permission for high-risk activities as outlined in Safety Activity Checkpoints.

Money Earning Activity – This form is required for any money-earning activity beyond the Girl Scout cookie program or fall product sales .

Opening or changing a Girl Scout bank account and ACH registration

- See finances section on page 12.

Intent to Travel – To be completed when staying overnight or planning a camping or travel trip.

Program Credit Reimbursement – To be completed when seeking reimbursement for Program Credits earned through the Cookie Product Program and used for online Girl Membership registration.

Your Year in Girl Scouts

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
Recruit New Girls to Your Troop Plan Your Year GSSSC Leader Kick-Off	Hispanic History Month Rededication & Investiture Ceremonies Fall Product Begins Recruit New Girls to Your Troop	Girl Scout Membership Year Begins 31-Juliette Gordon Low's Birthday	Thanksgiving
DECEMBER	JANUARY	FEBRUARY	MARCH
Winter Camps	1-Happy New Year! Cookie Sale	Black History Month 22-World Thinking Day Engineering Week	Women's History Month Girl Scout Week Girl Scouts Celebrate Faith
APRIL	MAY	JUNE	JULY
National Volunteer Month 22-Girl Scout Leader Day	Asian American Pacific Islander Heritage Month National Bridging Week Mental Health Awareness Month Early Bird Membership Renewal	11-National Get Outdoors Day Day Camps Resident Camps	4-Independence Day Day Camps Resident Camps

Visit **girlscouts-ssc.org/events** to learn more about our events and find the most up-to-date information. All events are subject to change without notice.

Product Sales Program 5 Skills + Financial Literacy

Each year, troops have two opportunities to participate in council sponsored money earning activities: the Fall Product Program and the Girl Scout Cookie Program. Each of these programs offer girls and troops the opportunity to earn funds to power their Girl Scout adventures, as well as rewards to keep girls engaged and motivated.

Through their participation in product sales programs, girls can launch their very own businesses while learning important life skills along the way:

Goal Setting

Decision Making

Money Management

People Skills

Business Ethics

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

- With the support of a volunteer in your Service Unit and the council Product Sales team, you will be connected to resources and support to ensure that you and your troop have everything that you need to have a successful experience.
- It's important to remember that any funds earned through money earning activities become property of the troop as a whole to further the Girl Scout experience.
- It must also be a girl-led decision on how these funds should be spent. Troop funds can be used towards meeting supplies, badges, field trips and activities, camping, experiences and more.

Fall Product Program | September - October

This is a great way to get girls and families comfortable with participating in council sponsored money earning activities.

- **What:** Girls sell nuts, candy and magazines online to family and friends.
- **How:** Customers can select to have their order delivered by the Girl Scout or shipped directly to them. Products to be delivered by girls will be shipped directly to the troop in November for distribution to girls and families.
- **Why:** Troops earn approximately 15% of the total sales by December.

Cookie Program | December - February

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

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

Ready, Set, Take Action

Community Service and Take Action Projects

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

Community Service Projects

Community service projects address an immediate need in the community and are appropriate for every Girl Scout – Daisy through Ambassador! A great definition of community service is, "Community service makes the world a better place for some people right now."

Take Action Projects

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

What is Take Action?

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

Overview of Take Action

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

Girls must also make sure each project is sustainable and that the impact is measurable.

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

Steps of a Good Take Action Project

- 1. Girls identify assets and needs in a community.
- 2. Girls reach out beyond their circle to meet others. They try to meet people affected by their issue and seek people who are trying to solve it.
- 3. Girls make a decision about what they will take action on.
- 4. Girls learn the steps needed to carry out an action plan.
- 5. Girls assist with project logistics.
- 6. Girls take action alongside community members.
- 7. Girls reflect on their action and assess what they gained from it. Girls celebrate their community accomplishments.

Girl Scout Camping

When Girl Scouts go outside and connect with nature in a girl-led setting, they grow in self-confidence, develop their leadership skills, and foster a passion for environmental stewardship. Many Girl Scouts will tell you that camping trips and summer camp are some of the best things about their Girl Scout experience.

Our Camp and Outdoor Program

With a troop camp-trained adult along, girls can go troop camping at two of our three beautiful camps throughout the school year. Summer brings day camps, and fun resident summer camps for our girls to enjoy. Summer opportunities are announced in January each year.

For more information about out camps check our website: For more information about our camps check our website at www.girlscouts-ssc.org

Camp Properties

Camp Echo- Day Camp Nestled just outside downtown Boise, Camp Echo has so much fun to offer. With foothill walking trails just steps outside our front door, an expansive lawn area to play games and access to a greenbelt bike trail minutes from camp, the possibilities are endless.

Camp Alice Pittenger (CAP) – Resident CampLocated in beautiful McCall, Idaho at the shores of Payette Lake.

Camp Tam - Resident Camp Beautiful rustic camp in Swan Valley

Property reservations can be requested by troops, service units, and Girl Scout and non-Girl Scout families throughout the year by completing the Property Reservation Request Form

Higher Awards

The Bronze Award - Once your troop becomes a Junior Girl Scout troop, girls are able to complete the first level of our higher awards. Girl Scout Juniors team up to make a difference in their community. They learn important leadership skills, discover new passions, and watch how seemingly small actions make a big difference. At this level, girls usually work together as a troop. Earning the Bronze Award includes completing one Junior Girl Scout Journey and a suggested 20 + hours of project planning, implementation, and promotion.

The Silver Award - Cadette Girl Scouts may earn this second-highest award. Girls will work individually or in small groups. Earning the Silver

Award includes completing one Cadette Girl Scout Journey and a suggested 50+ hours of project planning, implementation, and promotion.

The Gold Award - The highest Girl Scout award is an individual award and can be earned starting in 9th grade. Earning the Gold Award includes completing two Senior or Ambassador journeys or having earned the Silver Award and completing one Senior or Ambassador journey. Gold Awards usually take a minimum of 80 hours of project planning, implementation, and promotion to complete.

Additional information and <u>Highest Award work</u> books can be found at www.girlscouts-ssc.org

The Volunteer Toolkit:

Your Digital Troop Assistant

The Volunteer Toolkit (VTK)

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

Plan and Customize Your Year

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

Manage Troop Rosters, Attendance, and Accomplishments

With the VTK you will be able to view your troop roster, update contact information, email your troop parents, record attendance at meetings, track girl's badge and Journey achievements, and renew memberships.

One-Click Communication

The VTK is not just for leaders, it's for parents, too! With its unique parent-view, parents can keep up with troop activities, meeting information, and what badges and Journeys their girls are working on. You can also email upcoming meeting agendas and troop plan to them with just one click.

Learn more about the VTK

The VTK is accessible by logging into your MyGS. For more information about how to use the VTK, complete the required VTK tutorial, available via GS Learn

Easy Navigation at your Fingertips!

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

MY TROOP

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

YEAR PLANS

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

MEETING PLANS

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

RESOURCES

- Access award logs, badge charts, meeting plans, and more.
- Access council specific resources on troop leadership, safety, training, GS traditions and awards, trips and travel, GS product sale, and camp and outdoor programs.

FINANCES

• Submit the annual troop finance report and Bank statements

How Many Volunteers Do You Need?

Troop leaders are responsible for arranging and maintaining proper adult supervision for meetings and activities. Each troop meeting or Girl Scout group must have at least two unrelated adult members and a background check on file present at all times, plus additional adult volunteers as necessary. Adult volunteers must be at least 18 years old and one adult in every group must be female.

Use the table to identify how many adults you need based on the number of girls participating:

	TROOP MEETING		FIELD TRIP	
	The adult-to-girl ratio is two unrelated volunteers, including one female, for up to this number of girls:	There should be one extra adult for every additional:	The adult-to-girl ratio is two unrelated volunteers, including one female, for up to this number of girls:	There should be one extra adult for every additional:
Daisies K-grade 1	12 Girl Scouts	1-6 Girl Scouts	6 Girl Scouts	1-4 Girl Scouts
Brownies grades 2-3	20 Girl Scouts	1-8 Girl Scouts	12 Girl Scouts	1-6 Girl Scouts
Juniors grades 4-5	25 Girl Scouts	1-10 Girl Scouts	16 Girl Scouts	1-8 Girl Scouts
Cadettes grades 6-8	25 Girl Scouts	1-12 Girl Scouts	20 Girl Scouts	1-10 Girl Scouts
Seniors grades 9-10	30 Girl Scouts	1-15 Girl Scouts	24 Girl Scouts	1-12 Girl Scouts
Ambassadors grades 11-12	30 Girl Scouts	1-15 Girl Scouts	24 Girl Scouts	1-12 Girl Scouts

Girl Safety

Girls who learn about and practice safe and healthy behaviors are likely to establish lifelong habits of safety consciousness. For that reason, each Girl Scout is expected to:

- Assist you and other volunteers in safety planning.
- Listen to and follow your safety instructions and suggestions.

- Learn and practice safety skills.
- Learn to "think safety" at all times and to be prepared.
- Identify and evaluate an unsafe situation.
- Know how, when, and where to get help when needed.
- Practice the buddy method when participating in troop activities.

Let's Go! Your First Troop Meeting

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

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

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

Six Elements of a Great Troop Meeting

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

- **1. Ramp Up** plan an opening activity for girls upon arrival at the meeting so that they have something to do before the meeting begins. Plan about five minutes for this, it could be snack, or creating a thank you card, coloring a page to donate, etc.
- **2. Opening** Each troop decides what they will do regularly. Most begin with reciting the Girl Scout Promise & Law, a song, game, story, or other activity designed by the girls. Plan 5-10 minutes for this.
- **3. Troop Business** Collect dues, take attendance, make announcements or plan

upcoming activities while parents may be present.

- **4. Let the fun begin!** This is your activity for the meeting, work on a badge, journey, or complete other activities during this time plan 30 minutes to 1 hour according to your meeting time.
- **5. Clean Up** Girls clean up all supplies and always leave a place cleaner than they found it. Plan about five minutes.
- **6. Closing** As a troop, girls decide how they will end each meeting a song, a game, a Girl Scout tradition. Plan 5-10 minutes for this.

Got Snacks?

Snacks are optional, but if your troop has chosen to include snacks, guide families to consider healthy snacks and always share any food allergies the girls in your troop may have. Include snack time as part of your troop meeting.

First Meeting Checklist

- Cover the basics. Review the details about when and where the meeting will take place and make sure parents/caregivers are aware.
- Get ready. Use the VTK to verify your troop roster and email parents. This might be a great time to remind parents to send health history forms, uniform orders, and troop dues to the meeting.
- Know the agenda. Refer to the Six Elements of a Troop Meeting list and your meeting agenda/ plans.
- Review and practice your agenda. You'll feel calmer during the actual meeting and ready to adjust as needed.
- Prepare for Fun! When the girls and parents see that you're prepared for the meeting and ready to have a great time, they'll follow your lead!

Working with Daisies

As the leader of a Daisy troop, your goal should be to act as facilitator, enabling girls to experience planning, decision-making, leadership, and yes, even failure!



Daisies (K-1st-Grade Girls)	This means
Can make simple choices and enjoy sharing their opinion.	When making troop decisions, offer the girls limited choices, such as choosing between two field trips. Allow girls to share their thoughts and take a vote to choose.
Have loads of energy and need to run, walk, and play outside.	They'll enjoy going on nature walks and outdoor scavenger hunts.
Are great builders and budding artists.	Encourage them to express themselves and their creativity by making things with their hands. Girls may need assistance holding scissors, cutting in a straight line, and so on.
Love to move and dance.	They might especially enjoy marching like a penguin, dancing like a dolphin, or acting out how they might care for animals in the jungle.
Are concrete thinkers and are focused on the here and now.	Showing instead of telling, for example, about how animals are cared for. Plan visits to animal shelters, farms, or zoos; meet care providers or make a creative bird feeder.
Are only beginning to learn about basic number concepts, time and money.	You'll want to take opportunities to count out supplies together-and perhaps, the legs of a caterpillar! The Product Sales Program reinforces counting and math skills!
Know how to follow simple directions and respond well to recognition for doing so	Being specific and offering only one direction at a time. Acknowledge when girls have followed directions well to increase their motivation to listen and follow through.
Are just beginning to write and spell and they don't always have the words for what they're thinking or feeling.	Having girls draw a picture of something they are trying to communicate is easier and more meaningful for them.

Helpful Tips!

- Build on the strengths of each girl.
- Praise desirable behavior.
- Use simple words.
- Use quiet, pleasant tones.
- Be flexible. Attention spans can be short.
- Utilize the Girl Scout Promise & Law.
- Try to be at the girl's eye level.
- Encourage girls to solve problems.
- Develop a friendly relationship with each girl.
- Keep activities short and varied.

Meeting as a Troop

Your Troop Year at a Glance

We have found that troops who meet twice a month have the best experience! Make sure you mix it up and those meetings and outings capture the interests of the girls in your troop! In the rest of your handbook, we have provided a simple set of meeting plans for you to use. More information on leading these badges can be found in your **Volunteer Toolkit**.

This is a great starting place for a troop to get started, but a troop isn't just about earning badges or Journeys, it really is about making sure that the girls are making age-appropriate decisions and having fun. To that end, you will want to weave a variety of activities into your Girl Scout year. Girls will enjoy getting outdoors, performing community service, going on field trips, and just hanging out together having fun and having new experiences. Two pieces of advice: keep it girl-led and keep it fun!

To help you create a well-rounded year in Girl Scouting, set up your troop calendar in your Volunteer Toolkit. For help finding just the right balance, contact your Service Unit Mentor or your Membership Manager to set up a time to plan out your year together.

Resources For Planning Meetings In Person Meetings

Nothing replaces the need for girls' social interaction when they meet and plan together, especially when girls are young. Young girls thrive in a more structured environment. Having meetings twice a month is perfect and replacing troop meetings sometimes with pre-planned field trips is desired. It's a great idea to discuss this with your co-leader(s) and your troop families.

Safety Activity Checkpoints - Make sure to check <u>Safety Activity Checkpoints</u> when planning activities or field trips. to ensure all safety requirements are met and have every parent complete the <u>Permission for Special Activities</u> form.

Troop Year Plan – Find even more badges, journeys, and activities broken down to help you! Located on our website, you can find info on how to work with girls and their families, great ideas for icebreakers and games, meeting virtually and in person, and more.

Council and Program Partner programs – Take a break as a troop leader and sign your troop up for a Council program. Council educators and program partners offer many programs throughout the year, from badges to outdoor fun activities that your daisies will love. Check out the website's event calendar for current available programs.

Here's to a great year in Girl Scouting!

The rest of this handbook includes 8-10 meeting plans that have been simplified to help you get your year started! These meeting plans are meant to be used in conjunction with the Volunteer Toolkit. We hope this helps you gain confidence as you embark on your own Girl Scout journey.

Planning your Girl Scout year

- Choose your dates be sure to consider holidays and schedules.
- Decide how many Girl Scout meetings/ activities a month the troop will do.
- We recommend you start with the badges included in this guide and let the girls vote on the order.
- Decide how the troop will choose meeting topics and activities. Remember to keep it girl led.
- Have a list of ideas for the girls to vote on doing and when to do each, or have the girls bring ideas to your meeting for a vote.
- Alternate regular meetings with fun outings, field trips or events.
- Include a wide variety of activities for the girls to participate in throughout the year.
- Keep it age appropriate.

- Consider what the troop will do during inclement weather, illness, etc. Is virtual an option for your troop?
- Will the troop do one activity each month during the summer or be on a break?
- Remember to be flexible be prepared for a meeting plan to run askew and adjust – keep it fun! If girls miss a meeting, it's okay.
 Making up a badge is voluntary.
- Take time to get to know the girls and their interests make sure at least one meeting meets each girl's individual interests.
- As you plan your year, engage the parents
 with the girls have each girl sign up to lead
 a meeting with her caregiver, she chooses
 the badge/activity, and you serve as their
 mentor.

4 Girl Scout Pillars and The Girl Scout Promise & Law

- STEM
- Outdoors
- Life Skills
- Entrepreneurship

Other ideas to include

- Field Trips
- Service Unit Events
- Community Service
- Council-led Events
- GSSSC Patch Programs

Resources to help you plan

- Volunteer Toolkit
- GSSSC Volunteer Resources Page
- GSSSC Events Calendar
- Service Unit leader meetings
- Get ideas from experienced troop leaders
- GSUSA Badge booklets & Journeys

Example of how to plan your calendar

For meeting 1 & 2 each month - rotate badges/activities based on the 4 pillars

Month 1 Meeting 1 Meeting 2 Additional?	Month 2 Meeting 1 Meeting 2 Additional?	Month 3 Meeting 1 Meeting 2 Additional?	Month 4 Meeting 1 Meeting 2 Additional?	Month 5 Meeting 1 Meeting 2 Additional?	Month 6 Meeting 1 Meeting 2 Additional?
Month 7 Meeting 1 Meeting 2 Additional?	Month 8 Meeting 1 Meeting 2 Additional?	Month 9 Meeting 1 Meeting 2 Additional?	Month 10 Meeting 1 Meeting 2 Additional?	Month 11 Meeting 1 Meeting 2 Additional?	Month 12 Meeting 1 Meeting 2 Additional?

Your Daisy Year-at-a-Glance

Troop Meetings

Your troop goal should be to host two meetings a month.

DAISY PETALS

Earn petals by completing fun activities to learn about the Girl Scout law. Below is a list of all the Daisy petals.

Promise:	Center		
Lupe Peta:	Honest and Fair		
Sunny Petal:	Friendly and Helpful		
Zinni Petal:	Considerate and Caring		
Tula Petal:	Courageous and Strong		
Mari Petal:	Responsible for What I Say and Do		
Gloria Petal:	Respect Myself and Others		
Gerri Petal:	Respect Authority		
Clover Petal:	Use Resources Wisely		
Rosie Petal:	Make the World a Better Place		
Vi Petal:	Be a Sister to Every Girl Scout		

Learn more about earning petals in your Volunteer Toolkit found in your MY GS account at girlscouts-ssc.org.

The Girl Scout Leadership Experience

WHAT:

Girl Scouts do activities in Four Pillars









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

HOW:

Girl Scouts experience our unique environment and three processes

Environment = all-girl safe space with supportive adult mentors (you!)

Three processes = girl-led, learn by doing, cooperative learning

The "Girl Scout Leadership Experience" is the vehicle that distinguishes Girl Scouts from other youth organizations and the driver of amazing leadership outcomes!

WHY:

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

Outcomes, or benefits, of the Girl Scout experience include:

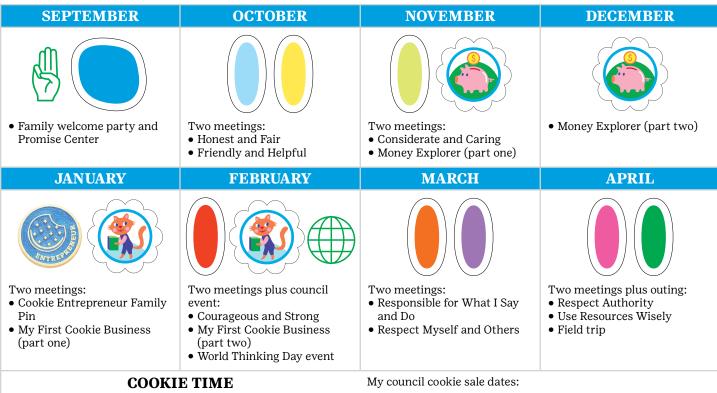
Sense of Self • Positive Values
Healthy Relationships • Challenge Seeking
Community Problem Solving



DAISY Year Plan I Fun and Friendship

Ready to start your Awesome Year as a Girl Scout Volunteer!

Daisies are excited to embark on new adventures, make friends, and spread fun wherever they go. As their leader, you get a front-row seat! You will guide your Girl Scouts through activities focused on giving them the social and practical skills that will serve them as they start school and discover all they can do and be. When you use this plan to map out your 60-minute meetings and activities, you'll see just how simple it can be to make a huge difference in your Girl Scouts' lives. Get ready for a year of giggles and wonder as you help them grow.



The cookie program helps troops pay for things like field trips, badges, supplies, and celebrations. Reach out to your council to learn more about how to participate and when your local cookie season starts. You may need to adjust the recommended order of earning the cookie badges in your year plan.

Two meetings plus celebration: • Make the World a Better Place • Girl Scouts Love the Outdoors Challenge

• Be a Sister to Every Girl Scout

• Family awards celebration

Choose a way to get started...

- **Option 1:** Access free online instructions to lead each of these meetings through the free Volunteer Toolkit (myGS.girlscouts.org). Simply log in, choose "Explore," then "Pre-Selected Tracks." Once you're there, you'll find "Fun and Friendship." Select that you're set!
- **Option 2:** Shop our Daisy Handbook and printed activities at <u>girl-scouts-of-silver-</u> sage.shoplightspeed.com.

© 2022 Girl Scouts of the United States of America. A 501(c)(3) Organization. All Rights Reserved.

Tips and Resources

- When you have the opportunity to get outside, go for a small trip, or simply meet in a new space, do it! Shaking things up once in a while keeps things exciting.
- Check with your council to see if they're offering events or activities that your troop could attend. Those events make life easier for you and allow your troop to connect with other Girl Scouts from their area. Many councils and service units host annual World Thinking Day events in February.
- Access Daisy petal volunteer training in gsLearn. Simply log in via myGS.girlscouts.org, search for "GSUSA Daisy petal badges." Each course will walk you through how to bring the petal badge content to life for your Daisy troop.
- Shop year plan printed resources at girl-scouts-ofsilver-sage.shoplightspeed.com

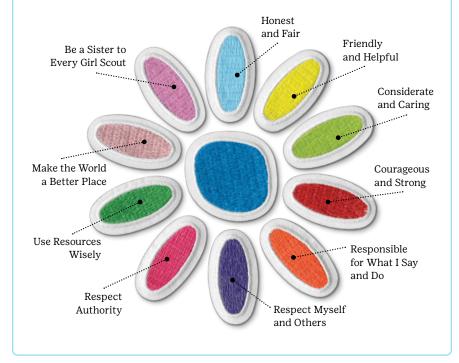


Daisy Handbook and Petals

It's an exciting time to be a Girl Scout Daisy! The recently updated Daisy Handbook offers everything a Daisy needs to know about being a Girl Scout. Get ready for fun activities, friendship, and making the world a better place along the way. Learn the Girl Scout Law, discover how to earn the Daisy Promise Center and petal badges, and find out about all the special awards and badges a Daisy can earn. Find it at girl-scouts-of-silver-sage.shoplightspeed.com



A 16-page removable Volunteer Guide helps you introduce Girl Scout values as girls earn petal badges based on lines of the Girl Scout Law. Each engaging, hands-on activity includes one or more of the Girl Scout pillars: STEM, Life Skills, Outdoors, and Entrepreneurship.





DAISY Year Plan Fun and Friendship

Your Awesome Year as a Girl Scout Volunteer

Daisies are excited to embark on new adventures, make friends, and spread fun wherever they go. As their leader, you get a front-row seat! You will guide your Girl Scouts through activities focused on giving them the social and practical skills that will serve them as they start school and discover all they can do and be. When you use this plan to map out your 60-minute meetings and activities, you'll see just how simple it can be to make a huge difference in your Girl Scouts' lives. Get ready for a year of giggles and wonder as you help them grow.

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Back to troop and family meeting	Two meetings: • Shapes in Nature (parts one and two)	Two meetings: • Good Neighbor (parts one and two)	• Cookie Entrepreneur Family Pin
JANUARY	FEBRUARY	MARCH	APRIL
Two meetings:	Two meetings plus event:	Two meetings:	Two meetings:
Cookie Goal-Setter (parts one and two)	Democracy for Daisies (parts one and two) World Thinking Day event	Outdoor Art Maker (parts one and two)	Design a Robot (parts one and two)

The cookie program helps troops pay for things like field trips, badges, supplies, and celebrations. Reach out to your council to learn more about how to participate and when your local cookie season starts. You may need to adjust the recommended order of earning the cookie badges in your year plan.



Choose a way to get started...

- Option 1: Access free online instructions to lead each of these meetings through the free Volunteer Toolkit (myGS.girlscouts.org). Simply log in, choose "Explore," then "Pre-Selected Tracks." Once you're there, you'll find "Fun and Friendship." Select that you're set!
- Option 2: Shop printed badge booklets, badges, and resources at girl-scouts-of-silversage.shoplightspeed.com.

celebration

Tips and Resources

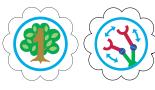
- When you have the opportunity to get outside, go for a small trip, or simply meet in a new space, do it! Shaking things up once in a while keeps things exciting.
- Check with your council to see if they're offering events or activities that your troop could attend. Those events make life easier for you and allow
- your troop to connect with other Girl Scouts from their area.
- Shop year plan printed resources at girl-scoutsof-silversage.shoplightspeed.com.



Girl Scouts Choose

If one of the recommended options is not the right fit, or if you want to give your Girl Scouts the chance to shape their own experience, have them vote to choose a different badge or activity within the same focus area. Get the details on badges on our Award and Badge Explorer page (girlscouts.org/badgeexplorer). For information on patch programs, visit the Girl Scout Activity Zone (girlscouts.org/en/activity-zone/explore-girl-scouts.html).

STEM



or

- Automotive Design
- Coding Basics
- Space Science Explorer
- Digital Leadership

Outdoors



or

- Eco Learner
- Daisy Trail Adventure
- Buddy Camper

Life Skills



or

- Ready. Resilient. Strong. (patch)
- Community Celebrations (patches)

Entrepreneurship





or

- Money Explorer
- My First Cookie Business
- My Money Choices

Daisy Field Trips—Get Out and Explore!

Taking one or two field trips during your first Daisy year is an exciting way for Daisies to learn new things about their community, practice new skills, and gain confidence.

Planning a Field Trip

- Consider attending a local council event! Or find inspiration by thinking about places in your community that connect to a petal or badge. For example, visit a fire station to complete your Respect Authority petal.
- Involve your Daisies in planning! Talk as a troop about how you'll travel to the location, what you'll need to bring, and what questions you will ask the people you meet. Daisies can also help make their packing list.
- Plan to cover the cost of the field trip using troop dues or product program proceeds. Deciding on a field trip is a great way to help Daisies set a cookie sales goal.

Safety Checklist

- Discuss safety with Daisies before your trip. Adults are responsible for safety, but Daisies are part of the plan, too! Talk about how Girl Scouts always use the "buddy system" (every Daisy always has a buddy), and why it's important to listen to troop leaders and other adult helpers during the trip.
- Keep parents/caregivers informed. You may choose to invite all parents/caregivers on your first few field trips to build community among the troop. You could also ask just a few parents/ caregivers to be chaperones.
- Review Safety Activity Checkpoints. Ask your local Girl Scout council for this document. Be sure to read the Introduction—Standard Safety Guidelines, especially the Checklist for Drivers, if troop volunteers will be driving anywhere. If you are doing an activity that has its own checkpoint (e.g., Community Clean Ups, Hiking), skip to that checkpoint for additional guidance.
- **Plan for health.** Make sure you have a trained first-aider attending, and plan to bring all completed parent/caregiver permission forms and health history forms on your trip.
- Ask your council if there are any other steps you'll need to take.

Reflection

- Talking about what they experienced after the trip helps Daisies learn and build confidence.
 Ask questions like,
 - o Did we follow our plan?
 - Did we have to make any changes to the plan?
 - O What went well?
 - What might we do differently next time we take a field trip?
 - o Did you do anything for the very first time?

Going and Growing

- After your Daisies are expert day-trippers, you can start to plan an overnight experience for next year, giving them more responsibility for planning.
- Your field trip is the first step of the Girl Scout Travel Progression, which offers a world of possibility for your Girl Scouts!



Visit girlscouts.org/travel to learn more.

International

Trip

girl scouts

Travel Progression



Overnight

Spend two to three

nights in your

Short Trip

region, up to a six-

hour drive away

from home. Girl

Local

Visit a nearby spot, possibly during Recommended for: Daisy, Brownie

Minimum age: Daisy

Day Trip

maybe at a council nearby attraction. single overnight— Help Girl Scouts plan their first

Recommended for: Brownie, Junior

Recommended for:

Daisy, Brownie,

Minimum age: Brownie (with Overnight

> Trip experience in Daisy (with Day Minimum age: Girl Scouting)

> > Minimum age:

experience in Girl Scouting)

Extended Trip

Travel the country! Extended trips last place more than a nights OR take six-hour drive four or more from home.

plan, and

prepare.

Recommended

Recommended for: Cadette, Senior, Ambassador

Scouts plan budget

and schedule.

Minimum age: Cadette (with

> Junior (with Short Trip experience in Minimum age: Girl Scouting)

Recommended for: Junior, Cadette

Scouts can sign up for independent opportunities or travel and meet friends through council-offered new Girl Scout Individual Girl Destinations GSUSA's program. travel

> take two to three years to save for,

life-changing world! These

Travel the

trips usually

Recommended Ambassador for: Senior,

Ambassador

experience in Girl Extended Trip Minimum age: Cadette (with Scouting)

experience in Girl

Scouting)

Extended Trip

When moving up to the next experience with cultures step, consider each Girl groups, flexibility, and Scout's independence, ability to work well in other than their own.

Plan an all-day trip. Try a council event or local attraction. Field Trip

your regular meeting time.

Through progression, Girl Scouts build skills to become lifelong travelers and global citizens. Girl Scouts take the lead in planning a new adventure at every level.