

Connecting the Dots

Guiding Family Involvement and Planning Your First Meeting



Contact Customer Care

888-623-1237

customercare@girlscouts-gsci.org

girl scouts
of central illinois

Your Troop Leadership Team

Troop Leader Admin Responsibilities

- Liason with service unit volunteers and council staff
- Troop financial management
- Communication with parents
- Girl Safety
- Guiding the troop's Girl Scout Leadership Experience (GSLE)

Troop Leadership Team Responsibilities

- Troop Leader - Girl Mentor
- Girl Safety
- May drive girls, coordinate finances, and/or chaperone troop activities

Parent/Guardian Responsibilities

- Communicate with Troop Leadership
- Provide permission and information needed for participation in activities
- Ensure current membership for their girl
- Provide transportation to and from meetings
- Complete and submit the Health History Form

Girl Responsibilities

- Be ready to learn and have fun
- Use your imagination and creativity
- Always stay with the group and be safe
- Clean up after yourself
- Listen when others are speaking
- Have fun!

**All Girl Scouts live by the
Girl Scout Law**

Before you hold your first troop meeting with girls, consider the support and resources you'll need throughout the year. Parents, friends, family, and other members of the community can provide time, experience, and ideas to a troop, so get them involved from the very beginning as part of your volunteer troop team. This team is made up of Troop Leaders (like you) and the Troop Leadership Team.

All of these adults must be screened and approved. They commit to these roles based on the amount of time the volunteer has to give and interest in specific areas on the team. Interested individuals should be guided to the Join or Volunteer buttons at getyourgirlpower.org.

The Troop Leadership Team play a big role in making your troop run smoothly and in supporting the girls' plans. They're an extra set of eyes, ears and hands whose skill sets are leveraged to help the troop safely explore the world around them. Ideally, your Troop Leadership Team will have a Troop Cookie Manager, Troop Fall Product Program Manager and a Troop Treasurer. Volunteers from this group may agree to take on other tasks, depending on what your troop needs are. For instance, they may be a chaperon for events that require more adult volunteers to meet the volunteer-to-girl ratio requirements, or agree to be the driver for an upcoming trip that also requires more volunteer supervision.

Some Troop Leadership members are not able to volunteer on a regular basis but are ready to help out when you need an extra set of hands to manage an activity station, provide a snack, lead songs, and keep the activity on track and fun. Often parents start in this role if they aren't sure they can commit to a committee or leader role. Once they see how fun it is, they may sign up for more!

As a Troop Leader, you will guide the structure and experiences of your troop - from how and when meetings are held to how the troop communicates, from steering girl-led activities to setting financial expectations. These decisions will be made collaboratively with your volunteer team, as well as with input from the girls and their parents/guardians.

Family Connections:

The secret to a successful Girl Scout troop

Obviously, you want the girls in your troop to have fun, be inspired, take risks, and learn about themselves and the world this year—that’s why you’re a Girl Scout troop leader! The thing is, parents and caregivers want the same thing for their girls, but getting families to pitch in and play an active role in the troop, while also enhancing the experience for their own daughter, can be tricky for many volunteers. It doesn’t have to be this way! After your troop’s initial parent meeting, here’s how you can best keep parents and caregivers on board.

Make the ask(s)

The main reason people don’t take action is because they were never asked to in the first place. That’s why hearing one out of three Girl Scout parents say no one had communicated expectations around involvement with their girl’s troop is so troubling. Parents may have many talents, but they’re certainly not mind readers! If you’re nervous about getting turned down, don’t be. Sure, a few parents might be unable to lend a hand, but the helpers you do get will be worth their weight in gold. And just because someone wasn’t available a month or two ago doesn’t mean they won’t be free to help now. Loop back, follow up, ask again!

Make sense of “why”

Explain that not only does the whole troop benefit with extra help from parents and caregivers, but also girls feel a special sense of pride in seeing their own family member step up and take a leadership role. Getting involved can strengthen the caregiver/girl bond and is a meaningful way to show daughters they are a priority in their parents’ lives.

Make it quick and easy

Everybody’s got a full plate these days, so instead of starting parent conversations with a list of tasks or responsibilities they could take on (which can be intimidating!), ask caregivers how much time each week they might be able to dedicate to the troop, then go from there. For instance, if a troop mom or dad has 15 minutes each week to spare, they could organize and manage the calendar for troop snacks and carpools. If a grandparent has one to two hours, they could assist with leading the troop through a specific badge on a topic they’re already comfortable with. For more ways parents and other caregivers can help out when faced with a tricky schedule, check out the Family Resources tab in the Volunteer Toolkit.

Make family part of the formula

While Girl Scouts programming is always focused on the girls themselves, it’s important and helpful to open up a few events to their families throughout the year. Inviting a whole crew to celebrate her accomplishments in Girl Scouting—whether at a holiday open house, a bridging ceremony, or a fun “reverse meeting” where girls take the role of leaders and guide the adults, including caregivers, through an activity—will help parents better understand the value of Girl Scouts and be more likely to invest their time and talents with the troop. That said, there’s no need to wait for one of these special events to engage parents in their girls’ Girl Scout lives. Keep communication lines open throughout the year—whether it’s through your troop’s social media page, personal emails, or in-person chats—to keep parents in the loop on what the girls are doing and learning during each meeting, and encourage them to let their daughters “be the expert” at home, such as explaining or teaching a new skill she’s learned to the rest of the family.

Meeting #1

The Parent Meeting

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

So, what is a Parent Meeting? It's the first meeting you hold to start each troop year—whether you are a new or returning troop. It's valuable for all troops.

Why? Because it helps:

- parents understand what Girl Scouting can do for their girl
- parents and leaders identify ways they will work as a team to support the troop
- parents and leaders agree on what the troop pays for and what families pay for individually
- fill key troop positions—you never know which parent will make an awesome assistant leaders, troop cookie manager, etc.
- parents know how the troop will communicate things like upcoming events, schedule changes, etc.
- parents learn about uniforms, books, and other important basics

Kicking off each year with a parent meeting sets the troop up for success. Outlining clear expectations, building a team, and engaging parents in the Girl Scout experience is a great way to start off on the right foot. When parents are involved, leaders have support, and the troop has a plan, girls benefit!

The best news? We've made it easy for you. Check out our step-by-step guide and parent meeting outline on the VTK. This hour-long meeting will make all the difference in the year ahead. Girl Scouts of Central Illinois also has a Parent Handbook available for you to edit and distribute to your parents. You will receive the editable copy of this handbook in a follow up email to this Basic Leader Training. If you do not receive it, please contact Customer Care at customercare@girlscouts-gsci.org or 888-623-1237 to receive your copy.

100% OF TROOPS WITH
THE MOST SATISFIED
PARENTS AND TROOP
LEADERS REPORT
THEY HOLD A PARENT
MEETING.

Guiding Your Troop Experience

Use these questions to talk with your Troop Committee volunteers to outline your troop's structure before discussing these topics with parents/guardians.

How often, when will we meet, and for how long (length of each meeting and until what part of year)?

Where will we meet? Your meeting space should be somewhere safe, clean, and secure that allows all girls to participate. Some great meeting space ideas include:

- schools
- places of worship
- libraries
- community centers

Which components of the uniform will families need to purchase?

Will our troop be a single-grade level or facilitated as a multi-level troop with girls of many grade levels combined into one troop? If multi-level, how will we make sure they each get an age-appropriate experience?

How are we going to work with girls to decide on activities that are what they want to do, are age appropriate, and help them discover, connect, and take action? You can utilize the Volunteer Toolkit (VTK) to help you through this process by exploring options for activities and reviewing the meeting plans and resources lists.

How and how often are we going to communicate to parents/guardians? Keep everyone in the loop to make sure they know when, where, and what the activities will be and that girls are prepared for the activity. Effective communication will help set expectations and clarify parent/ guardian responsibilities.

How will we fund the fun? Will our troop charge dues, use product program proceeds, and/or charge per activity? How much money will we need to cover supplies and activities? Outline a financial plan, and then fill in the details once girls determine what they want to do this year.

Remember, Girl Scouts is designed to be girl-led. Talk to the girls about what they'd like to get out of Girl Scouts this year and make sure you're having fun!

Troop Meeting Space

Always choose a safe meeting space. Careful considerations should be used to find appropriate facilities for the age of the girls to be served and the activities to be conducted. A meeting place needs to provide a safe, clean, and secure environment that allows for the participation of all girls. You might consider using meeting rooms at schools, libraries, houses of worship, community buildings, childcare facilities, and local businesses. For teens, you can also rotate meetings at coffee shops, bookstores, and other places girls enjoy spending time.

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

Accessibility: Be sure the space can accommodate girls with disabilities, as well as parents with disabilities who may come to meetings.

Allergen-free: Ensure that pet dander, smoke, and other common allergens won't bother susceptible girls during meetings.

Availability: Be sure the space is available for the day and the entire length of time you want to meet.

Communication-friendly: Be sure your cell phone works in the meeting space or there is a land line for emergencies. Internet accessibility is also helpful.

Cost: The space should be free to use. However, you may wish to develop a partnership to provide service or offer a donation toward maintenance or utilities.

Facilities: Sanitary and accessible toilets are critical.

Resources: Determine what types of furnishings come with the room and ensure that the lighting is adequate. A bonus would be a cubby or closet 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 a first-aid equipment, smoke detectors and fire extinguisher are on hand.

Size: Make sure the space is large enough accommodate the whole group and all planned activities.

Can we meet in a private home? It is not recommended to hold troop meetings in a private home. If you are considering meeting in a private home, please check with your council. In addition to the above, please remember to ensure these standards:

- The private home must be the home of a registered, council approved Volunteer.
- Girls may not meet in a home where a registered sex offender lives.
- Membership and background checks for all adults living in the home.
- The troop needs to be able to focus without disruptions from other household members.
- Animals should be kept in a place that is separate from the meeting space.
- Homeowners should consider any personal insurance implications. The Homeowner should ask their personal Homeowner's insurance carrier if there are any insurance concerns with troop meetings at the home. Also, volunteers should confirm with the council that troop meetings in the home are covered by council's liability insurance carrier.
- Weapons must be out of view and in a locked space. Medication, cleaning products, or any poisonous substance must be stored in a secure space out of sight, preferably locked.

Meeting #2

(For the Girl Scouts)

The first troop meeting is always exciting! It is really where you will see the adventure of being a Girl Scout Troop Leader start to unfold. Remember to have fun! As you help the girls on their journey to discover, connect and take action in the world around them, those experiences will be a part of your Girl Scout journey too. Enjoy it!

Your first troop meeting is a great chance to:

- get to know the girls!
- brainstorm all of the exciting things the girls want to do this year.
- introduce girls to Girl Scout traditions.
- Introduce the whole troop volunteer team to the girls and their parents/guardians.

If you are feeling a little nervous about leading troop meetings and experiences with your girls - that's ok! Working directly with girls can be challenging at times but it is always rewarding and can be a lot of fun. As a Girl Scout Troop Leader you are encouraged to listen to the girls with an open-mind and lead them with your heart.

Many adults feel that, when working with kids, they have to be the expert and have everything perfect. But this is not the case in Girl Scouts. When preparing for your first (or any) troop meeting, keep these things in mind:

It doesn't need to be perfect. There are lots of resources with information and guidance to help you facilitate great troop meetings and experiences but you are encouraged to be creative. And, if you forget a part of the troop meeting or the field trip doesn't go the way you planned or you run out of time - that's ok! The girls aren't expecting perfection from you; your time, attention and guidance are the best part of your leadership.

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

First Meeting Preparation Checklist

Cover the Basics - Review the details about when and where the meeting will take place and that all the parents know that info. You might find it helpful to visit the location beforehand.

Get Ready - Use the VTK to verify troop roster and email your parents. This might be a great time to ask parents to provide you with any needed items, such as health history forms, uniform orders forms, or troop dues.

Know the agenda - Use the "Six Elements of a Troop Meeting" on the next page and the VTK meeting agenda to customize your meeting plan.

Review and practice your agenda - This will help you feel calmer and be more flexible during the actual meeting

Expect to have fun! When the girls and parents see that you are prepared for the meeting and ready to have a great time, they'll follow your lead!

6 Elements of a Great Troop Meeting

Most important - your meetings should be fun!

Girls come to Girl Scouts to learn how to be leaders, make decisions, and have fun in the activities they choose.

#1 Start Up

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 coloring pages, journaling, or talking with each other.
(5 minutes)

#2 Opening

Each troop decides how to open their meeting - most begin with the Girl Scout Promise and Law, a simple flag ceremony, song game, story, or other activity designed by the girls.
(5-10 minutes)

#3 Activities

Use the meeting plans found in the VTK. Activities are already designed to fit easily into this part of your meeting as you help your troop earn badges and complete Journeys.
(30-40 minutes)

#4 Clean Up

Girl Scouts should always leave a place cleaner than they found it!
(5 minutes)

#5 Closing

Just like the opening, each troop can decide how to close—with a song, a game, or a story.
(5-10 minutes)

#6 Business

Troop business may include taking attendance, collecting troop dues, making announcements, and planning an upcoming event or trip. You can also consider moving this to being the last 5 minutes of the meeting so parents/guardians are present as this will give you a chance to keep families informed.

Volunteer Toolkit

We think this is a great way to manage troop communication and membership! New leaders will also appreciate learning how to work with girls in their troop who are exploring Journeys, Daisy petals, or legacy badges, as well as ideas for how to Get Girls Outside. This short introduction to the VTK's most useful features has five sections.

What you will find in the Volunteer Toolkit

Five tabs of information

My Troop

Manage troop members, track attendance, tracks awards and badges earned by each girl, and email with parents/caregivers.

- Click on a girl's name to see detailed information, like her address, phone number and birthday.
- See a list of awards, badges, and attendance in each girl's record.
- Click on email contacts to email all the families in your troop.

Year Plan

Daisy, Brownie, and Junior leaders have access to full year plans including multiple Journey years, a badge year and a create your own year plan. There are even plans customized for multi-age level troops. Year plans for Cadettes, Seniors and Ambassadors are in development and will be available in the future.

Meeting Plan

This tab gives you a plan for each individual meeting based on the Journey or badge year plan you selected. In each meeting you will see:

- Overview - a quick summary of the meeting you are viewing
- Activity Plan - gives you details of each meetings activities
- Material lists - Tells you everything you need for that meeting
- Meeting aids - includes worksheets, songs and other types of reference materials you will need for activities

Resources

This tab provides easy access to Safety Activity Checkpoints and other helpful resources for your meetings. Use this tab to search the VTK for meeting aids. Search by typing in the name of the resource you are looking for, such as "kaper chart and you can add it to any meeting in your year plan.

Finances

Finally, an easy way to track and share financial information! Add information throughout the year, to help you easily complete your end of the year troop finance report. You can even submit it to the council right from the finance tab!



Parent Permission Form For Girl Scout Activity

Parental permission is required for Girl Scout activities involving sensitive topics, high risk activities (such as camping, rock climbing, skiing, etc.) and other activities that take place outside of the council jurisdiction. Volunteer Essentials – "Securing Parental Permission"

Your child has the opportunity to participate in the following Girl Scout activity with Girl Scout troop # _____. If you give your permission for her to participate, please complete the bottom portion of this form and return to your leader by _____. No Girl Scout will be able to participate in this activity without written consent from a parent/guardian.

ACTIVITY INFORMATION

Activity Name _____ Activity Location _____

Description of Activities _____

Activities may involve sensitive issues No Yes – List: _____

Each girl will need: \$ _____ and the following equipment/clothing, etc. _____

TRANSPORTATION INFORMATION

Departure: Date _____ Time _____ AM PM Location _____

Return: Date _____ Time _____ AM PM Location _____

Mode of transportation: Car Van Bus Plane Other _____

EMERGENCY CONTACT INFORMATION

Name of Adult in Charge during Activity _____ Phone _____

In case of emergency, the adult in charge will notify the following adult "back home contact" person who will notify parents:

Name of Back-Home Contact _____ Phone _____

PARENTAL PERMISSION FORM FOR GIRL SCOUT ACTIVITY

My child, _____, has my permission to participate in _____ on _____ She is in good physical health and has not had any serious illnesses or operations since her last health examination. She has received all necessary immunizations and vaccinations. I understand that if the registrant is found using drugs or alcohol or is behaving in a manner which is dangerous to herself or event participants, she will be sent home at her parents'/guardians' expense.

During this activity I can be reached at:
Address _____ City _____ Phone _____

If I cannot be reached in the event of emergency, the following person is authorized to act in my behalf:
Name _____ Relationship _____ Phone _____

Physician's Name _____ Address _____ Phone _____
Family Medical/Hospital Insurance _____ Policy/Group# _____

I give my permission for the adult in charge of the event to take the registrant to a medical facility, if necessary. In case of emergency, if none of the above can be contacted, I consent to treatment for the registrant under the supervision of and as deemed advisable by a physician licensed under the Medicine Practice Act. I agree to the release of any records necessary for treatment, referral, billing or insurance purposes. I will not allow the registrant to attend if she has been exposed to any contagious disease or if, for any reason, I do not consider her to be in good physical condition.

Sensitive Issues Activity Permission: I have read the description for the activities listed above. I understand that my child will be exposed to issues and discussions that are, or could be, considered to be of a sensitive or controversial nature. I have discussed this activity with my child and am confident of her maturity and ability to participate. I understand, and have shared with my child that her attendance is optional for all or part of the activity. I understand that I may request to review materials prior to the activity, and/or I may attend the activity with my child.

I permit my child to participate in all activities/conversations.

I permit my child to participate only in activities/conversations related to the following topics: _____

I do not permit my child to participate in any activities/conversations.

I need more information about this activity before deciding if my child can participate.

Signature of Parent/Guardian _____ Date _____



GIRL/ADULT HEALTH RECORD

This form is required for Resident Camp, Day Camp and trips of 3 days or more.

**Fill out all sections completely. Indicate None or Does Not Apply as necessary.

This form is required annually for each girl participating in a Girl Scout day camp and/or resident camp program.

ADMINISTRATIVE USE ONLY:

Program Name _____

Session Number _____ Dates _____

A. Participant Name (Last, First, Initial)		Name and relationship of parent/guardian completing this form			Phone () () ()	
Address (Street & Number)		City or Town	State	Zip Code	Date of Birth	Age Sex

B. EMERGENCY/TRANSPORTATION CONTACT – Must include parent/guardian or person completing form.

Relationship Key: M=Mother, SM=Stepmother, F=Father, SF=Stepfather, GP=Grandparent, O=Other

NAME	RELATIONSHIP	DAY PHONE	EVENING PHONE	CELL PHONE	THIS PERSON IS AN EMERGENCY CONTACT.	MY DAUGHTER MAY BE RELEASED TO THIS PERSON.
		() () ()	() () ()	() () ()	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
		() () ()	() () ()	() () ()	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
		() () ()	() () ()	() () ()	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
		() () ()	() () ()	() () ()	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Physician's name _____ Phone () () () Dentist's name _____ Phone () () ()

Are there any legal custodial issues we should be aware of? Yes No If yes, please explain. _____

C. HEALTH HISTORY – To be completed by parent/guardian. Check all that apply.

ALLERGIES (Complete reverse side.)	DISEASES	CHRONIC OR RECURRING ILLNESS	OTHER HEALTH CONDITIONS
<input type="checkbox"/> Animals <input type="checkbox"/> Food <input type="checkbox"/> Hay fever/Pollen <input type="checkbox"/> Insect stings <input type="checkbox"/> Medicine/Drugs <input type="checkbox"/> Plants <input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Chicken pox <input type="checkbox"/> Eating disorder <input type="checkbox"/> German measles <input type="checkbox"/> Measles <input type="checkbox"/> Mononucleosis <input type="checkbox"/> Mumps <input type="checkbox"/> Sickle cell anemia <input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Asthma <input type="checkbox"/> Bleeding disorders <input type="checkbox"/> Diabetes <input type="checkbox"/> Ear Infections <input type="checkbox"/> Heart defect/disease <input type="checkbox"/> Hypertension <input type="checkbox"/> Kidney disease <input type="checkbox"/> Musculoskeletal disorders <input type="checkbox"/> Seizures/Epilepsy <input type="checkbox"/> Sinusitis <input type="checkbox"/> Tuberculosis <input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> ADD/ADHD <input type="checkbox"/> Bedwetting <input type="checkbox"/> Behavioral disturbances <input type="checkbox"/> Constipation <input type="checkbox"/> Depression <input type="checkbox"/> Diarrhea <input type="checkbox"/> Emotional disturbances <input type="checkbox"/> Fainting <input type="checkbox"/> Frequent colds <input type="checkbox"/> Frequent headaches <input type="checkbox"/> Frequent sore throats <input type="checkbox"/> Frequent stomach aches <input type="checkbox"/> Hearing impairment <input type="checkbox"/> Learning disabilities <input type="checkbox"/> Menstrual cramps <input type="checkbox"/> Motion sickness <input type="checkbox"/> Night terrors <input type="checkbox"/> Nosebleeds <input type="checkbox"/> Pediculosis (lice) <input type="checkbox"/> Sleepwalking <input type="checkbox"/> Wears glasses/contacts <input type="checkbox"/> Wears orthodontic devices <input type="checkbox"/> Other (Specify) _____

In the last year, has your daughter had:
 an injury/illness requiring medical attention
 a surgical operation or fracture
 restrictions from participation in physical education
 an illness lasting longer than 5 days
 hospital treatment
 exposure to contagious disease

Is your daughter currently:
 receiving psychological counseling
 under a physician's care
 restricted in physical activity
 taking prescription medication (Complete reverse side.)
 taking over the counter medication (Complete reverse side.)
 taking no medication on a routine basis

Please explain any items checked, give dates, and include any information that would be helpful to camp staff in relation to these health conditions. Add a separate sheet if needed. Allergies and medications should be explained on reverse side.

D. OTHER INFORMATION

Has your daughter been taught about menstruation? Yes No Specify activities to be encouraged _____

Has your daughter begun menstruation? Yes No Specify activities to be restricted _____

Specify any special dietary regimen to be followed _____ List necessary adaptations or limitations _____

E. PERMISSION TO TREAT

My daughter has permission to take or use the following:

- Advil/Ibuprofen
- Midol
- Tylenol/acetaminophen
- Calamine/Cala-gel/Aloe gel
- Hydrocortisone cream
- Neosporin
- Benadryl/antihistamine (oral)
- Robitussin/expectorant
- Sudafed/decongestant
- Cough Drops
- Chloraseptic/Throat spray
- Tums/Maalox/Mylanta/antacid
- Kaopectate/anti-diarrheal
- Milk of Magnesia/laxative
- Swimmer's Ear/alcohol
- Other _____

This health record, including the allergy and medication information on the reverse side, is complete and accurate. My daughter has my permission to engage in all prescribed activities, including strenuous activities such as hiking, swimming, climbing hills, and horseback riding (if applicable), except as noted by me and the examining physician.

I give my permission for the camp staff to obtain in-camp or out-of-camp medical treatment for my daughter should the need arise while she is at camp. In case of emergency, if none of the above can be contacted, I consent to treatment for my daughter under the supervision of and as deemed advisable by a physician licensed under the Medicine Practice Act. If my daughter is out of camp on a trip, I will not be contacted before medical treatment is given.

HEALTH INFORMATION PRIVACY STATEMENT

The **Girl/ Adult Health Record for Camp** is for health care concerns at Girl Scout day camp or resident camp sessions only. All records will be handled by staff/volunteers whose job includes processing or using this information for the benefit of the participant. All medical records will be held in limited access by the health service supervisor at the camp. Minimal necessary information may be shared with other staff/volunteers in order to provide adequate participant safety and health care. Girl Scouts of Central Illinois, will retain the health form until it is destroyed. All forms/records with noted treatment will be retained for seven years past the age of maturity of the participant. I have read the above procedures for handling the health form information and I agree to the release of any records necessary for treatment, referral, billing or insurance purposes.

Signature of Parent/Guardian _____ Date _____

Continued on Back Side

Department: Program	Approved by: COO Operational Services
To Be Reviewed: September	Last Reviewed: April 2009
Last Revised: April 2009	Revision Number: 1

PARTICIPANT NAME (LAST, FIRST, INITIAL) _____

DATE _____

F. ALLERGIES – To be completed by the parent/guardian. List all known allergies. Attach a separate sheet if necessary.

MEDICATION ALLERGIES	REACTION OR SYMPTOMS	MANAGEMENT OR TREATMENT
_____	_____	_____
_____	_____	_____
FOOD ALLERGIES	REACTION OR SYMPTOMS	MANAGEMENT OR TREATMENT
_____	_____	_____
_____	_____	_____
OTHER ALLERGIES (insect stings, hay fever, asthma, animal dander, etc.)	REACTION OR SYMPTOMS	MANAGEMENT OR TREATMENT
_____	_____	_____
_____	_____	_____

G. MEDICATION INFORMATION – To be completed by the parent/guardian. Your daughter’s over-the-counter and prescription medications will need to be brought with her to camp in the original containers with their correct label and dosage information. Attach a separate sheet if necessary.

MEDICATION	CONDITION TREATED	DOSAGE	TIME OF DAY	TAKEN WITH FOOD
_____	_____	_____	<input type="radio"/> 7:45 a.m. <input type="radio"/> 12:15 p.m. <input type="radio"/> 6:00 p.m. <input type="radio"/> Bedtime <input type="radio"/> As needed <input type="radio"/> Other _____	<input type="radio"/> Yes <input type="radio"/> No
_____	_____	_____	<input type="radio"/> 7:45 a.m. <input type="radio"/> 12:15 p.m. <input type="radio"/> 6:00 p.m. <input type="radio"/> Bedtime <input type="radio"/> As needed <input type="radio"/> Other _____	<input type="radio"/> Yes <input type="radio"/> No

DOCTOR’S APPROVAL TO SELF-ADMINISTER INHALERS

Please allow _____ to self-administer her inhaler. _____ has asthma and understands how to use the inhaler, since she has been self-administering the inhaler for some time. (In the past, nurses kept the inhalers in their office, but the law has changed since Governor Ryan signed SB979 into law amending the School Code to require a school to permit the student to self administer.) _____

Doctor’s Signature and Date _____

Parent Signature and Date _____

PHYSICIAN DOCUMENTATION

- **Day Camp Participants:** Complete section J (immunizations chart) only. Tetanus booster must be current (within 10 years.) No exam is necessary.
- **Resident Camp Participants:** Complete all sections (H-L) below. Required health exam must be completed by licensed physician, nurse practitioner, physician’s assistant, or registered nurse within 24 months prior to camp session. Tetanus booster must be current (within 10 years.)

H. HEALTH EXAMINATION

Patient’s first and last name _____ Height _____ Weight _____ Blood Pressure _____
 EYES – Without Glasses: R 20/ _____ L 20/ _____ With Glasses: R 20/ _____ L 20/ _____ EARS – Hearing R _____ Hearing L _____

I. ORGANS, ETC.	SATISFACTORY	NOT		J. IMMUNIZATIONS	YEAR PRIMARY SERIES COMPLETED	YEAR OF LAST BOOSTER
		SATISFACTORY	EXAMINED			
Abdomen				Diphtheria		
Color vision				DTP/DTaP		
General physical and emotional status				Hepatitis B		
Genitalia				HIB (Haemophilus influenza b)		
Heart				Measles		
Hernia				Oral polio		
HGB *				Pertussis (Whooping Cough)		
Lungs				Rubella		
Musculoskeletal				TD (Adult tetanus-diphtheria toxoid)		
Nose				Tetanus		_____ (w/in last 10 yrs)
Skin				Tuberculin test	Year last given _____	Result _____
Teeth				Other		
Throat				K. PHYSICIAN’S COMMENTS AND RECOMMENDATIONS		
Urinalysis *				Note any restrictions, limitations, needed adaptations, and/or guidelines for care and treatment of health conditions. Give details or indicate management of significant illness.		

* Not required for every health examination. A Girl Scout in grades K-6 should have this test if she has not already had it, either when entering school or at any time since. A Girl Scout in grades 7-12 should have this test if she has not had it since entering puberty.

L. LICENSED PHYSICIAN’S RELEASE

This person is in satisfactory condition and may engage in all prescribed activities, including strenuous activities such as hiking, swimming, climbing hills, and horseback riding (if applicable), except as noted.

Physician’s signature _____ Date of physician’s signature _____ Date of patient’s last health examination _____
 Physician’s name (please print) _____ Facility/Office name _____ Phone (_____) _____
 Facility address _____ City _____ State _____ Zip _____

Families Make It Happen!

Our troop/group family will serve as the best resource in developing meaningful program activities for our girls. Leadership is important but it is only one of the many ways you can help. Please share a little bit about your interests, hobbies, or profession so we may know a little about you!

Name _____

Phone # _____

Email _____

Current Certifications:

- | | | | |
|---|---------------------------------------|---|---|
| <input type="checkbox"/> Standard First Aid | <input type="checkbox"/> Water Safety | <input type="checkbox"/> Licensed Driver | <input type="checkbox"/> CPR for Infant/Child |
| <input type="checkbox"/> Lifeguard | <input type="checkbox"/> Instructor | <input type="checkbox"/> Archery Instructor | <input type="checkbox"/> CPR for Community |
| <input type="checkbox"/> Other _____ | | | |

Special Interests:

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Cooking/nutrition | <input type="checkbox"/> Global issues | <input type="checkbox"/> Sculpting |
| <input type="checkbox"/> Arts and crafts | <input type="checkbox"/> Dental health | <input type="checkbox"/> Health and fitness | <input type="checkbox"/> Sewing |
| <input type="checkbox"/> Auto maintenance | <input type="checkbox"/> Dramatics | <input type="checkbox"/> Hiking | <input type="checkbox"/> Simple home repair |
| <input type="checkbox"/> Bicycling | <input type="checkbox"/> Drawing/painting | <input type="checkbox"/> Human relations | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Boating | <input type="checkbox"/> Ecology | <input type="checkbox"/> skills | <input type="checkbox"/> Storytelling |
| <input type="checkbox"/> Camping/outdoors | <input type="checkbox"/> Environmental | <input type="checkbox"/> Literacy/ | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Career Planning | <input type="checkbox"/> issues | <input type="checkbox"/> reading skills | <input type="checkbox"/> Woodworking |
| <input type="checkbox"/> Child care | <input type="checkbox"/> First aid/ | <input type="checkbox"/> Mathematics | <input type="checkbox"/> Women's issues |
| <input type="checkbox"/> Community service | <input type="checkbox"/> health & safety | <input type="checkbox"/> Music | |
| <input type="checkbox"/> Computers/ | <input type="checkbox"/> Games | <input type="checkbox"/> Photography | |
| <input type="checkbox"/> technology | <input type="checkbox"/> Gardening | <input type="checkbox"/> Sciences | |
| <input type="checkbox"/> Other _____ | | | |

My job, business, or profession would be of interest to the girls:

I am affiliated with the following community groups:

How often would you be willing to help? Weekly Monthly Occasionally

Additional suggestions of ways "Families Make It Happen":

Troop Team Committee

OK, so maybe you aren't able to attend all meetings, but there are so many other things that you can do to support your girl and her troop. Below are some of the important things that go into making a great troop. Mark the ones that you can do to help make this a great Girl Scout Leadership Experience for your girl. Don't want to do the position alone? Ask another parent to be a co-helper with you and do it as a team. Do you have a special talent you want to share with the troop but it doesn't fit into one of the categories below? Add your own in the blank at the bottom. Help us make it a great year!

Position*	Quick Description	Yes, I can do this!
Leader* <i>(each troop needs a minimum of 2)</i>	<ul style="list-style-type: none"> • Keeps troop records. • Works with co-leader(s) and the girls to plan meetings. • Attends Service Unit Leader meetings. May attend special events and field trips. 	
Troop Helper*	<ul style="list-style-type: none"> • Attends troop meetings to assist leaders. 	
Troop Chaperone*	<ul style="list-style-type: none"> • Attends field trips and events outside of the meeting space to assist leaders. 	
Troop Driver*	<ul style="list-style-type: none"> • Assists leaders in transporting girls when necessary. 	
Troop Product Sale Manager*	<ul style="list-style-type: none"> • Coordinates troop participation in the Fall Product Sale and Cookie Sale Program. • Attends Council training for preparation of the job. • Coordinates cookie booths for the troop. • Trains girls at troop meeting. • Ensures that girls receive product sale incentives. 	
Transportation Coordinator	<ul style="list-style-type: none"> • Responsible for securing transportation for the troop to take trips, field trips or service projects. • Works to ensure that all Council and Safety Activity Checkpoints are in place. 	
Telephone/Email Coordinator	<ul style="list-style-type: none"> • Contacts girls or parents as needed: meeting cancellations, later or earlier than expected arrival from a trip, etc. • Serves as an emergency contact when troop is traveling. 	
Troop Treasurer*	<ul style="list-style-type: none"> • Gives guidance with regard to troop financial affairs such as product sales and money earning activities. • Assist troop treasurer (girl) in keeping accounts and making sure financial reports are turned in on a timely basis. 	
PR Coordinator	<ul style="list-style-type: none"> • Work with leader to submit troop news (trips, community service, etc.) to community newspapers. Contact Customer Care at customercare@girlscouts-gsci.org at council to be featured on GSGWM social media or if you have any questions. 	
Refreshment & Snacks Coordinator	<ul style="list-style-type: none"> • Coordinates refreshments for meetings, programs, or other activities. Note: This person is not responsible for bringing all the refreshments. 	
A Special Talent		

**These positions require Girl Scout membership and a background check.*

Troop #XXXXXX

Family Handbook 2024-2025

Troop #XXXX Family Handbook

Welcome to our troop and the largest girl-led organization in the world!

The Girl Scout Leadership Experience is a one-of-a-kind leadership development program for girls, with proven results. It is based on time-tested methods and research-backed programming that help girls take the lead—in their own lives and in the world.

Girl Scouts is a place where she'll practice different skills, explore her potential, take on leadership positions—and even feel allowed to fail, dust herself off, get up, and try again.

As troop leadership, our goal is to offer a well-rounded Girl Scout experience. We will do this through a variety of activities that the girls select. These include field trips, outdoor activities, community service projects, complete a minimum of four skill building activities, and participate in the Girl Scout Entrepreneurship programs and Girl Scout traditions.

Our girls will benefit by all parents being a part of our troop. We need you!! There are many ways to help!

Here is our contact info! Please put in your phone for quick reference!

- **Leaders:** [List Leaders and Numbers here and email.](#)
- **Council contact** 1-888-623-1237 or customercare@girlscouts-gsci.org.

One Girl Scout tradition is reciting the Girl Scout Promise and Law at the start of our meetings.

Girl Scout Promise and Girl Scout Law

All of our activities will in some way involve the Girl Scout Promise and Law which is said holding up the middle three fingers while holding down the pinky finger with the thumb on the right hand.

Girl Scout Promise

On my honor, I will try:
To serve God* and my country,
To help people at all times,

*Girl Scouts of the USA makes no attempt to define or interpret the word "God" in the Girl Scout Promise. It looks to individual members to establish for themselves the nature of their spiritual beliefs. When making the Girl Scout Promise, individuals may substitute wording appropriate to their own spiritual beliefs for the word "God." **Note:** This disclaimer appears in the National Leadership Journey adult guides, but not in the girls' books. It is included here as a reminder to you, as a volunteer, that it is your responsibility to be sensitive to the spiritual beliefs of the girls in your group and to make sure that everyone in the group feels comfortable and included in Girl Scouting. Please feel free to share this information with the girls' families.

Girl Scout Law

I will do my best to be
honest and fair,
friendly and helpful,
And to live by the Girl Scout Law.
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.

Many hands make light work!

We need help to make this the best experience we can for all our girls!

Girl Scouts is girl-led and volunteer-led. Girl Scout research has shown that the more parents and caregivers participate in troop activities, the better the experience is for all the girls.

There are many, many ways to help and we understand everyone has different family and work responsibilities. Here are just some of the ways you can help this year: **LEADERS, ADD TO OR TAKE AWAY FROM LIST**

- Help plan field trips by making phone calls/emails to arrange with facility.
- Be an extra set of hands at troop meetings.
- Participate in troop money earning programs—Fall Product Sales and Cookie Sales.
- Maintain troop social media page for parents.
- Be troop treasurer—helping with troop bank account.
- Be a troop shopper by purchasing or sourcing supplies for activities.
- Help with online troop meetings.

You will be surprised how happy your Girl Scout will be to have you there!

For our girls' safety, all adults coming in direct working directly with the girls must be registered as adult volunteers and complete a criminal background check. Financial assistance is available for adults as well.

Meetings

Meetings will be held **list how frequent meetings are** from **_____ to _____**. We will hold them at **put your meeting location here**. Please watch the schedule so that you know where to pick up your Girl Scout. Here is an example of what our meeting will look like: **change the agenda to fit your troop**

- **Pre-Meeting:** There will be an activity to keep girls occupied until we get started.
- **Opening:** We will say the Girl Scout Promise, the Girl Scout Law, and the Pledge of Allegiance before discussing the planned activities for the meeting.
- **Business Meeting:** This is a time dedicated to making plans, voting on decisions, etc.
- **Activities/Exploration:** This is when we get down to business and have fun!
- **Snack:** We relax and enjoy a healthy snack provided by one of the girls.
- **Clean-up:** No fun, but we all must do it.
- **Closing:** Friendship circle and song, handouts, last minute information, and pack up.

We will make sure we get done on time. Please be patient if you arrive early and we are just finishing up. If you need to pick up your girl early or right after the meeting, please let us know ahead of time so we can have her ready to go.

Cost

Membership Fee: The annual membership fee pays for your daughter to be a registered Girl Scout. This money is sent directly to Girl Scouts of the USA. No portion of this fee stays with Girl Scouts of Central Illinois or our troop. A membership year runs from Oct. 1- Sept. 30. Financial assistance is available (see below).

Troop Dues: After much consideration, it has been decided to ask that each family pay a one-time amount of \$ pick an amount suitable for the troops needs for troop dues to help cover the expenses that incur for materials, trips, and badges. Our goal is to provide for these items through proceeds of the council entrepreneurial programs—fall product and cookie sales---so to reduce parents out of pocket costs.

Financial Assistance for Girls or Volunteers

We know the pandemic has affected all families differently. GSCI never wants finances to stand in the way of girl's opportunity. If you are currently in a situation where finances are difficult, contact us privately, or contact council at 888-623-1237. We can help you fill out the form to request help to cover membership fees. At this time, council does not have assistance with troop dues, however, participation **in the entrepreneurial programs can offset these fees.** We try very hard to keep your out-of-pocket expenses low, without impacting the quality of the experience your daughter receives.

Troop Finances

Our troop maintains a bank account. The money in the account belongs to the troop, not the leaders, parents, or individual girls. It is used to purchase supplies for all girls and to pay for troop activities.

Money for the troop comes from council sponsored troop money earning projects (Fall Product Sale and Cookie Sale) and troop dues. Troop funds can also be used to help pay for badges, uniforms, annual membership fees for girls and adults.

All parents are welcome to review the bank statements and receipts. If you have any questions or concerns regarding the use of troop funds, please contact Girl Scouts of Central Illinois at 888-623-1237 or customer care@girlscouts-gsci.org.

Attendance

We keep track of attendance at each meeting. We ask for your cooperation in making sure that girls are on time for meetings, field trips and other activities. Arriving late could mean the girls miss out on important information. We appreciate you picking up your girls promptly when meetings are over. If you know you are running late, please call one of us or let us know if someone else will be picking up your girl. **We will NOT allow another person to take your Girl Scout unless you have told us specifically. We will ask for ID for the person picking up your girl if we do not know them.**

Please let us know if your Girl Scout is sick or will miss a meeting. We worry about all the girls and want to make sure they are okay.

Cancellations of Meetings

If there is no school or an early out we WILL NOT have a meeting. **CHANGE OR DELETE BASED ON YOUR MEETING SCHEDULE.** If school is cancelled or has an early out due to bad weather, we will not have a meeting.

If a meeting needs to be cancelled for other reasons, we will contact you by **STATE TIME AND METHOD OF CONTACT. FOR EXAMPLE: We will contact you by 2 pm via text if we need to cancel the meeting scheduled for the day.**

Code of Conduct

We want all girls to get the most out of this experience. Girl Scouts is about respecting others and being responsible for what we say and do. It starts in our meetings with our behavior expectations of the girls and adults.

We do not tolerate the following behaviors: bullying, recklessness, or other irresponsible behavior that might affect or be harmful to the safety of other troop members, volunteers or themselves. Verbal bullying and foul language is not tolerated.

We are following the GSCI Code of Conduct, attached. Please review carefully. We ask that you and your girl sign and return to us.

Girl Scout Troop Money Earning/Entrepreneurial/Financial Literacy Programs

We know our girls have big dreams and we know you have big dreams for your girl.

One of the most important skills our girls can learn is financial literacy. These skills help girls set goals and provide a great sense of accomplishment when achieved. The five skills in the financial literacy program are goal setting, decision making, money management, people skills, and business ethics.

Girl Scouts of Central Illinois (GSCI) gives us two opportunities for the girls to learn these skills and at the same time provide funding for our troop. This will reduce the amount of money each of us will need to spend out of pocket.

The Fall Product Program is held late September-October each year. It is a great way to kick start our activities because our troop will earn proceeds for each item sold. Each girl earns “Nutty Bucks” that she can determine how to spend in the Girl Scout Boutiques along with registration for council programs and events. More information will be shared at the time of the program.

The Cookie Program begins in early February and runs through mid-March. Our troop earns money for each box of cookies sold and girls earn “Cookie Dough”. Many girls use this to help pay their own way to attend summer camp, council sponsored programs and events, pay for annual membership fee or toward merchandise in our Trefoil Boutiques. We will share more information leading up to the program.

The troop proceeds from troop money earning programs are shared equally with all girls in the troop. The proceeds are not the property of individual girls. Girls are eligible for many patches, awards, and Nutty Bucks and Cookie Dough.

Parent Communication

Please list how you will be communicating with parents. Text? Email? Social Media?

Parents can also contact our council with any questions regarding the troop by calling Customer Care at 888-623-1237 or emailing customercare@girlscouts-gsci.org.

Safety

We take your daughter’s safety seriously. All activities will be assessed to ensure safety and age appropriateness. A copy of Girl Scouts Safety Activity Checkpoints is available online at www.girlscouts-gsci.org for your review.

In the rare case that your child should get hurt during an activity, a copy of an Incident Report will come home. If the accident would be severe enough to seek medical treatment, you will be notified immediately and more extensive paperwork will be filed and the council notified.

Snacks

We will have a snack schedule. At this time, we are only serving individual wrapped items. We encourage girls to bring a filled water bottle to in person meetings. Please let us know if your daughter has any food allergies so we can share that information with other parents.

Trips/Field Trips/Outings

We do require a permission form be signed and returned to us. We will need additional volunteers for our outings to ensure girl safety. These events may require additional costs. As we said earlier, our goal is to utilize troop funds to cover these additional costs.

Girl Scout Awards/Badges

The girls will be earning all kinds of badges. Each badge or patch has different requirements. Girls can also earn “fun patches” for special activities or events that we may attend.

If your daughter finishes a badge outside of our meetings and events, let us know so we can sign off on the badge and she will receive it at our next badge ceremony.

We will do a short badge ceremony at our regular meetings **list how many award ceremonies you plan to do** times this year.

A badge is an official, earned award for completing the skills required of that badge.

A patch is often received by participating in an activity or attending an event. These are not earned by completing a required set of activities. All fun patches must go on the back of your tunic, vest, or sash.

Uniforms and Badges

We strongly encourage our girls wearing the Girl Scout Uniform to show her pride in her accomplishments and participation in the Girl Scout movement.

Uniforms consist of a vest or sash for your daughter’s grade level. The badges, patches, and awards girls earn are displayed on the vest or sash. Our council online shop, shows the uniforms and insignia placement.

Vests/sashes are available through the council boutiques.

A limited amount of uniform assistance is available through council each year. Please talk with us or contact council at 888-623-1237 for more information.

Juliette Gordon Low

Early in the year, we will be talking about Juliette Gordon Low, the founder of Girl Scouts. More information about Juliette Gordon Low can be found at http://www.girlscouts.org/who_we_are/history/low_biography/.

Questions

Please call or email **list leaders’ names** with any question big or small. We encourage feedback and suggestions. Let us know what you hope your girl gets out of Girl Scouts this year and if you have ideas for field trips or activities. If you have an area of expertise or hobby you would like to share, we would love to hear about it.

Additional Resources:

Girl Scouts of Central Illinois (GSCI)
888-623-1237
customer@girlscouts-gsci.org
www.getyourgirlpower.org

Girl Scouts of the United States (GSUSA)
www.girlscouts.org

Girl Scout Families and Caregivers: How You Can Help

Want to play a meaningful role in her Girl Scout experience, but not sure where to start? Consider this the ultimate cheat sheet for all-star Girl Scout parents—no matter how busy you may be! And remember when you help with her troop, you're not only doing her troop leader a favor but also modeling leadership for your girl. She'll be prouder than ever to call you hers.



If You Have 15 Minutes a Week, offer to...

Organize and manage the calendar for troop snacks or carpools. There's no need to provide goodies or buckle up the girls every week yourself! Simply helping other parents sign up and commit to future meeting dates will make meetings go smoothly for everyone.



If You Have 30 Minutes a Week, offer to...

Manage troop communications for the troop leader. This can mean anything from sending texts to parents to confirm meeting dates or to update them with changes to the schedule, maintaining the troop's social presence, or organizing an old-fashioned phone tree in case of an emergency.



If You Have 45 Minutes a Week, offer to...

Take photos or videos at meetings and Girl Scout events. Leaders are often too busy to document every exciting moment, so your help will likely be well-received. Just be sure all girls have signed photo releases and they're on file with your council before snapping and sharing images.



If You Have 1–2 Hours a Week, offer to...

Lead part of a troop meeting or guide girls through earning a specific badge. You can introduce them to a topic that you have special expertise in or explore a new activity and learn alongside the troop!



If You Have 2–3 Hours a Week, offer to...

Take on the role of cookie or fall product volunteer for your girl's troop. You'll be playing a key part in the Girl Scout Cookie or Fall Product Program, which raises funds for troop activities and teaches girls financial skills, how to be confident when speaking publicly, and how to make decisions and collaborate as a group.

No matter how you contribute to your girl's troop, seeing you play an active role in her experience will give her a sense of pride—don't be surprised if when her Girl Scout friends start to admire and appreciate you, she sees you in a whole different light! Plus, getting involved gives you something special to share together.



Family Involvement Form

Family Member's Name (First/Last) _____

Girl's Name (First/Last) _____

Email _____ Phone (____) ____ - ____ Text: Yes ___ No ___

Running a quality Girl Scout troop requires the involvement of all parents. Please check how you and/or other adults in your family will support your girl's troop. Submit as soon as possible to get your first choice.

Times available:

Monday: From _____ to _____

Tuesday: From _____ to _____

Wednesday: From _____ to _____

Thursday: From _____ to _____

Friday: From _____ to _____

Saturday: From _____ to _____

Sunday: From _____ to _____

Ways you can help:

Check the positions that you would prefer (*membership registration and background check need to be completed).

- *Troop Leadership – Girl Program Mentor: The Girl Program Mentor is responsible for girl-led activities for their troop which address current girl interests and needs through the Girl Scout Leadership Experience (GSLE).
- *Product Program Manager: The Product Program Manager organizes and oversees both Product Programs throughout the year to include girl-led goal setting and decision making. Product programs include Fall Product and Cookie Programs.
- *Troop Leadership Administrator: The Troop Administrator is responsible for organizing and coordinating all the troop's financial, paperwork, registrations, and communication.
- *Troop Treasurer: In collaboration with the troop leadership team, manages the troop funds, records and reporting according to the National and Local Girl Scout standards and guidelines.
- *Troop Support: Assists the troop leadership team with activities as needed and attends troop activities, field trips, and special events.

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 Scouts of the USA makes no attempt to define or interpret the word "God" in the Girl Scout Promise. It looks to individual members to establish for themselves the nature of their spiritual beliefs. When making the Girl Scout Promise, individuals may substitute wording appropriate to their own spiritual beliefs for the word "God."

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.

1. I will follow the principles of the Girl Scout Promise and Law as listed on this Code of Conduct.
2. I will follow the rules that are made to protect others and myself and to help make sure program activities are safe, fun and successful.
3. I will treat other people, myself, property and equipment with respect.
4. I will not behave in such a manner that monopolizes the time of the Troop Leader or Assistant Leader and jeopardizes the Girl Scout experience for the entire troop.
5. I will not bully or abuse my sister Girl Scouts.
6. I will listen carefully to all instructions and appropriately respond to all directions given by the Girl Scout Leader and all assistants.
7. I will be respectful of the Girl Scout Leader and all assistants. I will not to argue with my leader or call them names while under their supervision.
8. I will remain seated, or with the group depending on the activity, unless excused by the Girl Scout Leader and all assistants and keep my hands to myself during all troop/event activities. I will not run inside buildings or meeting places.

Failure to follow our Code of Conduct will result in the following corrective action:

- First Offense – review of the Girl Scout Law/Promise and apology, if needed.
- Second Offense – review of the Girl Scout Law/Promise, apology if needed, and parent will be told of behavior.
- Third Offense – review of the Girl Scout Law/Promise with parent and child and discussion will be held between parent and leader regarding potential requirement of parental supervision at all future meetings.

Girl Scout Signature _____ **Date** _____

Parent Guardian Signature _____ **Date** _____

Troop Leader Signature _____ **Date** _____

HONOR TROOP AWARD

You know your troop is super-let everyone else know, too!

Is your troop truly outstanding? The Honor Troop Award is offered by Girl Scouts of Central Illinois as a way to recognize excellent Girl Scout Troops. The award honors dedicated volunteer leadership and active troop participation in council-sponsored activities. The award also recognizes those troops that offer their girls all of the great opportunities available in Girl Scouting with a well-rounded program year that includes participation in product sales activities, community service projects, activities with other troops, field trips, outdoor activities, summer activities, and much more!

The Honor Troop patch program is a troop effort. The troop should decide together whether or not they would like to pursue this recognition. At least half the troop must participate in an activity for it to count towards this award. Activities must be completed within 12 consecutive months. Once the application has been approved, you will be mailed your free patches.

To be included in the Award Program at the annual meeting and participate in the May Regional Ceremonies, paperwork must be turned in by February 15.

Please send all completed forms to CustomerCare at customer care@girlscouts-gsci.org
For more information contact 888-623-1237.

APPLY TO RECEIVE THE HONOR TROOP AWARD!

Troop Basics: All items must be completed.

- Troop meets GSUSA safety ratio for adults (must be background checked and registered) to girls registered to troop. Please refer to Volunteer Essentials page 46 for adult/girl ratio.
- A returning troop must be registered on or before September 30. A new troop must have started meeting regularly within 4 weeks of Basic Leader training. **If a returning troop, re-register at least 50% of your troop members from the year before.**
- Troop must have at least one adult that has completed Basic Leader Training, and has a current First Aid/CPR card on file with GSCI. Please list name _____
- A troop representative attended a minimum of 2 Service Unit meetings and/ or 2 Leader Chats.
- Troop participated in the Fall Product Sale program (if active at time of sale).
- Troop participated in the Girl Scout Cookie program.
- Troop participated in Take Action Project.as listed in the leadership journeys.
- Troop meets regularly. Please list how often your troop meets. _____

Service: All items must be completed. Provide photos of girl participation.

- Participated in one council-wide community service patch program found in Adventure Guide.
- Participated in two other community service projects organized by the troop.

Project: _____ Date: _____

Project: _____ Date: _____

Troop Activities: All items are required.

- Earn at least 4 skill building badges, or 1 higher award, or complete 1 leadership journey
- Experienced at least 1 field trip
- Participated in an outdoor activity. This can include a stay at a GSCI camp or attend a program at a GSCI camp, hiking, or utilize outdoor activities as listed in Volunteer tool kit.
- Attended a GSCI program _____
- Participated in Girl Scout traditions (wearing Girl Scout uniform, singing Girl Scout songs, taking part in ceremonies such as investiture, bridging, and flag ceremony)
- Participated in a community parade or hosted booth at a community event. (festivals, school events, etc)
- Invited a non-Girl Scout to attend a troop meeting; hosted or helped with a recruitment event



Patch Order

Troop Number _____ Grade Level _____

Number of girls _____ Number of adults _____ Service Area _____

Troop Leader _____

Email _____ Phone: _____

Address: _____

Number of patches needed:

1st Year _____ 2nd Year _____ 3rd Year _____ 4th Year _____ 5th Year _____ 6th Year _____

7th Year _____ 8th Year _____ 9th Year _____ 10th Year _____ 11th Year _____

Office Use Only Date Received: _____ Requirements met : ___ Yes ___ No

Signature _____ # of patches _____ Year recognized _____

**girlscouts**
of central illinois

888.623.1237

GetYourGirlPower.org

Spirit of Juliette Award

The way for Troop Leaders to celebrate doing awesome things with and for girls!

We know you are doing extraordinary things with and for your girls! Get set to Celebrate the Sisterhood of Girl Scouting by earning this special adult award while planning a well-balanced year.

Requirements to earn the patch and each of the awards is below. You can be awarded throughout the year as you finish a section by completing this form (paper or online), or you can wait and claim your charms earned at once...it's up to you!

To be included in the Award Program at the annual meeting and participate in the May Regional Ceremonies, paperwork must be turned in by February 15.

Please send all completed forms to Customer Care at customer care@girlscouts-gsci.org. For more information contact us at 888-623-1237

Full Name: _____ Troop Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Basic Leader Training

The patch is earned by completing a Basic Leadership Training session where you will learn how to be a troop leader.

Watch the Basic Leader Training on gsLearn if you are not able to attend an In person/Zoom session.



Troop Basics—Complete both activities below

- Stay informed: Attend a minimum of 4 Service Unit Leader Meetings this Girl Scout Year.
 - August
 - September
 - October
 - November
 - December
 - January
 - February
 - March
 - April
 - May
 - June
 - July
- Increase your Girl Scout Know How: Access online training through gsLearn, the online training platform for adult Girl Scouts.



Developing Entrepreneurship Skills

While developing entrepreneurship skills through participation in the product sale program.

- A Troop Adult participated in Fall Product Sale Training.
- My Troop participated in the Fall Product Sale.
- A Troop Adult participated in the Cookie Sale Program Training.
- My Troop Participated in the Cookie Sale Program



Troop activities—Complete one of the following

Purposeful activities lead to building life time leadership skills

- Girls earn at least 4 skill building badges
- 1 Leadership Journey
- 1 higher award
 - EX: Bronze Award (Juniors), Silver Award (Cadettes), Gold Award (Ambassador)



Getting Out—Complete both activities below

Explore beyond your troop meeting doors. Get outside by:

- Taking part in at least 1 outdoor activity
- Taking at least 1 field trip



Girl Scout Sisterhood—Complete all activities below

Explore and Pass on GS Traditions. Teach girls to think like a Girl Scout by:

- Teaching the GS Promise & Law to your girls.
- Planning and holding at least 1 ceremony
 - EX: Investiture/Rededication, Bridging, Girl Awards, or Flag ceremony.
- Celebrating 1 Girl Scout Special Day
 - EX: Founders Day (Oct 31), World Thinking Day (Feb 22), Girl Scouts Birthday (March 12)
- Complete at least 1 community service or Take Action Project.



Share Your Community Service Story

We know that Girl Scouts do great things for their communities every day! Please take a moment to share your community service story with us!

Troop #: _____ Age Level(s): _____

Leader Name: _____

Number of girls that participated in project: _____

City of community service project: _____

Agency project was for: _____

Population Served: (children, elderly, animals etc) _____

Hours spent completing project, from planning to execution: _____

Date of project completion: _____

How did girls fund the project? (cookie revenue, etc): _____

Project Description: _____

Please tell us about the ways in which girls were able to exhibit leadership through this project (if not already stated above): _____

Please share any direct statements or observations made by girls who participated: _____

Please share any feedback you may have received from the agency served or its clients: _____

Please submit this form and any community service photos to Customer Care at
customer care@girlscouts-gsci.org.

THANK YOU FOR MAKING A DIFFERENCE!

Girl Scout Terms Glossary

Adult-to-girl ratio- Minimum number of adults needed to supervise a specific number of girls. The purpose of these ratios is to ensure safety & health of girls. Ratios must include at least 2, unrelated, approved adults (see more in Volunteer Essentials).

Annual Meeting- Governance annual meeting for a local Girl Scout council, at this meeting the council elects board of directors and conducts other business decisions essential to Girl Scouting in its geographic area.

Awards- The highest honors a Girl Scout can earn in the Girl Scout program (there are 3 awards: Bronze, Silver, and Gold). The Gold award is the highest award a girl can earn. These awards give girls a chance to take action in their community and make a difference. There are specific requirements in order to earn each award.

Bridging- When girls advance from one program level of Girl Scouting to the next. Typically, bridging is celebrated with a ceremony that occurs during the spring/summer in preparation for the new school year.

Camp (Resident/Overnight or Day Camp)- Resident Camp typically means an overnight stay (over the course of a week) at a Girl Scout-sponsored camp. Day camp usually means attending a camp during the day (under 12 hour period of time) at a Girl Scout-sponsored camp.

Community Asset Map- A visual representation that plots/records the potential assets (individuals, associations, and institutions) already present within a community. This tool is helpful for planning recruitment efforts and identifying potential areas of growth.

Community partner- Community members and/or groups who share a common goal and work together to improve the community in specific ways. By having community partners, we can have a greater reach in the community with a more sustainable program.

Community profile- This is a document membership staff complete that identifies current membership trends, demographic information, and market share data in a specific area. This tool helps inform target geographical areas & markets for potential membership growth.

Council- One of Girl Scouts of the USA's local affiliates, with authority over Girl Scouting in a specific section of the country. Council membership includes all girls and adults the council has registered and its corporate body, nominating committee, and board members, committees and task groups, as well as its employed staff. Currently, there are over 100 Girl Scout councils in the USA.

Customer Engagement Initiative (CEI)- This new two-part strategy (organizational and technological) provides better customer service and dynamic technology including the use of Salesforce, a new uniform website platform, Digital Cookie, and the Volunteer Toolkit. This new way of work focuses on aligning people, processes, and systems to effectively ensure both recruitment and service/retention functions are providing a quality, customer-centric and consistent experience resulting in girl and volunteer membership growth and satisfaction.

Delegate- This volunteer position serves the council for a specified term as an elected representative at the annual meeting and other governance opportunities throughout the year. Older girl members and adult members are both able to represent their local service areas as delegates.

Disbanding troop- A troop who has decided to stop meeting. Typically a troop disbands if the girls age out of Girl Scouts (graduate high school) or if the leader no longer wants to lead and no other leadership is identified. If the troop is not graduating, the goal would always be that rather than a troop disbanding, they try to find another parent or co-leader in the troop to take over as the troop leader. When a troop does disband, the council works to place those girls in other troops.

Girl-led- Girl Scouts incorporates girl leadership into virtually every component of our program. We encourage girls to take ownership of projects, meetings, and planning opportunities. Girls partner with adults to facilitate meetings and other Girl Scout programs. As girls get older, the level of responsibility and leadership opportunities increase.

Girl Scout Leadership Experience (GSLE)- These are the 3 keys to girl leadership: Discover (girls find out who they are, what they care about, and what their talents are), Connect (girls collaborate with others to make the world a better place), and Take Action (girls do something to improve their world). See Volunteer Essentials for more.

Girl Scout Program Levels- Different program levels are divided by grade level. The levels are: Daisy (K-1st grade), Brownie (2nd-3rd), Junior (4th- 5th), Cadette (6th-8th) Senior (9th-10th), Ambassador (11th-12th)

Customer Support- The terms we use for the support provided to customers in different steps of our membership process. Outside sales= teams working to recruit new members, Inside sales=teams working to convert potential members into actual members, Customer support= teams working to support current members.

Journeys- A thematic program opportunity where girls earn recognitions throughout a long-term set of activities. There are 3 Journey options for each program level.

Market Share- Typically expressed as a percentage, the market share is the portion of the available population that are registered Girl Scouts. Example: there are 100 girls in a community and 11 of them are girl members. The market share for that area would be 11%. The lower the market share, the more opportunity there is to recruit in an area. The higher the market share, the higher membership saturation we have in that area.

Market Type- This term refers to population density of an area (ex: urban, second city, suburban, rural).

Member Change- This number tracks how member numbers change from one time period to another and indicates if numbers increase, decrease, or remain the same. Ex: we served 100 girls in 2022 and 105 girls in 2023, the member change is +5. Sometimes member change will show as a percent.

Membership Fee- This is the annual fee that a member makes annually to be enrolled as a member in the program. There is also the option for adults and graduating girls to purchase a lifetime membership. Some councils are able to provide financial aid for membership fees for those in financial need.

Money-earning Activities- When a troop needs to supplement its dues and product sales earnings for a special trip or program, the troop may plan a money-earning event to help with the costs. Money earning events should be girl-led and typically require approval by their membership support team. Troops must also participate in the Fall Product and Cookie programs to be approved for independent money-earning events.

Parent meeting- Initial meeting every troop should have at the beginning of the school year. At this meeting, the troop leader(s) meet the parents, collect forms and payments, and decide on ways parents can be involved in the year.

Recruitment- These efforts bring in new members (girls and adults) into our programs. There are different types of recruitment events, usually they involve the schools, communities, and other organizations/businesses.

Registration forms- Forms used to register members (girls and adults) that can be found online or in paper form. Forms are submitted with national membership dues.

Renewal/Retention- The number of girls and adults that are re-registering with the Girl Scouts from one year to the next. Example: national retention rate is around 60 percent. This means 60 out of 100 girl members are re-enrolling.

Service Unit- Grouping of troops that meet within a specific geographical jurisdiction. Typically lead by a volunteer team, this team supports the troops in that area through support, guidance, programming, and approval for money earning and other events. Service Units partner with the council to make decisions and implement program.

Troop Committee- Group of engaged parents/adults in the troop. Each family is able to be involved and participate in specific, impactful ways with clear communication on roles. Some possible positions include: Troop Leader, Troop Cookie Manager, Troop First Aider, Field Trip Coordinator, etc.

Troop Funds- Each troop has its own bank account. Money belongs to the troop, not to the individual girls. Management of funds must be transparent for the girls, parents, volunteers, and for the council. Certain reporting rules apply (see Volunteer Essentials).

WAGGGS- World Association of Girl Guides and Girl Scouts. This is a world network of 145+ girl member organizations focused on developing girls and young women around the world.

Waitlist- A list of girls in a particular geographic location who are interested in joining a troop, but for whom there is currently no troop available.

Girl Scout Tools Glossary

Blue Book of Basic Documents- Document that contains bylaws, policies, and standards for councils.

girlscouts.org- Girl Scouts of the USA website contains information on: program, registration, and ways to get involved. This website also has a council finder feature that directs people to their local council.

Safety Activity Checkpoints- Guidelines for how troops can stay safe while participating in various Girl Scout activities. Check with your local council for the guidelines.

Salesforce- Central business database supporting the Customer Engagement Initiative (CEO, this tool tracks communications, registrations, and collects other data for our Girl Scout membership. Get login from your council.

Volunteer Essentials- Published document for Girl Scout volunteers and staff. This tool is similar to an encyclopedia to Girl Scout volunteering.

gsLearn- is an online learning system for volunteers. It contains many learning opportunities and has the ability to track all your accomplishments. It is a learn at your own pace, allows for many additional resources and you are able to go back and repeat or find the information you need.

Important Girl Scout Holidays/Dates

September 30 - End of Membership Year- Final day of Membership Year/Fiscal Year for the council.

October 1 - New Membership Year- First day of the new Membership Year/Fiscal Year for the council.

October 31- Juliette Gordon Low Birthday/Founder's Day-- Marks the birth in 1860 of Girl Scouts of the USA founder Juliette Gordon Low in Savannah, Georgia.

February 22- World Thinking Day- Celebrates the birthdays of Girl Guides/Girl Scouts founder Robert, Lord Baden-Powell (1857-1941) and World Chief Guide, Lady Baden-Powell (1889-1977). Also celebrated as the day in which World Association of Girl Guides and Girl Scouts (WAGGGS) members all over the world think of each other and exchange greetings.

March 12- Girl Scout Birthday- Commemorates the day in 1912 when Juliette Gordon Low officially registered the organization's first 18 girl members in Savannah, Georgia.

March- Girl Scout Week- Starting with Girl Scout Sunday and ending with Girl Scout Sabbath on a Saturday, and it always includes Girl Scouts' Birthday, March 12.

April 22- Volunteer Appreciation Day/Leader's Day- Honors all the volunteers who work as leaders and mentors in partnership with girls. On this day, girls, their families, and communities find special ways to thank their volunteers.