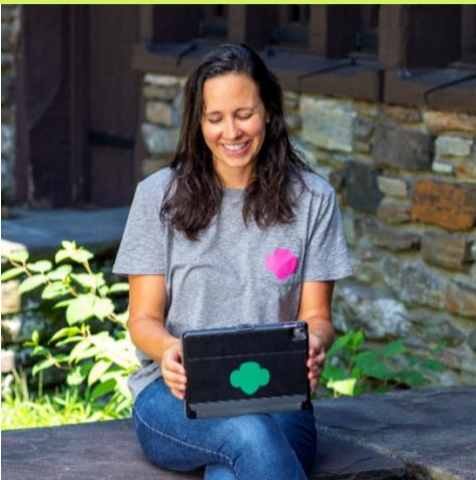
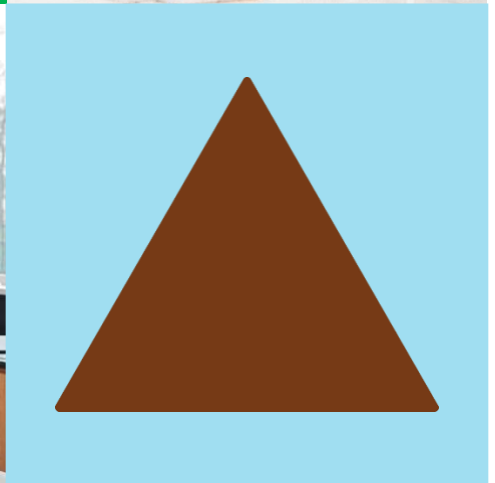


# New Leader Guide



# Table of Contents

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

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# Welcome to Girl Scouts



## The Girl Scout Promise

On my honor, I will try:

To serve God\* and my country,  
To help people at all times,  
And to live by the Girl Scout Law.

## The Girl Scout Law

I will do my best to be  
honest and fair,  
friendly and helpful,  
considerate and caring,  
courageous and strong, and  
responsible for what I say and do,  
and to  
respect myself and others,  
respect authority,  
use resources wisely,  
make the world a better place, and  
be a sister to every Girl Scout.



## The Girl Scout Secret Sauce

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

### Girl Scouts do activities in Four Pillars



STEM



life skills



entrepreneurship



outdoors

### Types of Activities:

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

### 5 Outcomes of the Girl Scout Experience

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

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



# Girl Scouts Program



Daisies  
K & 1st

**Girl Scout Daisies** sparkle with that “first time ever” newness in everything they do. They go on trips, learn about nature and science, and explore the arts and their communities—and so much more. Girl Scout Daisies can also earn Learning Petals and receive participation patches.



Brownies  
2<sup>nd</sup> & 3<sup>rd</sup>

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



Juniors  
4<sup>th</sup> & 5<sup>th</sup>

**Girl Scout Juniors** are big-idea thinkers. They’re explorers at camp and product designers when they earn their Innovation and Storytelling badges, or even their Bronze Award. Every day, they wake up ready to play a new role.

Cadettes  
6<sup>th</sup>- 8<sup>th</sup>



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

Senior  
9<sup>th</sup> & 10<sup>th</sup>



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

Ambassador  
11<sup>th</sup> & 12<sup>th</sup>



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

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

## In Girl Scouts, girls will:

### Discover

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

### Connect

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

### Take Action

Do something to make the world a better place.

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

### Programs and Events

Girl Scouts of Colorado offers a wide range of programming — everything from STEM (Science, Technology, Engineering and Math) to life skills activities to exploring the outdoors. Events are open to attend as a troop, or individually, depending on interest. GSCO is committed to pursuing its mission through its programming, offering an astounding array of innovative, fun, and memorable activities. Council-sponsored activities are designed to enhance the Girl Scout experience and are developed for specific grade levels. We offer so many ways for you to explore your current interests, and help you discover more! Visit our online our [Events Calendar](#) for details about all the cool programs and events available to you this year. Programs are added continually throughout the year.

### Field Trips and Travel

Troops are encouraged to go places—from field trips to the local library or fire station as a Girl Scout Brownie to global adventures as teens.



Girl Scouts of Colorado partners offer a variety of leadership development programming through the lens of STEM, life skills, and outdoor stewardship. Plan a field trip or complete a council patch. Get more information in the [Anytime Activities](#) section of our website.

As your girls get older, you can start looking for opportunities farther afield. Girls will see and learn new things, pack their bags full of inspiring, life-changing experiences and memories, and make friends from all over the world as they travel with Girl Scouts. For more information about how to travel with your troop visit our [Travel page](#).

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### Camp and Outdoors

Skills like building a campfire, pitching a tent, or canoeing across a lake. Girl Scouts of Colorado offers various types of organized camping opportunities: day camp, summer resident camp, troop camp, and family camp. We offer overnight summer camp at Sky High Ranch and Tomahawk Ranch in three-, six-, nine- and 12-day sessions. Girls attend by themselves or with a buddy and are placed in groups of six to 24 based on age and program activities. Older girls, Cadettes and up, can join our [Outdoor Adventure Club](#) and make new friends while rock climbing, snow shoeing, or summiting a 14'er!



Girl Scouts of Colorado has eight unique camp property spaces across the state available for troops, Girl Scout groups, families and outside user groups to rent. Take a hike in Rocky Mountain National park from Meadow Mountain Ranch, hang from a zip-line across the meadow at Sky High Ranch, and visit the farm animals or shoot a bullseye on the archery course at Tomahawk Ranch! Get more information about property rental, search for upcoming outdoor events and learn more about how to get your troop outside on the [Camp and Outdoors page](#).

### Journeys

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

### Badges

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

### Patches

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

# New Leader Checklist

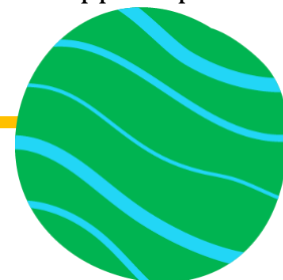


## Before You Takeoff

- [Register](#) as a volunteer.
- Complete required background check.
- Connect with your volunteer support specialist. They can help you find a co-leader, set up your troop, recruit girls to your troop, and even find a meeting space. Need help connecting? Contact customer care at [inquiry@gscolorado.org](mailto:inquiry@gscolorado.org) or 877-404-5708
- Review the [troop leader role](#). Complete your [Volunteer Agreement](#)
- Invite girls to join the troop. You'll need five girls to launch your troop.
- Complete your training in gsLearn. An email will be sent to you by your volunteer support specialist within seven days after being approved as a troop leader. This email will include instructions on how to get started.

## Launching Your Troop: The First 30 Days

- Welcome new girls and their families as they register:
  - Your troop will remain open on the Opportunity Catalog for new girls to join until you reach 12 girls (standard troop size). Interested in more girls? Complete our [Troop Catalog Update Form](#).
  - Need help with recruitment? [Let us know](#), and your membership support team can support you.
- Review the [New Leader Guide](#).
- Check out the Volunteer Toolkit, a customizable planning tool for your troop. You'll find the Volunteer Toolkit via the left menu bar of [MyGS](#) in My Account. It's accessible on any desktop, tablet, or mobile device.
- Connect with your service unit to find out about meetings for leaders and events in your local community.
- Attend a required New Leader Orientation with a volunteer support specialist in your region.
- Hold your first [parent meeting](#).



## In Flight: The First Three Months

- ❑ Plan your first troop meeting. Use the [Volunteer Toolkit](#) to guide you, or check out these [helpful resources](#).
- ❑ Attend your first service unit meeting to network with your fellow Girl Scout volunteers. The volunteers in your community have a wealth of knowledge to share.
- ❑ Register for a [live program level training](#) (in-person or virtual).
- ❑ Learn how to structure a meeting and find the right resources to jump-start your Girl Scout year.
- ❑ Complete First Aid/CPR/AED certification (required for at least one adult to complete).
- ❑ [Open your troop bank account](#).

## Reaching for the Stars: The First Year

- ❑ Submit an [Annual Finance Report](#), due yearly on June 30.
- ❑ Let your girls guide you to the additional trainings you will take:
  - *Program Explorer (gsLearn)*
  - *Let's Go Camping (gsLearn and in person)*
  - *Travel Peak (gsLearn)*
  - *Additional enrichments*
- ❑ Troops will participate in and learn about our product programs: the [Fall Product Program](#) and the [Girl Scout Cookie Program](#).
- ❑ Learn about [Girl Scout traditions](#).
- ❑ Check out additional [volunteer resources](#) available to you at [girlscoutsofcolorado.org](#).
- ❑ Ready for troop adventures? Check out [Volunteer Essentials](#) to guide you.
- ❑ Visit our [Form and Documents](#) page at [girlscoutsofcolorado.org](#).





# Training



New Troop Leader  
Learning Path  
Complete in gsLearn



New Leader Orientation  
With your VSS/MS



Managing Troop Finances



Program Level Training  
live in person or Zoom



First Aid/CPR/AED



Enrichments and  
Additional Trainings-  
explore on gsLearn



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

# Getting Started

New leaders often spend the first few weeks getting started and setting up their troop. Be sure to use your **CHECKLIST** on page 5-6 of this guide.



## Setting up your troop

Your Membership/Placement Specialist will reach out to you to set up this information in the membership system.

## The number of girls to expect in your troop

As a new troop, you can expect to have 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, GSCO is here to help you!

## Looking to grow your troop more?

As a leader, you can make sure your troop is available in the Troop Catalog for new members to register at will. 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 Placement/Membership Specialist at any time throughout the year. Your troop will be displayed in the Troop Catalog until it has 12 girls in it. You are always welcome to grow the troop beyond 12 girls as long as there is the appropriate adult to girl ratio.

## Meeting location and times

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

## Troop Interests/Goals/Personality

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

## 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's Support System

## Your support system

Girl Scouts is all about sisterhood. As a leader, you are not alone! The other members of your leadership team, troop support volunteers and parents are your primary team. Get to know them and allow them to help!

## Your GSCO council staff

We are here for you! You are supported by a membership specialist or membership support team consisting of a volunteer support specialist, placement specialist, and recruitment specialist. You will be guided by your MS/VSS on your training journey with our training team. Other staff that you may interact with include our customer care and registration team and our program team, which includes girl program, product program, and outdoor program.

## The membership team will:

- Set up consistent phone calls with you. You may have a list of questions to talk through or maybe not, either way you will have peace of mind knowing someone will be calling you.
- Introduce you to your Service Unit.
- Guide you through the required training in the first year and beyond.

## Your Service Unit

What is a Service Unit? It is a geographically defined area consisting of Girl Scout troops in the same community or area. These troops are supported by a Service Unit team.

The team usually includes a Manager and Product Program Manager and may include other team members such as a Treasurer, Event Manager, School Representatives, and more. These volunteers work together to support you by providing activities and event opportunities in your area.

Troop leaders are invited to Service Unit meetings which are usually held monthly and can be in person or virtual. During these meetings you can:

- Meet and network with fellow volunteers.
- Learn about upcoming events and trainings.
- Share resources and materials.

**Volunteer Support/Membership Specialist:** \_\_\_\_\_

**You can reach them at:** \_\_\_\_\_

**Your service unit team volunteer contact is:** \_\_\_\_\_

They can help you with local service unit questions, ideas, resources, etc.

**You can reach them at:** \_\_\_\_\_

# 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 additional leaders, talk to your volunteer support specialist or membership specialist. There are many roles and responsibilities a Troop Leadership Team member can do or delegate to others on the team. How responsibilities are divided and delegated depends on the needs of the troop, the skills and talents of the team, and how many troop leaders a troop has. This is not an exhaustive list of possible roles, but just a place to get started with a conversation. See the following section for how troop families can help fill some of these roles!

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

# Working with Parents/Caregivers

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

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

## Helpful Tips for your Parent/ Caregiver meeting!

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

## Annual Forms

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

- [Girl Health History](#)
- [Adult Health History](#)
- [Annual Parent Permission Form](#)
- [Medication Permission Form](#)

## Parent/Caregiver Meeting Agenda

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

# How Many Volunteers?

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

Girl Scouts Volunteer-to-Girl Ratios	Group Meetings		Events, Travel, and Camping	
	Two unrelated volunteers (at least one of whom is female) for up to this number of girls:	One additional volunteer to each additional:	Two unrelated volunteers (at least one of whom is female) for up to this number of girls:	One additional volunteer to each additional:
Girl Scout Daisies (Grades K-1)	12	1-6	6	1-4
Girl Scout Brownies (Grades 2-3)	20	1-8	12	1-6
Girl Scout Juniors (Grades 4-5)	25	1-10	16	1-8
Girl Scout Cadettes (Grades 6-8)	25	1-12	20	1-10
Girl Scout Seniors (Grades 9-10)	30	1-15	24	1-12
Girl Scout Ambassadors (Grades 11-12)	30	1-15	24	1-12

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

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

# Your First Troop Meeting

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

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

**Learn with your girls.** Keeping activities girl-led also means that at some point, the girls will want to earn a badge or complete a project in a subject unfamiliar to you. Don't let that hold you back. Be open with the girls 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 to do upon arrival at the meeting so they have something to do before the meeting begins. Plan about five minutes for this, it could be snack, or creating a thank you card, coloring a page to donate, etc.
2. **Opening**—Each troop decides what they will do regularly. Most begin with the reciting the Girl Scout Promise & Law, a song, game, story, or other activity designed by the girls. Plan 5-10 minutes for this.
3. **Troop Business**—Take attendance, make announcements or plan upcoming activities while parents may be present.
4. **Let the fun begin!** This is your activity for the meeting, work on a badge, Journey, or complete other activities during this time. Plan 30 minutes to one hour for this.
5. **Clean Up**—Girls clean up all supplies and always leave a place cleaner than they found it. Plan about 5 minutes.
6. **Closing**—As a troop, girls decide how they will end each meeting—a song, a game, a Girl Scout tradition. Plan 5-10 minutes for this.

## Got Snacks?

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

## First Meeting Checklist

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

# The Volunteer Toolkit

## The Volunteer Toolkit (VTK)

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

### Plan and Customize Your Year

At Girl Scouts, we know when girls take part in shaping their Girl 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 pre-populated meeting plans, agendas, supply lists, and activity instructions.

### Manage Troop Rosters, Attendance, and Accomplishments

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

## Easy Navigation at your Fingertips!

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

### MY TROOP

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

### YEAR PLANS

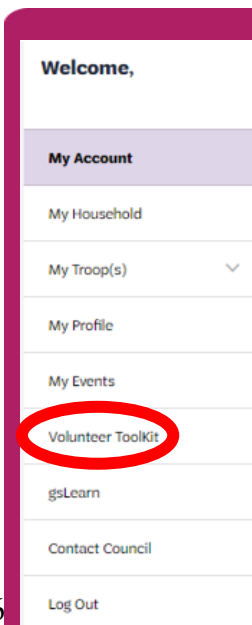
- Specify meeting dates and locations.
- Preview & choose pre-populated year plans.
- Add and/or combine meeting plans to customize your year.
- Add custom troop activities like celebrations, outings, camping trips, etc.

### MEETING PLANS

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

### RESOURCES

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



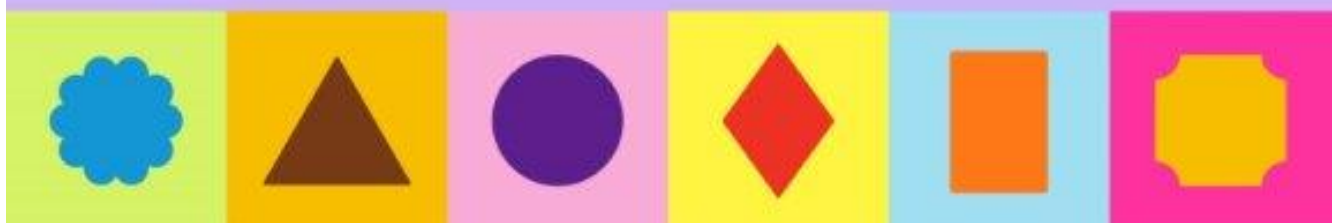
To access the Volunteer Toolkit, log into your myGS account on our website at [girlscoutsofcolorado.org](http://girlscoutsofcolorado.org). Find a complete user guide at <https://www.girlscoutsofcolorado.org/en/members/for-volunteers.html>



# Troop Year Plans

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

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



# Your Year in Girl Scouts

August	September	October	November
<ul style="list-style-type: none"> <li>Review your roster &amp; troop details</li> <li>Recruit new girls to your troop.</li> <li>Plan your troop year</li> <li>National S'mores Day (10)</li> <li>Contact your service unit team for the leader meeting schedule for your service unit</li> <li>Take program level training to prepare for upcoming year</li> </ul> 	<ul style="list-style-type: none"> <li>Plan first parent meeting and troop meeting</li> <li>Recruit new girls to your troop</li> <li>Investiture &amp; rededication ceremonies</li> <li>Bridging ceremonies</li> <li>Fall Product Program</li> <li>Girl Scouts Love State Parks</li> <li>Hispanic History Month (Sept 15-Oct 15)</li> <li>Leadership Summits</li> </ul> 	<ul style="list-style-type: none"> <li>New membership year begins</li> <li>International Day of the Girl (11)</li> <li>Juliette Gordon Low's Birthday ("Founder's Day") (31)</li> <li>Hold a Bring a Friend event to invite new girls to join Girl Scouts</li> <li>Fall Product Program ends</li> <li>Leadership Summits</li> </ul>	<ul style="list-style-type: none"> <li>Continue to attend service unit meetings</li> <li>Sign up for additional training or complete your initial training</li> <li>Thinking about camping? Complete Let's Go Camping prerequisites in gsLearn</li> <li>Native American Heritage Month</li> <li>Review your troop roster and send any changes to your VSS/MS</li> </ul> 
December	January	February	March
<p>Happy Holidays!</p> <ul style="list-style-type: none"> <li>Talk with your troop about community service and Take Action projects</li> <li>Continue to check in with your co-leader(s) and reconcile troop finances</li> <li>Girl Scout Cookie Program training</li> </ul> 	<p>Happy New Year!</p> <ul style="list-style-type: none"> <li>Attend a Cookie Rally</li> <li>Camp registration opens—check out individual, troop, and family camp options</li> <li>Initial cookie orders due and online pre-orders begin.</li> <li>Hold a family cookie meeting.</li> </ul>	<ul style="list-style-type: none"> <li>Cookie Program begins</li> <li>Continue to attend your local leader meetings</li> <li>Planning a trip? Be sure to submit Activity and Event Form as required</li> <li>World Thinking Day (22)</li> <li>Black History Month</li> </ul> 	<ul style="list-style-type: none"> <li>Cookie program ends</li> <li>Continue to check in with your co-leader(s) and reconcile troop finances</li> <li>Girl Scout Week</li> <li>Girl Scout Birthday (12)</li> <li>Women's History Month</li> </ul> 
April	May	June	July
<p>Happy Volunteer Appreciation Month!</p> <ul style="list-style-type: none"> <li>Early renewal opens</li> <li>Earth Day (22)</li> <li>Girl Scout Volunteer Day (22)</li> <li>Continue to attend service unit meetings</li> </ul> 	<ul style="list-style-type: none"> <li>Early renewal continues</li> <li>Plan an end of year and/or bridging ceremony</li> <li>Continue to check in with your co-leader(s) and reconcile troop finances</li> </ul> 	<ul style="list-style-type: none"> <li>Annual troop finance reports due.</li> <li>End of early renewal.</li> <li>Hold an end of year and/or bridging ceremony</li> <li>Asian American and Pacific Islander Heritage Month</li> <li>Mental Health Awareness Month</li> </ul>	<ul style="list-style-type: none"> <li>Continue to check in with your co-leader(s) and reconcile troop finances</li> <li>Attend council events with program partners</li> <li>Girl Scouts Love the Outdoors Challenge</li> <li>Enjoy your summer!</li> </ul> 

# Troop Finances

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

## Bank Accounts

- Two unrelated, registered, and approved volunteers must be on the troop bank account.
- Opening a new bank account and changing signers on a bank account requires a bank authorization letter from Girl Scouts of Colorado. Make your request online by completing the [Bank Authorization Request form](#).
- All Bank Account Signers are required to complete a [Bank Account Signer Agreement](#) every year
- Once the troop bank account is open a [ACH Authorization Form](#) must be submitted.

## Troop Budgets

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

## Troop Dues

Most troops have troop dues and/or troop start-up fees. Make sure to be flexible with families when collecting troop monies. Troop dues/fees should be just enough to cover the cost of supplies, activity fees and badges/patches. If troop dues are collected, Girl Scouts shall not be excluded from any activities regardless of their ability to pay troop dues. GSCO recommends troop dues to not exceed \$50 per year.

## Money Earning

- A troop's primary money earning should come from the GSCO Fall Product Program and Cookie Program.
- Additional money earning activities must follow guidelines by GSCO and GSUSA.

## Ways to Use Troop Funds

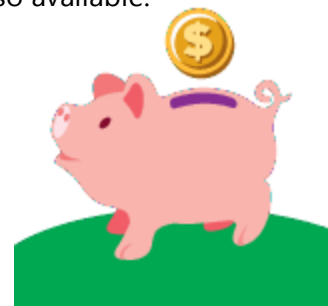
- Paying for each Girl Scout's annual membership fee
- Paying for troop leader annual membership fee/background check.
- Purchasing badges, patches, and/or uniform pieces.
- Paying for supplies and snacks for troop meetings
- Paying for trips, programs, and outings.
- Paying for adult training, such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

## Annual Troop Finance Report

- The [Annual Troop Finance Report](#) is available starting April 1 and is due annually by June 30.
- Income, expenses, and three months of bank statements are required to complete the finance report.

## Financial Assistance

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



# Product Program

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 programs, girls are able to launch their very own businesses while learning important life skills along the way:



goal setting



decision-making



money management



people skills



business ethics

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

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

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

## 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 and other items 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 arrive in November for distribution to girls and families.
- **Why:** Troops earn money and girls earn rewards for each item sold.

## Cookie Program | January - March

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 businesses.
- **Why:** Troops earn proceeds on each package of cookies sold and girls earn rewards based on the number of packages they sell.



# Ready, Set, Take Action

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

## Community Service Projects

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

## Take Action Projects

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

## What is Take Action?

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

## Overview of Take Action

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

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

- **Sustainable:** Girls must plan to ensure that the project creates lasting change and is not a one-time event. (Collaborate with community leaders and/or organization; creating relationships with mentors).

- **Measurable:** The success of the project can be determined based on the number of people the project helped, the number of people who were involved, any reduction in the community’s need, and other concrete numbers.

## Highest Awards

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

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

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

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

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



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# Council Contact Information

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



[@gscolo](#)



[@gscolo](#)



[facebook.com/girlscoutsofcolorado](#)



[@TheGSCO](#)



[girl-scouts-of-colorado](#)

## Council Communication

### **Volunteer View:**

Targeting just what you need to know as a volunteer, this monthly newsletter arrives in your inbox on the 15<sup>th</sup> of each month. Volunteer View keeps our volunteers up to date on what's happening at the council, including highlights of special events and tips on what's coming up in the Girl Scout year.

### **Connections:**

Our quarterly newsletter sent to all members. This newsletter highlights important information for caregivers to ensure they stay updated on Girl Scouts opportunities and upcoming programs.

### **Service Unit/Regional newsletters:**

Keep an eye on your inbox for additional communication from your local service unit or membership support team. These monthly newsletters highlight local events and ways to get connected to other Girl Scouts in your area.

### **GSCO Blog:**

Want all the latest news in your inbox? Subscribe to the [GSCO blog](#) for the most up to date stories about the Girl Scouts of Colorado community.

877-404-5708 or [inquiry@gscolorado.org](mailto:inquiry@gscolorado.org)

**Denver DreamLab**

63 N. Quebec St.  
Denver, CO 80230  
303-607-4816

**Denver Mailing Address**

1485 S. Colorado Blvd, Suite 210  
Denver, CO 80222

**Colorado Springs**

5353 N. Union Blvd., Suite 101  
Colorado Springs, CO 80918  
719-597-8603

**Loveland**

2725 Rocky Mountain Ave., Suite 420  
Loveland, CO 80538  
970-493-1844

**Grand Junction**

580 24 1/2 Road  
Grand Junction, CO 81505  
970-242-4461

**Pueblo**

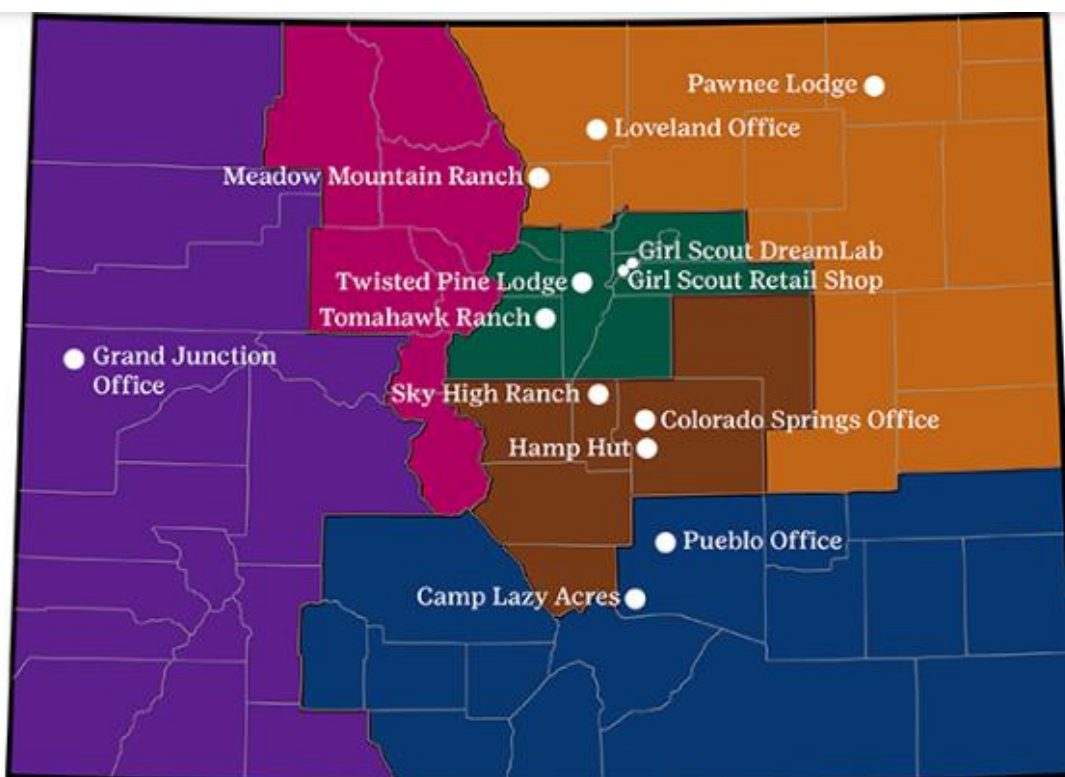
1250 West Highway 50 (Inside Vectra Bank)  
Pueblo, CO 81008  
719-543-4690

**Girl Scouts of Colorado Council Shop**

1485 S. Colorado Blvd., Suite 260  
Denver, CO 80222  
303-607-4880

Or shop online 24/7 at <https://shop.girlscoutsofcolorado.org/>

Check [girlscoutsofcolorado.org](http://girlscoutsofcolorado.org) for office and shop hours of operation.





# Your Council/Service Unit Contacts

	Name	Phone	Email
Volunteer Support/Membership Specialist (GSCO Staff)			
Recruitment Specialist (GSCO Staff)			
Placement Specialist (GSCO Staff)			

Service Unit Name/Number:

Service Unit Meeting Information:

Service Unit Manger			
Service Unit Cookie Manager			
Service Unit Fall Product Manager			
Service Unit Team			
Service Unit Team			
Service Unit Team			
Service Unit Team			

# Forms and Resources

Access all forms and resources by going to [www.girlscoutsofcolorado.org](http://www.girlscoutsofcolorado.org) and clicking on the Volunteer tab and scrolling to Forms and Resources. You can also find a direct link at the top of the home page, under Forms.

## Basic forms to get started

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

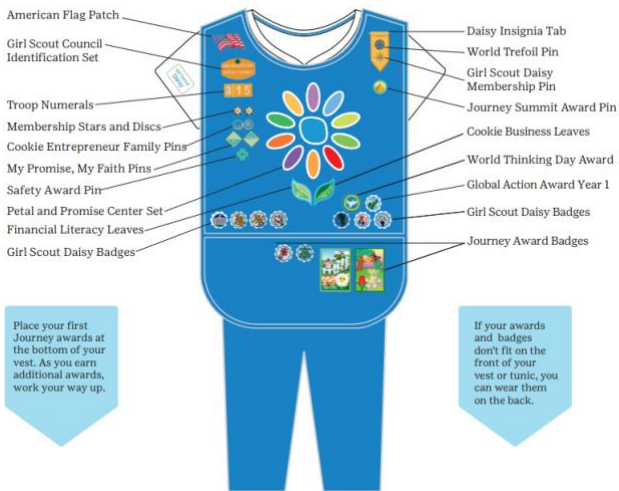
Form Title	Purpose	Who Should Complete	Timeline	Notes
<a href="#">Girl Health History</a>	A health history for a Girl Scout. Includes emergency contacts and permission for emergency treatment.	Guardian or Caregiver of minor.	Form must be on site for any Girl Scout activity. Best practice to complete at the beginning of each year and keep with first aid supplies.	Have participants update this form annually and leaders keep in secure, confidential location during all Girl Scout activities.
<a href="#">Adult Health History</a>	A health history for an adult Girl Scout member. Includes emergency contacts and permission for emergency treatment.	Any adult volunteering during troop events.	Form must be on site for any Girl Scout activity. Best practice to complete at the beginning of each year and keep with first aid supplies.	Have participants update this form annually and leaders keep in secure, confidential location during all Girl Scout activities.
<a href="#">Annual Caregiver Permission Form</a>	A blanket permission slip allowing girls to participate in short field trips, have their photos taken, and medicine administered.	Guardian or Caregiver of minor.	Best practice to complete at beginning of year and keep for troop records.	Have participants update this form annually.
<a href="#">Medication Permission Form</a>	A permission form for Troop Leaders or First Aider to administer, or not administer, prescription medications or over-the-counter drugs during activities.	Guardian or Caregiver of minor.	Best practice to complete at beginning of year and keep for troop records.	Have participants update this form annually.
<a href="#">Caregiver Permission for Girl Scout Activity</a>	A permission slip allowing girls to participate in field trips, like day outings, camping, sleepovers, or overnight trips outside of troop meetings.	Guardian or Caregiver of minor.	Have families fill this out when planning for a field trip or outing.	Have participants fill this out on a needed basis.

<a href="#">Accident /Injury Report</a>	This form is to be used to document when an accident/incident has happened. This form may also need to be used if an out of the ordinary situation happens.	Troop Leader or adult present at incident.	Within 24 hours of incident	Send to <a href="mailto:riskmanagement@gscolorado.org">riskmanagement@gscolorado.org</a> when complete
<a href="#">Activity and Event Approval Form</a>	Complete this form for any high-risk activities	Troop Leader or Event Coordinator	Complete 30 days prior to planned activity	Check <a href="#">Safety Activity Checkpoints</a> to determine if an activity is considered high-risk
<a href="#">Bank Account Signer Agreement</a>	Complete this form to open a new bank account or change bank signers.	Bank Account Signers	Must be completed before changes can be made on a bank account.	Bank Account Singers also need to complete yearly.
<a href="#">ACH</a>	Gives GSCO your bank account information to make deposits and withdraws	Bank Account Signer	Complete each year or when there are changes to your bank account	Troops are not able to participate in Product Programs until they have an ACH on file for the year. Troops will not receive troop proceeds without this agreement on file.
<a href="#">TFPM/TCM Agreements</a>	Agreements for the Troop Cookie and Troop Fall Product Managers	TFPM/TCM	Complete each year.	TFPM/TCM Agreements are required for the troop to be able to participate in Product Programs. Troops will not receive troop proceeds without this agreement on file.
<a href="#">Troop Update</a>	A form to notify GSCO of changes to your troop.	Troop Leader	As needed.	Complete this form if your troop meeting location or day/time changes or if you would like to update the number of girls you would like in your troop.  This form is also used for troops that are disbanding.
<a href="#">Annual Troop Report</a>	End of year finance report for troops.	Troop Leader	Complete each year by June 30. Available on April 1.	You will need troop finance information and bank statements to complete this report.

# Badge Placement

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

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



**Girl Scout Daisy Tunic**



**Girl Scout Brownie Vest**



**Girl Scout Junior Vest**



**Girl Scout Cadette Vest**

# Tips for New Troop Leaders

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

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

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

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

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

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

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

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

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

We have program experts and partners who develop programs and work with volunteers to provide unique event experiences for girls. Not only will girls learn new skills, but they will also meet girls from across the region! Visit the [Activities tab](#) on the Girl Scouts of Colorado website to find things to do with your troop!

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

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

# Troop Dues

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

What to require for troop dues can vary from \$0 - \$50. GSCO does not recommend asking more than \$50 from families.

- *Tip:* Ask families to purchase their membership (\$25) and uniform (\$20 - \$50) individually. Always mention the Opportunity Grant can help cover the cost of uniforms.
- *Tip:* Once your girls figure out what badges you want to earn for the year, calculate how much it would be to purchase the badges for your troop and calculate that cost into your dues.
- *Tip:* The amount you ask for your first year may be different than the next. Since you will just be getting started, you will need to purchase supplies for activities. You can factor this in to the troop dues.
- *Tip:* Rather than ask for troop dues to buy supplies, ask each family to provide one meeting supply needed, or have families pick a troop meeting to "sponsor" and bring the meeting supplies.
- *Tip:* If your meeting space charges a fee for a facility rental, calculate that into the cost of troop dues.
- *Tip:* Troop dues are to be based on the plans of the girls. Including your troop in this decision gives girls the opportunity to make their plans based on sound and realistic expectations of being able to finance the activities themselves.
- *Tip:* If the total proposed expenses are larger than the amount available from a realistic weekly troop dues, think about ways to reduce proposed expenses (i.e. scale back some of the more expensive activities) or make up the difference with a troop money-earning project.

# Supply List to Get Started

You will need some basic supplies to get started and complete most of the badge work. Most of these items can be found at the Dollar Store.

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

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



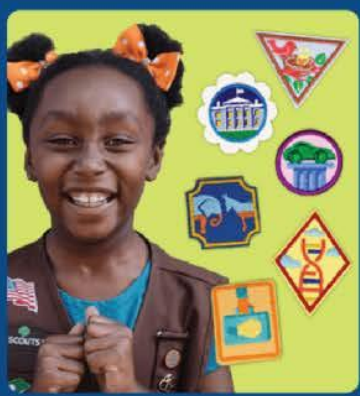




# Program Cost



Annual Membership \$25  
Troop Dues \$5-\$50



Badges \$3.50



Patches \$1.25- \$6.50

Look and feel your best with Girl Scout uniform options that are in step with today's trends and active lifestyles! Girl Scouts at each level wear one required element (tunic, sash, or vest) to display official pins and awards. Girls can mix and match pieces from the official Girl Scout collection to complete the uniform.



Daisy Tunic or Vest \$23.00  
Daisy Insignia Tab \$3.75  
Daisy Troop Numeral \$1.95/ea  
Daisy Membership Pin \$3.00  
Council Identification Set \$7.00  
Wavy American Flag Patch \$2.50



Brownie Vest 24.00  
Brownie Sash \$10.50  
Brownie Insignia Tab \$3.75  
Brownie Troop Numeral \$1.95/ea  
Brownie Membership Pin \$3.00  
Council Identification Set \$7.00  
Wavy American Flag Patch \$2.50



Junior Vest \$25.00  
Junior Sash \$10.50  
Junior Insignia Tab \$3.75  
Junior Troop Numeral \$1.95/ea  
Junior Membership Pin \$3.00  
Council Identification Set \$7.00  
Wavy American Flag Patch \$2.50



**Cadettes 6-8**  
**Seniors 9-10**  
**Ambassadors 11-10**  
Pocket Sash \$15.50 or Sash \$12.50  
Vest \$30  
Cargo Vest \$38  
Insignia Tab \$3.75  
Troop Numeral \$1.95/ea  
Membership Pin \$3.00  
Council Identification Set \$7.00  
Wavy American Flag Patch \$2.50

Girl Scout Shop :  
1485 South Colorado Blvd #260,  
Denver, Colorado 80222  
(303)-607-4880  
[www.girlscoutshop.com/COLORADO-COUNCIL](http://www.girlscoutshop.com/COLORADO-COUNCIL)

Opportunity Grant Financial Aid  
[www.girlscoutsofcolorado.org](http://www.girlscoutsofcolorado.org)

# Family and Troop Agreements

## Family Agreements

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

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

## Group/Troop Agreements

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

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

## Example Troop Family Agreement:

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

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

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

- Follow the Girl Scout Promise and Law
- Let girls lead – ensure girls of every age take an active and grade-appropriate role in deciding the what, where, when, why, and how of what they do
- Create an inclusive environment where girls and families feel welcome and connected to the troop
- Provide a well-rounded and safe program following all Girl Scout guidelines
- Listen to and respect every participant and serve as a role model
- Utilize volunteer resources such as Volunteer Essentials, the Volunteer Toolkit and contact service unit leaders or your volunteer support specialist when you need support.
- Take GSCO volunteer training – Nuts and Bolts and program level 101(Daisy, Brownie, Junior, Older Girl, Multi-level 101)

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

Volunteer with your troop –leaders cannot do it alone!

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

## Example Troop Parent Agreement:

### Troop ##### Parent Agreement

#### Troop Leader Contact Information

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

#### Who and Why

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

#### When

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

#### Where

- Smoky Hill Library - Leader will reserve either Meeting Room A or B three months before each meeting
- JoAnn Fabrics or Aurora Fire Department will be back-up meeting locations
- There may be meetings where we meet in an outdoor location nearby (depending on the badge activity and weather)
- Events -TBD

#### How We Fund the Fun

- **The cost of the membership (\$25), uniform (~\$20-\$40), and the cost to attend any events will be covered by the family.**
- **\$30 troop dues - covers supplies, badges, and fun patches**
  - o Girl Scouts of Colorado does not want cost to be a barrier to participation, so they offer to cover the full cost of the membership. You are also encouraged to fill out the [Opportunity Grant Form](#). Each membership year, each girl is eligible for one uniform and books grant and one troop dues grant. There is no limit on requests for council-sponsored events.
- Bank statements and receipts will be posted to the Troop's google drive once a month. This is to ensure financial transparency.
- The troop will participate in the Fall Product Program (candy, nuts, and magazines) and the Cookie Program. This is so that the troop can earn money to cover events, uniforms, and membership dues. Our hope is that next year we won't have to charge any troop dues and can

also cover the cost of the membership and events. If your girl chooses not to participate in these programs then the family will be responsible for troop dues, event fees, etc.

- o According to Girl Scouts of Colorado policy "The income from product programs does not become the property of individual girl members"

### Communication

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

### Meetings

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

### Miscellaneous

- Fun patches go on the back of the Daisy tunic, Badges go on the front. Troop Leaders will let parents know which patches are badges and which are fun patches. Families will be responsible for attaching patches and badges to the uniform.
- There is a Service Unit camping trip (usually in September) with girls and moms

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

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

\_\_\_\_\_

# Adult Volunteer Sign Up

You cannot do this alone! Recruit adults and caregivers to help at least one meeting a year. Adults that attend three or more Girl Scouts activities or meetings must have a membership and background check. GSCO suggests signing every adult up as a **Troop Support Volunteer**. Financial Assistance is available for adult memberships.

## Example: Adults Sign Up for One Meeting a Year

Meeting Date	Suggested Award + Meeting Description	Troop Volunteer(s)
	<b>Amazing Daisy: Promise Center Activity Plan</b> Girls earn the Promise Center by saying the Girl Scout Promise and discussing what it means to them.	
	<b>Lupe Petal: Honest and Fair Activity Plan</b> When girls have earned their Lupe Petal, they will know how to be honest and fair, just like Lupe the Lupine.	
	<b>Sunny Petal: Friendly and Helpful Activity Plan</b> When girls have earned their Sunny Petal, they will know how to be friendly and helpful, just like Sunny the Sunflower.	
	<b>Money Counts Leaf Activity Plan</b> When girls have earned this leaf, they'll know more about money and what it's worth.	
	<b>Zinni Petal: Considerate and Caring Activity Plan</b> When girls have earned their Zinni Petal, they will know how to be considerate and caring, just like Zinni the Zinnia.	
	<b>Count it Up Leaf Activity Plan</b> When girls have earned this leaf, they'll know how their cookie money adds up.	
	<b>Tula Petal: Courageous and Strong Activity Plan</b> When girls have earned their Tula Petal, they will know how to be courageous and strong, just like Tula the Tulip.	
	<b>Mari Petal: Responsible for What I Say and Do Activity Plan</b> When girls have earned their Mari Petal, they will know how to be responsible for what they say and do, just like Mari the Marigold.	
	<b>It's Your Story — Tell It! Journey: 5 Flowers, 4 Stories, 3 Cheers for Animals Activity Plan 1</b> Girls learn to care for animals and for themselves to see just how good it makes them feel. They gain courage and confidence in teaching others how to care, too!	
	<b>It's Your Story — Tell It! Journey: 5 Flowers, 4 Stories, 3 Cheers for Animals Activity Plan 2</b> When girls have earned this award, they can use their new knowledge and creativity to teach others how to care for animals.	
	<b>It's Your Story — Tell It! Journey: 5 Flowers, 4 Stories, 3 Cheers for Animals Activity Plan 3</b> When girls have earned this award, they will share with one another the good feelings they experienced as they taught others in their community about animal care.	
	<b>Year End Celebration</b> Plan your own meeting to celebrate your year!	

## Example: Adults Take on Different Roles in Troop

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

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

Help Needed	Description
<b>Troop Support Volunteer</b>	Assist leaders at meetings with activities. Any adult that helps at three or more meetings should register as a volunteer. <i>Membership and background check required.</i>
<b>Troop Treasurer/Bank Account Signer</b>	Help leaders with all money matters, budgets, deposits, etc. <i>Membership, background check, and training required.</i>
<b>Driver</b>	Drivers help drive girls to and activities. Must have valid driver's license and vehicle insurance. <i>Membership and background check required.</i>
<b>Troop Fall Product/Cookie Manager</b>	Manage and coordinate troop participation in the Fall Product Program or Cookie Program <ul style="list-style-type: none"> <li>• Attends product program training.</li> <li>• Trains girls and parents/guardians at a troop meeting.</li> <li>• Confirms orders with parents/guardians and enters all data into Fall Product or Cookie program database (M2/eBudde). <i>Membership, background check, and training required.</i></li> </ul>
<b>Camp/Outdoor coordinator</b>	Helps plan for camp outing(s) or other outdoor experiences with girl and adult input. <i>Membership, background check, and training required.</i>
<b>Ceremony/Recognition coordinator</b>	Work with leaders to plan troop ceremonies, such as investiture at start of year, bridging at end of year, and awards at end and/or middle of year.
<b>Game/Song expert</b>	Research and teach girls group games to play. Share your musical gift with girls by researching and teaching them Girl Scout songs or others appropriate for their troop activities.
<b>Service Project coordinator</b>	Helps troop leaders and girls plan and complete community service/take action projects.
<b>Field trip coordinator</b>	Helps troop leaders plan events and activities outside of regular troop meetings with girl and adult input. Stays up to date on service unit and other Girl Scout events.
<b>First Aider</b>	Attend outings outside regular meeting place. <i>Membership, background check, and First Aid/CPR training required.</i>
<b>Supplies or Snack coordinator</b>	Help by providing or selecting snacks for troop meetings as needed. Collect/purchase troop supplies to be paid for by the troop for activities.

## Example: Adults Take on Different Roles in Troop

### Parent/Caregiver Troop Involvement Form

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

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

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

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

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

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

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

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

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

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

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

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



# Multi-Level Troop Tips

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

## Tips for managing your Multi-Level Troop:

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

# Diversity, Equity, and Inclusion

Diversity, equity, and inclusion are core values of Girl Scouts of Colorado. We have a variety of resources available to help you feel empowered to create a brave space for your girls to grow.

## **Girl Scouts of Colorado Website:**

Resources and patches associated with creating inclusive environments can be found at [www.girlscoutsofcolorado.org](http://www.girlscoutsofcolorado.org) under the “About” tab. You can find the following on the Diversity, Equity, and Inclusion page:

- Standards for our Girl Scout community
- Land Acknowledgement
- Diverse.Inclusive.Together. Patch and curriculum for girls
- Resources about race and privilege for families and caregivers
- Resources about Black history, cultures, and identities for caregivers
- A guide to being an ally to transgender and nonbinary youth

## **gsLearn:**

You can take the Diversity, Equity, Inclusion, and Accessibility course in gsLearn. There will be more modules added soon, but this is a great place to start. You can search for this course in the Content Library by typing the key word “Diversity”.

# Girl Scout Meeting Traditions

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

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

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

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

**Girl Scout Motto:** "Be prepared."

**Girl Scout Slogan:** "Do a good turn daily."

**SWAPS:** Small, handmade tokens of friendship exchanged with other Girl Scouts.

Stands for "Special Whatchamacallits

Affectionately Pinned Somewhere." SWAPS may be exchanged by members at events like troop camp or service unit events.





# Girl Scout Songs

There are so many Girl Scout songs of all sorts: traditional, silly, serious, camp classics, repeat-after-me, and more! Here are just a few to get you started:

Make New Friends



Brownie Smile



Little Green Frog



Boom Chicka Boom



Princess Pat



Great Big Moose



Thunderation



I Am One Voice



On My Honor



The Bear



Watch Me Shine



Linger

