

# Troop Start-Up Guide

Reference Guide for  
New Troop Leaders



# Welcome

## Girl Scout Foundations

Page	Subject
3	Welcome
4	Our Council
5	Girl Scout Foundations
6-8	Girl Scout Program Introduction
9	MyGS
10	Getting Started on the Volunteer Toolkit
11	Girl Scout Traditions
12	Inclusion in Girl Scouts

## Guiding Your Troop

13	Getting Started
14	Getting Started with Your Co-Leader
15	Troop Roles
16	Engaging Family Support to Create Your Troop Committee
17	Troop Communication
18	Parent/Caregiver Meeting
19	Parent/Caregiver Meeting Agenda

## Forms and Documents

20	Ways Adults Can Support the Troop
21-22	Forms and Documents

## Guiding Your Troop

23	Planning Your First Meeting
24	Transporting Girls
25	Guiding Your Troop

## Product Program

26-27	Product Program
-------	-----------------

## Troop Finances

28-29	Troop Banking Information
30-33	Troop Financial Management

## Girl Scout Terms

34-36	Girl Scout Terms
-------	------------------



# Welcome

## We're so excited for you to join the Girl Scout movement.

Girl Scouts empowers girls everywhere to stand up and make a difference. By nurturing innovation and developing leadership skills, we prepare girls to overcome challenges and advocate for their ideas now and later. With an emphasis on self-discovery, character building, and community impact, Girl Scouts helps girls become a powerful force for good in the world.

Our council spans a 6-county region made up of thousands of girls and volunteers. Together, we are Girl Scouts of California's Central Coast.

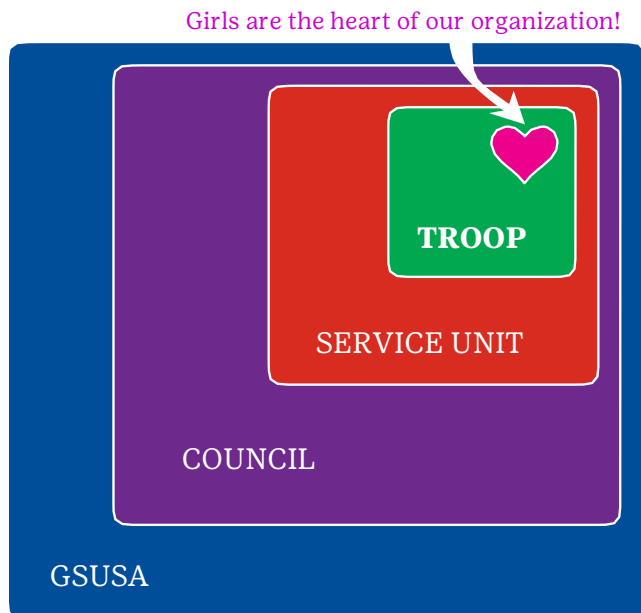
No matter where or how you volunteer, you'll make a difference in girls' lives. This go-to guide will prepare you to effectively lead during your first year as a Girl Scout volunteer. Need help along the way? Let us know! We have tools, training resources, and people to help support you through each step.



# Our Council

## Your Support Team

Girl Scouts of California's Central Coast includes both volunteer and professional staff who provide support to service units and volunteers. Our council is divided into geographic areas called service units. Your service unit consists of girls and adults from your neighborhood and surrounding schools. It's led by volunteers who support local leaders and organize local meetings and events to support volunteers.



**Council Code: 635**

**Troop #:**

**Service Unit #:**

**Service Unit Name:**

**Social Media:**

**Service Unit Meetings**

**Day:**

**Time:**

**Location:**

## Service Unit Team

A service unit team is a group of administrative volunteer staff appointed by council staff and the service unit manager to support Girl Scouting in the service unit.

Your Key Contacts	Name	Email	Phone
Service Unit Support			
GSCCC Staff Volunteer Support Manager			

## We are here for you!

Contact our Customer Care Team by phone at 800-822-2427 or email at [info@girlscoutscoc.org](mailto:info@girlscoutscoc.org).

# Girl Scout Foundations



## Girl Scout Promise

*On my honor, I will try:*

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

## Girl Scout Law

*I will do my best to be honest  
and fair, friendly and  
helpful, considerate and  
caring,  
courageous and strong, and  
responsible for what I say and do,  
and to*

respect myself and others,  
respect authority,  
use resources wisely,  
make the world a better place, and  
be a sister to every Girl Scout.

## Our Mission

Building girls of courage, confidence, and  
character, who make the world a better  
place.



Individuals may substitute wording appropriate to their own spiritual beliefs for the word "God."



# Girl Scout Program Introduction

## THREE KEYS TO LEADERSHIP

Through community exploration and the Girl Scout Journeys, girls:

### Discover:

their interests and values

### Connect:

with others in their community and  
identify needs

### Take Action:

to improve their communities and beyond

## How the Girl Scout Program Works

It's not just what girls do, but how you engage them that creates a high-quality experience. In Girl Scouting, girls enjoy activities based on the three keys to leadership and build on three processes that make Girl Scouting unique from other activities.

The Girl Scout Leadership Experience is designed in progression, with girls learning, growing, and taking on more responsibility and leadership. They can do this in their troop and in individual experiences as they develop skills using the three program processes listed below. The Girl Scout Leadership Experience should be used at every grade level.

## Three Program Processes

- 1. Girl-led:** Girls play an active role in decision-making, goal setting, and leading their Girl Scout Leadership Experience. Here are some examples:
  - Start with Daisies by repeating activities you hear girls say they enjoy.
  - Move through the progression by providing choices for Brownies to vote upon.
  - Allow Juniors to lead an activity or session or plan an element of an event.
  - Daisies/Brownies can vote on multiple options, such as picking between having vanilla cake or chocolate cake or choosing to do the Pets or Bugs badges.
  - Allow Brownies to express what activities they would like to include in their troop meetings.
- 2. Cooperative Learning:** Girls work together toward shared goals and learn from one another in an atmosphere of respect and collaboration that encourages the sharing of skills, knowledge, and learning.
  - Provide opportunities for girls to complete tasks or projects that require girls to work together.
  - Expose girls to others with views and opinions different than their own.
  - Encourage girls to utilize individual talents to contribute to group tasks.
- 3. Learning by Doing:** Also known as experiential learning, this is a hands-on learning process that engages girls in a cycle of action and reflection that results in deeper understanding of concepts and the mastery in practical skills.
  - Get girls out of their seats and involved in the task at hand.
  - Allow girls to present and lead hands-on activities at meetings.
  - Ask debriefing questions that encourage girls to think about what they like, don't like, what they have learned, and what they will do with that information during and after an activity.

## The Foundational Girl Scout Program

What makes Girl Scouts unique? Everything is designed especially for, and tested by, girls! Our Girl Scout Program is centered around our research-backed Girl Scout Leadership Experience—that is, what girls do and how they do it. There are so many ways to make sure your girls get the full Girl Scout experience in a way that excites and inspires them! The grade level-specific resources will help you break it down for your girls and allow you to customize your troop, which gives girls opportunities to explore what interests them.

# Girl Scout Program Introduction

## Girl Scout Core Experiences



Badges & Awards



Outdoor



Product Program



Traditions



Community Service



Special Events

## Girl Scout Handbook

Girl Scouting has never been more exciting than with the Girl Scout Handbook, available only for the Daisy, Brownie, and Junior levels. Learn about Girl Scout history, special ceremonies, badges, National Leadership Journeys, and awards. Girl Scout Daisies focus on the Girl Scout Promise and Law; Girl Scout Brownies through Ambassadors focus on skill building. The Girl Scout Handbook complements the Girl Scout Journeys by helping girls build skills to become successful and gain the confidence to do amazing things! Girl Scouts also has badge pamphlets for purchase. These pamphlets provide the steps needed for the girls to earn a badge of their choice.

## Journeys

Girls Scouts is girl-led, and Girl Scout Journeys are no exception. At each grade level troops will pick a topic that interests them the most (from one of our seven Journeys), whether it's caring for animals; taking a stand for girls, exploring STEM (science, technology, engineering, or math), helping others, spreading kindness, protecting the environment; or anything else important to them. While girl scouts are earning awards for their uniform, they'll explore, discover, and create a Take Action project that will power a lifetime of leadership and success!

## Get your resources the way you prefer!

For printed resources, visit one of our council shops or order online at [GSCCC Retail Shop](#). We welcome you to connect with support staff to get resources at any of the local service centers across our council. Our shop staff will help you find everything you need, such as uniforms, badges, awards, handbooks, and other Girl Scout items. And if we do not have what you are looking for, we can order it.

## Program Centers

We have updated our Program Centers across the council with common items that troops can borrow and purchase to enrich their Girl Scout experience! At each Girl Scout Program Center, we offer a variety of books, guides, flags and other ceremony materials, as well as allowing troop meetings and other program/events to be held.

### Badges vs. Patches

**Badges** and awards are earned by completing the requirements in the Foundational Girl Scout Program. These are placed on the FRONT of the uniform.

**Patches** are given to girls for attending events or activities. These are placed on the BACK of the uniform. Patches are given to girls for attending activities, completing the requirements of patch programs, or to signify something that isn't an event or activity (I.e., My mom is a GS leader).

# Girl Scout Program Introduction

## KEEPING GIRLS SAFE

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

### Understanding How Many Volunteers You Need

Girl Scout groups are large enough to provide a cooperative learning environment and small enough to allow development of individual girls. Girl Scouts' volunteer-to-girl ratios show the minimum number of volunteers needed to supervise a specific number of girls. These supervision ratios were devised to ensure the safety and health of girls. Your group must have at least two unrelated volunteers, and they must always be present. Any adult that is supervising girls must be an approved volunteer. Adult volunteers must be at least 18 years old and must be background checked before volunteering. One troop leader in every group must be female. Please refer to the ratio chart below.

Volunteer-to-Girl Ratio Chart	Group Meetings		Events, Travel and Camping	
	Two unrelated Volunteers (at least one of whom is female) for this number of girls:	Plus <i>one</i> additional volunteer for each additional number of this many girls:	Two unrelated Volunteers (at least one of whom is female) for this number of girls:	Plus <i>one</i> additional volunteer for each additional number of this many girls:
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

### Planning Safe Activities

When preparing for any activity with girls, start by reading the Girl Scout [Safety Activity Checkpoints](#) for that activity. You can find these on the resources on our website under "Forms and Documents" and on the "Resources" section on the Volunteer Toolkit. Each Safety Activity Checkpoint offers you required guidelines on where to do this activity, how to include girls with disabilities, where to find both basic and specialized gear required for the activity, how to prepare yourselves for the activity, what specific steps to follow on the day of the activity, and what safety precautions you need to take before doing that activity.

If Safety Activity Checkpoints do not exist for an activity you and the girls are interested in, contact Customer Care at [info@girlscoutscsc.org](mailto:info@girlscoutscsc.org) or 800-822-2427 before making any definite plans with the girls.



### What to do in an Emergency

Although we all hope the worst never happens, it's important to know and follow our council's procedures for handling emergency incidents. At the scene of the incident, safety is your priority. Provide care for the injured person or obtain medical assistance and then immediately report the emergency to GSCCC staff. Call our office at 800-822-2427 or after business hours on our emergency line at 800-340-7179.

Make sure a general first aid kit is available at your meeting place and accompanies the troop on any activity. You may need to provide the kit if one is not already available at your meeting location. You must always have on hand the names and telephone numbers of our council office, parents/guardians, and emergency services such as the police, fire department, or hospital.



## MyGS

All Girl Scouts of California's Central Coast members have a MyGS account. Please use Google Chrome as your browser, go to [girlscoutscoc.org](http://girlscoutscoc.org), and use the following steps to log in.

1. Click on "My GS" (in yellow letters on the right).
2. Click on "Login" in the upper right-hand corner. To login, use your MyGS login credentials. Your username is the email address you used when registering for Girl Scouts. If you are not sure which email you used, please call Customer Care at 800-822-2427. Once you have logged in, select "My Account" in upper right corner to access the menu bar.
3. From your account you can access the following:
  - **My Household:** See your membership and all family members affiliated with your household. You can renew family memberships from here.
  - **My Troops:** Review your troop's roster, update contact information, and renew your troop's memberships.
  - **My Profile:** Edit your personal information and preferences and change your password.
  - **My Events:** See all events you have registered for.
  - **Volunteer Toolkit:** The Volunteer Toolkit (VTK) is your official source for delivering fun troop meetings year-round! This fully customizable digital planning tool provides you with Girl Scout program content, award requirements, and other resources so you can keep your Girl Scout year running smoothly. Accessible on any computer, tablet, or mobile device, the VTK lets troop leaders access most resources you need to lead the troop. All the tools that VTK offers are voluntary, except the Finance section. Troop leaders are required to submit their troop financial report through the VTK Finance section.
  - **gsLearn:** gsLearn is Girl Scouts' online learning platform. This free platform houses a variety of learning modules that can be completed at your own pace, meaning you can start and stop at your convenience.



# Getting Started on the Volunteer Toolkit

## Volunteer Toolkit Highlights

What will I find in the Volunteer Toolkit (VTK), and how does it make managing the troop easier?

My Troop	Explore	Year Plan	Meeting Plan	Resources
You will see your girls' contact information in this tab.	Wondering where to get started? You can see all the exciting options in the Explore tab. You'll be able to:	From this tab you can:	Make every meeting a success! Here you'll find:	Where do badges belong on her uniform? Which awards can she earn at the next grade level? If you've got questions, you'll find the answers you need on the Resources tab.
From here you can send emails to the entire troop.	Browse prebuilt tracks of badge and Journey activities.	Set meeting dates and locations.	Suggested badge outlines.	Access GSUSA and GSCCC specific resources.
Download Excel spreadsheet with girls' information and lists of all marked achievements.	Create your own activity track with your girls.	Add badges, Journeys, and activities to your plan.	Material lists—supplies you will need.	Find our GSCCC council message with monthly reminders.
	Preview tracks and badge requirements before you add them to your year plan.	Preview badge and Journey requirements.	Printable meeting aids.	Use the Badge Explorer to find all the available badges for your girls' grade level and the steps she needs to do to complete them.
	See an overview of all preselected tracks at the bottom of the page. It's even printable, so you can easily review your options!		A customizable agenda.	
	Don't worry! You can always add, remove, or change your plan as you go, one meeting at a time.		Send email reminders to your troop about upcoming meetings.	
			Track attendance and badge achievements.	

### Reminder:

You must be a currently registered member of Girl Scouts and have chosen a leader role in your troop to set up your troop's VTK. Remember, each co-leader logs in with their credentials, but sees the same information for your troop. Make sure all leaders know when you have made changes to the account!

Questions? Please feel free to contact Customer Care at (800) 822-2427 or [info@girlscoutsgccc.org](mailto:info@girlscoutsgccc.org)

(800) 822-2427 | [girlscoutsgccc.org](http://girlscoutsgccc.org)

[info@girlscoutsgccc.org](mailto:info@girlscoutsgccc.org)



# Girl Scout Traditions

Juliette Gordon Low, the founder of Girl Scouts, understood how special words and signs helped girls feel like they are members of a group. Girl Scouts and Girl Guides all around the world share special signs like a handshake, a squeeze, a motto, and a slogan. These special signs overcome barriers of language and culture as they remind us of the values we live by.

## The Girl Scout Sign

The Girl Scout Sign is made when reciting the Girl Scout Promise and Law. The sign is formed with the right hand, by using the thumb to hold down the pinky, leaving the three middle fingers extended to represent the three parts of the Promise.

## The Girl Scout Handshake

Another form of greeting between Girl Guides and Girl Scouts is the Girl Scout handshake. Girls raise their right hand in the Girl Scout sign and shake using their left hand, denoting friendliness, and loyalty.

## The Girl Scout Motto

The Girl Scout motto is "Be prepared." Girl Scouts of yesteryear learned skills for fun, but also to cope with emergencies of their times. Today, the motto reminds girls to be prepared to help others in need in their community and around the world.

## Make New Friends

At the end of each Girl Scout Meeting, finish by singing "Make New Friends." Do this with the Friendship Circle and finish up with the Friendship Squeeze.

*"Make new friends, but keep the old.  
One is silver, the other is gold.  
A circle is round, it has no end.  
That's how long, I will be your friend.*

*A circle's round  
It has no end.  
That's how long  
I want to be your friend."*

## The Friendship Circle

The Friendship Circle involves Girl Scouts standing in a circle, crossing their right arms over their left, and clasping hands with their friends on both sides.

## The Friendship Squeeze

To end meetings and activities with the Friendship Squeeze, everyone gathers in the Friendship Circle. Once everyone is silent and each girl crosses her right arm over her left and holds hands with the person on each side. Once everyone is silent, the leader or a girl starts the Friendship Squeeze by squeezing the hand of the person next to her. One by one, each girl passes on the squeeze until it travels around the full circle. Some troops also tie in "Girl Scout Out," by raising their hands above their heads and slowly loosening and letting go of the hands of the persons next to them as they turn around and say, "Girl Scout Out."

## Girl Scout Uniforms

Girl Scouts at each level have one recommended element (tunic, sash, or vest) for the display of official pins and awards which should be worn when girls participate in ceremonies or officially represent the Girl Scout Movement. For adult members, the unifying look of the uniform is a Girl Scout official scarf or tie, worn with the official membership pins, combined with their own navy-blue business attire. An adult vest is also available in the Girl Scout Shop.

## The Girl Scout Slogan

The Girl Scout slogan is "Do a good turn daily." In the early days of Girl Scouting, girls tied a knot in their neckerchiefs. They could not untie the knot until a good deed was accomplished. Today, the slogan is a reminder of the many ways girls can contribute to the lives of others.

## Kaper Charts

A Kaper Chart is a Girl Scout tradition for dividing up troop responsibilities among the girls. Each job or chore is called a Kaper. A Kaper Chart is a list of assignments, like a chore list. Examples of Kapers are cleaning up or taking out trash. Kapers can also be fun tasks like the Girl Scout Promise leader, activity helper, snack helper, and Friendship Squeeze leader. Using a Kaper system right from the start helps build leadership and ownership in troop activities to assist with group behavior management.

## SWAPS

SWAPS (Special Whatchamacallits Affectionately Pinned Somewhere), the tradition of Girl Scouts exchanging keepsakes, started long ago when Girl Scouts and Girl Guides first gathered for fun, song, and making new friends. SWAPS are the perfect way for Girl Scouts to meet each other and promote friendship. Each one is a memory of a special event or Girl Scout Sister.

## Quiet Sign

The Quiet Sign is a way to silence a crowd without shouting at anyone. The sign is made by holding up the right hand with all five fingers extended. It refers to the original Fifth Law of Girl Scouting: A Girl Scout is courteous.

**A Girl Scout always leaves a place better  
than she found it.**

# Inclusion in Girl Scouts

## On Our Honor, Every Person. Every Voice.

Juliette Gordon Low founded Girl Scouts over 100 years ago as an innovative movement where all would be welcomed. We continuously strive to build a diverse, equitable, and inclusive organization that supports the many faces, cultures, and walks of life that proudly make up our vibrant community. It is essential to our mission that everyone's ideas and perspectives are sought out, heard, respected, and valued. Together, we empower girls to make the world a better place.

## I want to be inclusive; how do I make sure that happens in my troop?

1. Create an environment that values and respects diversity. Foster a belief in your troop that everyone benefits from having a diverse group of girls, by helping the girls be aware of and appreciate the commonalities and differences that they can and can't see.
2. Make sure all girls have the opportunity to be fully engaged in activities and have access to opportunities and information. This may mean helping girls overcome barriers to participation, adjusting activities, or even changing how you communicate.
3. Model respectful ways to interact with all people. Girls learn by watching how adults interact with girls and other adults.
4. Be mindful of your own biases and assumptions about others by leading with empathy and encourage girls to do the same.
5. Be conscious of and avoid using generalized statements about groups or types of people and don't refer to a person based on a particular characteristic like race, gender, ability, sexual orientation, education, socioeconomic status, and religion.
6. Get to know the girls and their families. Remember that all families are different and keep that in mind when planning family events. Girls may have really engaged grandparents, caregivers, or other family members who should be included in important ceremonies and occasions. Also, pay attention to special holidays and cultural traditions that may conflict with troop plans or limit a girl's participation.





# Getting Started

## In the Getting Started Chapter you will:

- Identify areas you might be able to host your troop meeting
- Discover ways to connect with troop volunteers and communicate between parents/caregivers
- Engage adults in troop committee positions

## Troop Meetings

As a troop leadership team, work together to determine meeting day, time, and location. Consider the girls in your troop:

- Do they all attend the same school?
- What is the most central or convenient location for all?
- What is the best time of day for the meeting for girls, co-leaders, and parent/caregiver support?

The meeting place needs to provide a safe, clean, and secure environment that allows for the participation of all girls. Consider meeting rooms at schools, houses of worship, libraries, community buildings, childcare facilities, and local businesses. For teens, rotating meetings at coffee houses, bookstores, and other places girls enjoy spending time is an option. Below are a few things to keep in mind when choosing a location.

- ☐ Safety: Safe, secure, clean, properly heated and cooled, free from hazards with all exits clearly marked
- ☐ Cost: Free to use
- ☐ Availability: Average troop meetings range between 1-2 hours, twice a month; some troops choose to meet weekly
- ☐ Facilities: Sanitary and accessible restrooms
- ☐ Accessible: Accommodate girls with disabilities and their caregivers
- ☐ Make a list of possible locations. Then call to check on availability and confirm the meetings. Staff and local volunteers in your service unit can help provide suggestions if needed.

## Certificate of Insurance

When reserving troop meeting space, volunteers may be asked to provide a certificate of insurance to verify Girl Scout liability insurance coverage. You may submit the Request for Certificate of Insurance form: [COI - Certificate of Insurance Form](#), which can be found on our website in the Insurance section – click [here](#) to visit.

**Don't forget to update your troop meeting information in MyGS once you confirm your meeting details!**  
Log in and select My Account > My Troops, select your troop, and edit the meeting details.





# Getting Started With Your Co-Leader

## **Here are some key things to keep in mind when planning the year with your co-leader.**

- Meet up to chat and get to know each other. Share individual strengths, hobbies, education, skills, interests, and work schedules.
- Make sure both troop leaders have completed their Troop Start-up Training on gsLearn.
- Review the Volunteer Toolkit together – make sure you both have access and decide who will edit or update which parts.
- Divide tasks evenly between both troop leaders. Make sure tasks are specific. Working together is better.
  - How will you initially communicate with families? Email, text, social media group, etc.
  - Who will manage the troop finances/troop bank account?
  - How will you work with your own Girl Scout?
  - Who will manage paperwork? (Registrations, medical forms, permission slips, etc.)
  - Who will lead meetings?
  - Determine if your troop will collect dues. Have a discussion with families about dues at the Parent/Caregiver Meeting.
- Figure out logistics of what support you need from parents/caregivers. Delegating these tasks up front will help keep troop leaders from getting overwhelmed.
  - Can someone share a special skill?
  - Other support to think about: managing Product Program, purchasing supplies, snack, setting up outings, etc.

## **Setting Troop Expectations with volunteers:**

- Decide on the day, time, frequency, and meeting location for troop meetings. Create a tentative year calendar of meetings and scheduled activities using the Volunteer Toolkit, taking into consideration events the service unit has already planned. Put in as much information as possible, including service unit and council events. Use this calendar at your parent/caregiver meeting to discuss with families what they would like to do during the year.
- Schedule your parent/caregiver meeting.
- Discuss expectations for group and individual behavior management so it is consistent and positive behavior reinforcement is utilized. It is often helpful if leaders swap responsibility for each other's daughter while at Girl Scouts.
- Establish troop rules with the girls at your first troop meeting.
- Learn and agree how to handle conflict appropriately and consistently, while modeling the Girl Scout Promise and Law.
- All families face some time-constraints, keep communication open and work together to problem solve.
- Remember, Girl Scouts is flexible, you don't have to stick to a rigid schedule.
- Identify your troops leadership roles (i.e... who will be a coordinator and how will you communicate-See dividing responsibilities).

## **Communication with Troop Leaders:**

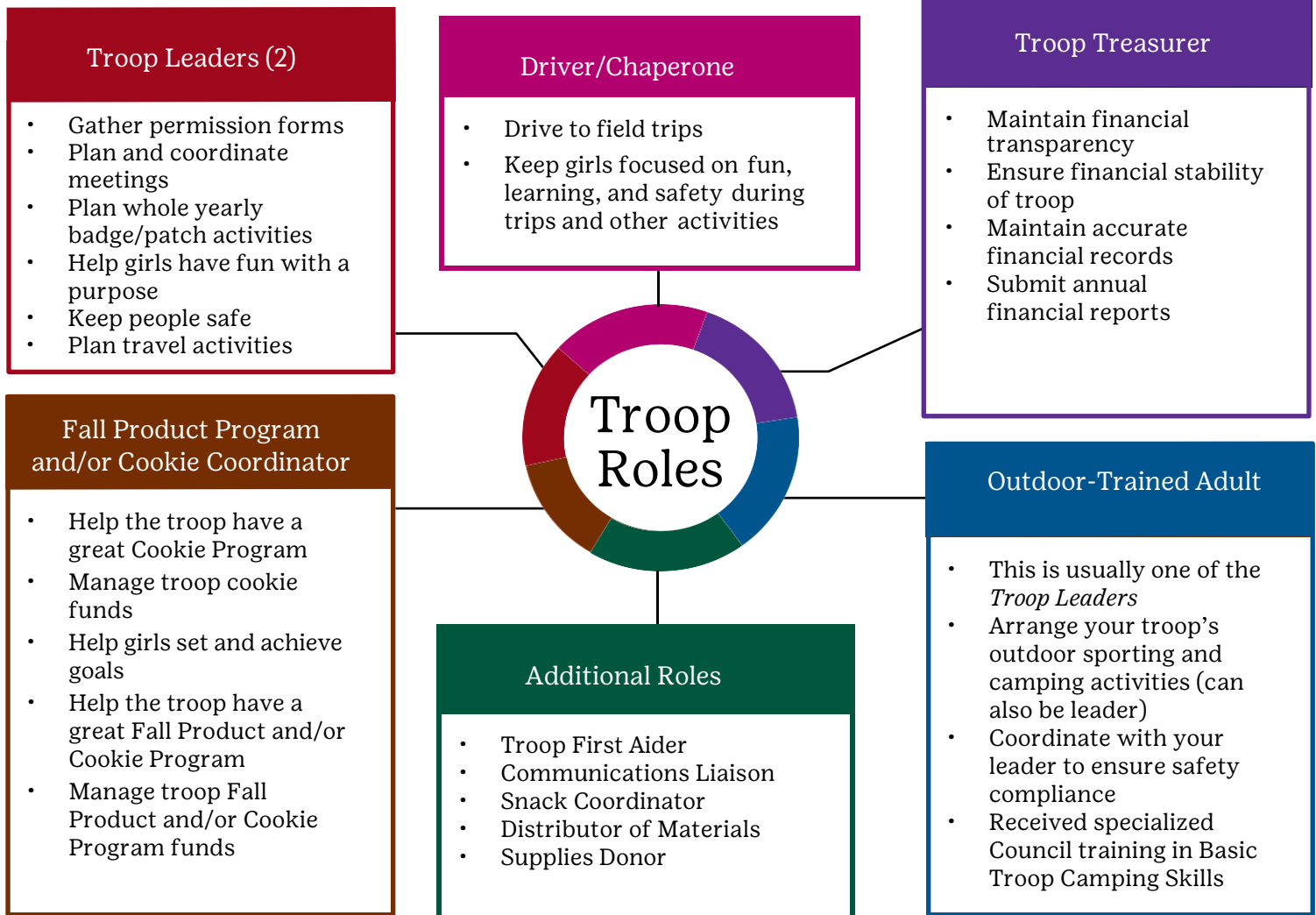
- Communication between all involved Girl Scout volunteers is vital to the success of the girls' experience. Having open lines of communication, working together, and making sure specific roles are assigned will help the troop operate smoothly throughout the year. Remember, teamwork can be difficult at times, but the result of your hard work makes Girl Scouts an excellent experience for the girls and their families!

## **Communication with Families:**

- Introduce yourselves by email or phone and invite each family to the parent/caregiver meeting (suggested to do this within first two weeks of becoming an approved volunteer). It's important for families to understand your expectations and be involved in supporting the troop.
- Find troop member contact details on the My Troop Tab of the Volunteer Toolkit. Determine how you would like to host your parent/caregiver meeting, either in person or via Zoom, by asking what works best for families.

# Troop Roles

## Troop Support



**Adult support is vital** to the experience girls have in the troop setting. The leadership structure and distribution of duties will depend on troop size and can be customized based on the skills, interests, and availability of adults to best meet their needs and the needs of their girls.

## Top 5 Advantages to Organizing a Troop Committee

1. Don't burn out. Sometime people take on too much; reduce stress by sharing the load.
2. Every superhero needs a sidekick. Lean on your co-leader for help.
3. Busy adults can help with what they are good at and enjoy, which can be less time commitment.
4. Utilize ways adults can support the troop to identify their areas of interest. Allows adults to give back to their community.
5. A girl gets special time with her adult.

# Engaging Family Support to Create Your Troop Committee

Parents/caregivers want what is best for their girl but can be particular with what they do with their time and money. Keep in mind that time and funds are limited for many. Ask all families for help in creating your troop committee by delegating your troop tasks. Families don't all look the same, so consider the entire family—any caregivers or guardians, adult siblings, aunts, uncles, grandparents, etc.

## Things to consider before you ask for help:

- What is the time commitment?
- Do you expect all parents/caregivers to be registered members?
- Be upfront about expectations—for you, the troop, and the families.
- Identify individual talents and skills and utilize them.
- Do not just focus on moms/women.

## Making the Ask

The most important thing is to just ask for help!

- Try asking one-on-one for adult support. It's hard to say no when you are specifically asked. For example: We need someone to help coordinate this...

## Best Practices

- Use the VTK to send follow-up emails with what the girls will be doing in the next meeting and other reminders you need to share.
- Set up the expectations for communications and communicate clearly. Identify communication preferences—FB group, text thread, emails, etc.
- Make a schedule or sign-up sheet and bring it to your parent/caregiver meeting.
- Set boundaries: sometimes it may be best for the girl and their parent/caregiver to not work together. It might be best for the parent/caregiver to help in a separate way to provide the girl with the most enriching experience possible.
- Show the value of Girl Scouts.
- Be inclusive. Look beyond the parent/caregiver!
- Set expectations and review the outcomes.
- Remember to celebrate success often. Girl Scouting should be fun for adults, too!
- Check in with your troop committee often on progress and re-evaluate as needed.
- At the end of the year, plan an evaluation meeting to assess progress, successes, and challenges.



## There are several resources for getting families to engage in the Girl Scout experience:

- VTK Resource Tab: Family Hub
- VTK Parent View: Caregivers can see the year plan, what girls are working on, and access the Resource tab.
- Fall Product and Cookie Program Family Guides
- GirlScoutsCCC.org > Volunteer > Volunteer Essentials > Engaging Girl and Families

# Troop Communication

There are many ways to communicate with your troop to provide the best experience possible for Girl Scouts and their families. Below are a few ideas for successful communication. Determine the best communication methods with your troop's families.

## **Key items to include in communications:**

- Troop meeting information, updates, and/or changes
- Volunteer opportunities / support needed
- Upcoming events and activities
- Reminders
- Sharing troop experiences (make sure you have a photo release for photos)

## **Communication Points**

We suggest choosing at least two forms of communication with families.

### **Email:**

You can send out short or detailed messages. Some troops even put together a troop newsletter to share. Remember, the Volunteer Toolkit can be used to send out emails to all families.

### **Facebook:**

Many parent/caregivers are on Facebook. Using groups on Facebook is a great way to share updates on your troop happenings! Make sure the group is set up as a private/closed group.

### **Texting:**

Texting can be used for short messages, reminders, text alerts, and more!

### **Apps:**

Some SU's and Troops use apps, such as BAND, to communicate with one another through messaging and posting updates on yearly activities, similar to Facebook.

### **Parent/Caregiver Meetings:**

Parent/caregiver meetings can be scheduled any time throughout the year. Consider planning parent/caregiver meetings at the end of the girls' meetings. These meetings can happen as frequently as you would like and are typically 10-15 minutes.

### **Family Events:**

Family events are a great way to connect! Have the girls plan at least one event a year, such as a presentation, play, ceremony, family picnic, or other activity.

### **Phone Calls:**

Phone calls help make personal connections while sharing troop information, fostering conversation, and needed clarification. This is also a good time to make a specific ask for support, if needed.

**Please keep in mind not everyone is technologically savvy, and some may not regularly check technology methods. That is why face-to-face meetings and phone calls are also beneficial.**

Communication is an integral part of building a strong troop committee to ensure the girls are supported by caring adults working together. Make sure to regularly share the needs of the troop and be specific when asking adults to help. Troop volunteers must complete member registration, background checks, and any necessary trainings.



# Parent/Caregiver Meeting

## Preparing for Parent/Caregiver Meeting

Having a parent/caregiver meeting is paramount to your success in leading the troop. It is a wonderful opportunity to ask parents and other caregivers for their support throughout the troop year. All parents/caregivers are encouraged to play an active role with their girl's troop! If they will be collaborating directly with girls, they need to register in a volunteer role with the troop and complete a background check.

### Parent/Caregiver Meeting Overview:

- Welcome and introductions
- Discover the Girl Scout difference
- Family as part of the formula
- Get them hooked on helping
- Money matters
- Wrap up meeting

### Suggested Material List:

- Contact list for interested girls
- Troop contact list from the Volunteer Toolkit
- Sample meeting agenda
- Pens and paper for writing
- Annual Permission Form and Girl Health History Form: one per girl or adult troop committee member
- Snack sign-up sheet with dates of meetings listed
- Supply donation sheet: include supplies that your troop needs to get started (if applicable)
- List of meeting dates (if known): one per adult
- GSCCC Website: <https://www.girlscoutsgccc.org/>
- GSCCC Customer Care: [info@girlscoutsgccc.org](mailto:info@girlscoutsgccc.org)/800-822-2427





# Parent/Caregiver Meeting Agenda

Suggested Meeting Length: 30-60 minutes

While you're welcome to put your own unique spin on this meeting, following the format below will ensure the most relevant information is communicated clearly and that everyone is on the same page.

## As Parents/Caregivers Arrive

Have parent/caregiver complete the **Girl Medical History and Release Form** for their girl.

## Welcome and Introductions

Introduce yourselves and share why you volunteer your time with Girl Scouts. Go over your troop number, dates, times, frequency, and location of upcoming meetings.

Have parents/caregivers introduce themselves, their history with Girl Scouts, and share expectations for this year of Girl Scouting.

## Discover the Girl Scout Difference

Explain our mission as well as the Girl Scout Promise and Law (if girls are in attendance, teach Girl Scout Promise).

Discuss how our girl-led, hands-on, collaborative program helps girls take risks, dream bigger and gain important skills, all while having fun and making friends.

Share an overview of options available to plan your year including which badges, Journeys, special trips, and outdoor adventures the troop can select.

## Family as Part of the Formula

Explain how you will be engaging parents/caregivers in their girl's Girl Scout lives by keeping them in the loop on what the girls are doing and learning during each meeting.

Discuss the troop communication methods and policy. Ask what how best to reach the parent/caregiver.

Encourage them to let their girl "be the expert" at home, explaining or teaching a new skill she's learned to the rest of the family.

Let them know there will be special events throughout the year for families to share with their girl and celebrate all they're achieving with the troop.

Have each parent/caregiver complete the **Troop and Parent/Caregiver Agreement** found in Forms and Documents section (pg.51).

## Get them Hooked on Helping (10 min.)

Using the **Make Her Experience Memorable** guide from the Volunteer Toolkit, point out that spending just a little time to help can make a big impact.

Secure adults to help with organizing and managing the calendar for troop snacks, the carpool schedule, or other activities that can take as little as 15 minutes per week.

Encourage caregivers to consider other leadership opportunities listed. Emphasize that their help is desired and needed.

## Money Matters (10 min.)

Outline costs to parents and caregivers. Explain that troop activities and other supplies (uniforms and Girl Scout Handbook are optional but recommended) are supported through troop dues and money-earning activities, such as the Fall Product Program and Girl Scout Cookie Program.

Explain dues expectations and how they will be used to support the troop.

If participating in the Girl Scout Cookie or Fall Product Program, explain how money raised benefits the troop, and briefly go over the five critical skills girls will develop in the process (found in the Product Program section).

## Wrap It Up (10-15 min.)

Make sure everyone has your phone number and email, knows the troop number, and has all the information about the next troop meeting (date, time, location, and any supplies the girls will need to bring).

Ask for donation of items to get the troop started for the year.

Collect forms, then leave time for questions, concerns, and to get to know people better.

If girls are in attendance, invite girls and caregivers to form a circle, cross arms, and then join hands. Then, close the meeting with a Friendship Squeeze.

## Please Note:

All adults helping with the troop, and will be in direct contact with the girls, need to be registered members. Upon registering as a volunteer, they will be emailed information to complete a *Live Scan*.

For more information and preparation tools, check out the "Intro Meeting" plan in the Volunteer Toolkit.

# Ways Adults Can Support the Troop

**Each troop needs the help of adults to provide a quality Girl Scout experience. Get involved and make a difference in the lives of girls!**

Identify your preferred two forms of communication, marking them in order of preference.

- Phone call
- Text
- Email

Share the fun of guiding girls on the Girl Scout adventure! Troop committee members may include parents/caregivers, adult family members, Girl Scout alums, or community members. Consider volunteering from one of the positions below.

## **Troop Leaders**

Help girls have fun with a purpose. Using the Girl Scout Leadership Experience (GSLE), the troop leader encourages girls to Discover themselves, Connect with others, and Take Action to make the world a better place. Guided by supportive adults and peers, Girl Scouts engage in age-appropriate activities that are girl-led, cooperative, and hands-on. All troops must have two appointed troop leaders to begin meeting.

## **Help Assist Leaders!**

Support troop leaders in guiding girls to engage in age-appropriate activities that are girl-led, cooperative, and hands-on. Provide support to the troop through planning and implementing badges and other program activities, managing finances/Product Program participation, and/or driving or chaperoning field trips. Consider the following key roles within a troop.

**Treasurer:** Support troop by managing the troop's finances and be a signer on the troop bank account.

**Driver:** Support troop by helping plan, prepare, and travel for troop trips. Support ranges from guiding girls at planning meetings to simply being a driver and chaperone.

**Outdoor Coordinator:** Arrange your troop's outdoor sporting and camping activities.

**Product Program Coordinator:** Help the troop have a great Fall Product and/or Cookie Program. Manage troop Fall Product and/or Cookie Program funds.

## **Cookie Coordinator**

Support the troop by managing participation in the Cookie Program. Learn the ins and outs of managing the Cookie Program, including important dates, parent/caregiver communication, inventory management, safety, and more. Ensure the troop follows proper policies and procedures related to the program. Training and support are provided.

## **Fall Product Coordinator**

Support the troop by managing participation in the Fall Product Program. Learn the ins and outs of managing the Fall Product Program, including important dates, parent/caregiver communication, inventory management, safety, and more. Ensure the troop follows proper policies and procedures. Training and support are provided.

## **Other Ways the Family Can Get Involved:**

- Help at one or more meetings
- Lead a hike
- Provide space for storage, equipment
- Donate Supplies
- Provide a place for outdoor activities
- Be a first aider (or be willing to take training)
- Help with Cookie or Fall Program (not being a coordinator)
- Send communications/reminders
- Provide a meeting place
- Provide occasional snacks for meetings
- Be a camping adult (or be willing to take training)
- Other: \_\_\_\_\_

# Forms and Documents

The following tables list primary forms that troop leaders need to have throughout each Girl Scout Year. These next two pages are taken directly from the *Short and Snappy Troop Trips* document.

## FORMS FOR BASIC PARTICIPATION

Form Name	Purpose	Completed By:	Submitted To:
<b>Forms for EACH GIRL for ALL Activities*:</b>			
<a href="#">Annual Permission Form</a>	Grants permission to girls to attend local meetings or events that are within 60 miles of the normal meeting place or no longer than 6 hours in length, participate in non-high-risk activities, and participate in product sales.	Parents	Troop Leader, Copies given to trip Drivers
<a href="#">Girl/Adult Health History Form</a> **	Grants permission for your Girl Scout to receive medical attention while participating in Girl Scout activities. You authorize the adult in charge to see that your Girl Scout receives routine healthcare, medications, and reasonable first aid in case of an emergency. It also permits the transportation of your Girl Scout to a health care facility for emergency services if needed.		
<a href="#">Medication Permission Form</a> ***	Grants permission for the Troop Leader to administer prescribed or over-the-counter medication to Girl Scout.		
<a href="#">Permission to Release Girl Scout to Other Adult</a>	List of those authorized to pick up a girl other than her parent or guardian.		
<a href="#">Troop Driver Information</a>	Required for all adults that <u>plan to drive girls that are from other households for a meeting, trip, or event.</u>	Parents	Troop Leader, Copies retained with Trip Drivers
<b>Injury and Emergency Forms:</b>			
<a href="#">Council Emergency Procedures</a>	Steps leaders should take for managing an emergency.	n/a	n/a
<a href="#">Incident and Injury Report</a>	For notifying GSCCC and Service Unit in case of an accident or injury.	Leader	<b>GSCCC****</b> and Service Unit Manager
<a href="#">First Aid Log</a>	For recording all first aid treatment rendered including minor injuries.	First Aider	GSCCC, if requested

**\*All these forms are required for any troop gathering of any kind (i.e., a meeting, trip, event, etc.).**

\*\*Adult health information is recommended for those choosing to be *troop drivers/chaperones/etc.* but not mandatory.

\*\*\* NOTE: Remember that this includes sunscreen, insect repellent, and anti-itch lotion/ointment.

\*\*\*\*Please send it to [info@girlscoutsgccc.org](mailto:info@girlscoutsgccc.org).

# Forms and Documents

## FORMS FOR TROOP TRIPS

Form Name	Purpose	Completed By:	Submitted To:	Permission Granted By:
<a href="#">Troop Travel Application</a>	To request approval from GSCCC for participation in activities not covered by the Annual Permission Form	Leader	GSCCC via online form	GSCCC
<a href="#">International Trip Form</a>	To request approval from GSCCC for participation in an international trip. This needs to be submitted a <b>year</b> in advance.	Leader	GSCCC via online form	GSCCC
<a href="#">Specific Event/Trip Permission Form</a>	For permission from parent or guardian for activities and trips not covered on the Annual Permission form	Parent	Leader	Parent
<a href="#">High-Risk Activity Permission Form</a>	For permission from parent or guardian for high adventure activities not covered on the Annual Permission form	Parent	Leader	Parent
Physician Medical Release	Required for some activities, including resident camp	Doctor and Parent	GSCCC or Camp Administrator	Doctor and Parent
<a href="#">Plan 2/3 Insurance*</a>	To obtain insurance for non-Girl Scout members attending a Girl Scout event or trip -or- For members going on level 4-6 traveling*	Leader	GSCCC via Cognito Form	GSCCC

\*Some types of travel require troops to purchase [additional insurance](#):

- **Plan 2:** This is required for any time non-member adults or girls participating in a Girl Scout approved and supervised activity or traveling directly to and from any Girl Scout approved activity. This is also required **when an event is longer than two consecutive twenty-four-hour periods, regardless of whether travel is or outside of council boundaries.** It must be purchased for all travelers with the troop for the duration of the trip, including registered Girl Scouts.
  - **Cost: \$0.11 per non-members participant per day; \$5 minimum**
- **Plan 3 (Primary):** This is required **when an event is longer than two consecutive twenty-four-hour periods, regardless of whether travel is or outside of council boundaries.** This covers members and non-members as participants; **the coverage is the same as Plan 2 with the addition of sickness benefits when illness/symptoms occur while coverage is in place.** Must be purchased for all participants. There is no non-duplication provision.
  - **Cost: \$0.70 per participant; \$5 minimum**
- **Plan 3PI:** This is required for international travel. Must be purchased for all participants. This coverage provides accident and sickness insurance for approved, supervised, international trip or traveling directly to and from any approved and supervised Girl Scout international event.
  - **Cost: \$1.17 per participant; \$5 minimum**

NOTE: Reach out to your SU Team or Council for any questions you may have about Troop Travel.

- Customer Care:
  - Phone: 800-822-2427
  - Email: [info@girlscoutsgccc.org](mailto:info@girlscoutsgccc.org)

# Planning Your First Troop Meeting

Learn with your girls. Each Girl Scout meeting provides an opportunity to explore new worlds and learn new skills. 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. But don't let that hold you back! Be open with the girls when you don't know something and become their partner in learning more. You'll show them that learning is a lifelong process and that with an open mind, they can overcome any challenges that come their way.

It doesn't need to be perfect. Did an activity run over time? Or maybe a field trip didn't go according to plan? Take a deep breath, roll with the changes, and have fun! The girls aren't expecting perfection from you: your time, attention, and guidance are the best part of your leadership. We teach girls that it is okay to F.A.I.L. (First Attempt In Learning), and it's good to model this as well.

## Start-Up Activity (5-10 minutes)

This is a time to greet all the girls and their family members before the meeting officially begins. Have an easy, self-directed activity ready to engage girls. This could be as simple as coloring pages, journaling, or talking with one another. Before the opening ceremony, be sure to take attendance.

## Opening Ceremony (10-15 minutes)

Each troop decides how to open its meetings. Most begin with the Girl Scout Promise and Law, a simple flag ceremony, song, game, story, or other activity decided on by the girls (5-10 minutes). Tip: Making an agenda on a piece of poster board can help the girls know what to expect. As each girl progresses, they can be in charge of preparing the agenda.

## Business Meeting (10-15 minutes)

This is a time for announcements, collecting dues, planning future meeting activities, Kaper assignments, voting, and other troop business. This section of the meeting is very important for the girls to learn how to lead, influence others, and communicate feelings and opinions. Little by little, allow the girls to take more responsibility for the business of the troop.

\*Depending on how much you must discuss, this section can also be a part of your ending.

## Activities (30-45 minutes)

During this section of the Girl Scout meeting, girls get a chance to build skills, try new things, explore their interests, and work cooperatively with others. As each girl progresses, you will begin to get insight into their interests. Make sure that you always ask for their ideas and input. You will also pick up good ideas from other leaders when you attend the regular service unit meetings.

## Snack & Clean Up (10-15 minutes)

Snacks are an optional part of Girl Scout meetings. If you decide to have one, after girls finish their snack, have them clean up: pick up trash, push in chairs, sweep the floor, put away supplies, etc. Then ask them to come back to the group or their chairs for the next activity.

## Closing Ceremony (5-10 minutes)

This is a time to emphasize the accomplishments of the meeting, remind the girls what is coming up, focus on personal goals, help girls feel part of a tradition, and end on a calm and positive note. Many troops like to close the meeting with a traditional Friendship Circle, where the girls stand close together and hold hands with their arms crossed right over left.



### First Meeting Checklist:

1. **Cover the basics.** Review the details about when and where the meeting will take place and make sure parent/caregivers are aware.
2. **Get ready.** Use the Volunteer Toolkit to verify your troop roster and email parent/caregivers. This might be a great time to ask parent/caregivers to provide you with any needed items, such as "Health Information and Release" form, troop dues and money for uniforms.
3. **Know the agenda.** Refer to this page and the Volunteer Toolkit sample meeting agenda.
4. **Review and practice your agenda.** You'll feel calmer during the actual meeting, and you'll be ready to make adjustments as needed.
5. **Prepare for fun!** When the girls and parent/ caregivers see that you're prepared for the meeting and ready to have a great time, they'll follow your lead!



# Transporting Girls

## Transporting Girls

Girls are naturally curious about the world around them. As girls begin to experience adventures in Girl Scouts and see the possibilities, they want to explore their world, which requires transporting them in personal vehicles. Girl/adult safety is our highest priority. When transporting girls, there are specific guidelines that must be followed to ensure a safe and fun trip. Please consider the following:

### Girl Scout Driver Requirements

- You are currently a registered and background checked/live scanned
- You are 21 years or older
- You have a current and valid driver's license, with good driving record
- You have auto insurance that is compliant with state law
- Girls do not transport other girls
- Group traveling consists of at least two unrelated approved adults (one female), whether you're driving one or more vehicles
- You do not transport girls in the bed of a truck
- You have working seat belts and they are worn by every person in the vehicle
- Girls under 12 years old sit in the back seat
- Avoid driving when tired or taking medications that make you drowsy
- Follow all state laws when driving, including but not limited to following the speed limit, not using electronic devices, and having headlights on while using windshield wipers

### Girl Scout Driver Tips and Expectations

- Please make sure you have access to a copy of the basic forms for all girls in your vehicle, as well as the driver information: Annual Permission Form, Girl/Adult Health History Form, Medication Permission Form, Permission to Release Girl Scout to Other Adult, Troop Driver Information.
- Make sure to have destination address, road map/GPS, first-aid kit, and a flashlight in the car.
- Ensure your vehicle is in good working condition. Check your lights, signals, tires, windshield wipers, horn, and fluid levels before each trip and periodically through long trips.
- Make sure necessary documents are up to date, including but not limited to driver's license, vehicle registration, any state/local inspections, and insurance coverage. In each vehicle girls and adults are traveling in, ensure you have Girl Medical Health History and Release Form and Permission Slip.
- Plan rest stops every few hours. When driving with multiple cars, pre-arrange stop locations. On long trips, arrange for relief drivers and avoid driving for extended periods at night.

If driving on a trip over 6 hours or 60 miles from the troop's meeting place, or participating in a high-risk activity, a Troop Travel Application must be completed. All drivers must complete the Troop Driver form. For more information, please reference Safety Activity Checkpoints and Volunteer Essentials under Volunteer Resources at [girlscoutscoc.org](http://girlscoutscoc.org).

# Guiding Your Troop

## **Troop Governance**

### **Daisy**

The Daisy Circle is the planning portion of troop meetings, where decisions for the troop are made. In the circle, girls learn communication and decision-making skills by participating in a large group discussion. The Daisy Circle can begin or end a meeting and is recommended to only last 5–15 minutes.

### **Brownie**

The Brownie Ring is like the Daisy Circle, but girls are taking on more decision-making responsibilities. The Brownie Ring can begin or end a meeting and is recommended to only last 5–15 minutes.

Brownies need to understand how decisions are made and will need a set of rules to follow. Establish a structure for your discussion time such as:

- Using a “talking stick”—pick an object and the person holding it is the only one who should talk.
- Teaching the quiet sign—when someone raises their right hand, everyone must do the same and become quiet.
- Establishing the troop rule that nobody criticizes any ideas that anyone offers to the group.
- Leaders can prepare a list of choices for girls to choose from or have the girls generate ideas themselves.
- Pictures, charts, Girl Scout Journey books, and other materials are great decision-making aids for Brownies.

### **Junior through Ambassador**

The Patrol System is one of three common forms of government used for older Girl Scout troops. In the Patrol System, girls learn communication and decision-making skills by participating in smaller group discussions and then selecting a lead to represent their group. Girls are divided into small groups of four to six, called patrols. Each patrol can choose a patrol name, a symbol, a patrol lead, and assistant patrol leaders. Members of the patrol rotate as leaders so that everyone has an opportunity throughout the year.

## **Conflict Management**

Things to consider when mediating a conflict within your troop:

- Maintain respectful, open communication with all parties throughout problem-solving.
- Circle back around to how the girls are representing the Girl Scout Promise and Law.
- Put it in writing! All parties should agree to the solution and the time frame as well as what next steps will be taken if the solution proves ineffective.
- GSCCC encourages the problem-solving of concerns to occur with the parties most directly involved in the situation, but there are times when council staff assistance is necessary. This may include:
  - The safety and well-being of the girls and their assets are at risk.
  - The safety and well-being of adult volunteers, parents/caregivers, or community members are at risk.
  - Problem-solving attempts with parties directly involved were unsuccessful.
  - The initial issue or concern has escalated in seriousness or urgency.

## **Troop Agreement/Girl Code of Conduct**

It is important to establish rules for the troop at the beginning of the Girl Scout year. This is a great opportunity to utilize the Girl-Led process. With guidance from the troop leaders, let the girls establish their own list of rules for the troop. Remember to include how the troop will handle disciplinary actions when the need arises.

# Product Program

## Girls Gain Five Skills and Entrepreneurship Skills

Girls learn the 5 skills by participating in our Fall Product Program and our Cookie Program, but we also know that as a girl progresses through her entrepreneurship experience, those skills are developed in various ways. We certainly recognize not every girl aspires to be an entrepreneur, but the Fall Product Program and the Cookie Program can help girls develop valuable skills which will benefit her in the future, no matter what career path she chooses!



### Goal Setting

Girls set Fall Program and Cookie Program goals, and with their troop, create a plan to reach them. This matters because girls need to know how to set and reach goals to succeed in school, on the job, and in life.



### Decision Making

Girls decide how to participate, how to market their sale, and what to do with their earnings. As they make many choices (big and small.) throughout the program, they will learn important decision-making skills that will help them throughout their lives.



### Money Management

Girls develop a budget, take orders, and handle customers' money. This will help them learn money management—from their lunch money to their allowance and future paycheck.



### People Skills

Girls learn how to talk (and listen) to their customers. These people skills help them do better with group projects, sports teams, on the playground, and later at work.



### Business Ethics

Girls act honestly and responsibly during every step of the Fall Product and Cookie Programs. This matters because employers want to hire ethical employees—and the world needs ethical leaders.

## Fall Product Program



Everyone knows we sell cookies in the winter, but did you know we also sell goodies in the fall? Our Fall Product Program gives troops a chance to earn startup money without having to wait until the Cookie Program begins in the winter. Your troop can use the funds they earn to enjoy new and exciting opportunities right away! Troops made an average of \$1000 in troop funds from the Fall Product Program last year.



The Fall Product Program gives girls the opportunity to sell candy, nuts, and magazines to people they know personally to raise proceeds that help fund their next adventure. Girls can sell in-person to their friends or family and through their own secure online storefront.

The Fall Product Program begins in October, and products are delivered in November.

## Girl Scout Cookie Program

When your girls sell Girl Scout Cookies, they're doing more than helping their customers stock up on delicious treats (and having lots of fun.). They're doing it with a goal in mind—a goal to power new, unique, and amazing experiences for themselves and their troop all year long.

Your troop has three ways that you can participate in this iconic, girl-led program. The girls can sell to people they know through their Cookie Order Card, through in-person direct sales (door to door and booths at retail locations), or through online orders.

The Cookie Program begins at the end of January and goes through the middle of March.

## Identifying a Troop Fall Product Coordinator and Troop Cookie Coordinator

Your first step to getting started in the Fall Product Program and Cookie Program is to identify a Troop Product Program Coordinator to handle one or both programs. They should be reliable, organized, able to communicate effectively with caregivers, have basic math and computer skills, and be able to hold themselves accountable to deadlines. Identifying this piece of your troop committee is important to your troop success.

# Product Program

## **Troop Product Coordinator:**

- Helps the troop have a great Fall Product and Cookie Program
- Follows the Troop Fall Product Manual and Cookie Books to ensure they meet deadlines
- Completes Fall Product Training and Cookie Training from their local Service Unit Product Coordinator
- Gathers permission forms from caregivers
- Helps girls set and achieve their goals
- Submits product and rewards orders for their troop
- Manages funds and track troop sales and finances online



## Product Program Pyramid of Prosperity

### Reach New Customers

Consider going door,  
or try places like churches,  
or offices with your caregiver.  
Brainstorm new places to visit and  
new ways to find customers!

### Develop Your Marketing

Take it a step further and develop your strategy! Consider  
your sales pitch, learn about your product, what is your goal?  
Use your talents to try out making a commercial, or fliers that  
you can share with your customers.

### Build Customer List

Think of your friends and family that would support your business. Give them a phone  
call or send them an email inviting them to your online storefront! This makes it easy to  
jump start your business and customers can easily pay online for added convenience.

# Troop Banking Information

## **Opening Troop Bank Account:**

All Girl Scout Troops need to set up a Troop Account with one of the three approved banks: Wells Fargo, Mechanics, or Union Bank. To set up the troop bank account, Council initiates the Bank Account Certificate of Authorization form, which is required to start a troop bank account with one of our affiliated banks. All accounts must be opened using GSCCC's Tax ID number and under GSCCC's name, which is why we have specific form we use to give to the bank for girl scout troop accounts. Your SU Treasurer will assist you in this process, to ensure the correct information is listed on your troop account.

Not all our banking options have the same processes. They may have different processes in setting up or updating accounts, they may have varying fees, and they may have different on-line access procedures. The Service Unit Treasurer (SUT) will be executive signer of every troop bank account, and they are the direct contact that will help your troop set up your bank account.

Troop Leaders should keep receipts of all expenses to submit the Year End Troop Financial Report. All Financial Guidelines are detailed in the various documents below.

Thank you for your support of Girl Scouting and for taking on the important task of troop banking. To better support you in this role and to protect our girls' funds, here are GSCCC's [Troop Banking Policies and Procedures](#).

**All Girl Scout troops are required to have a troop checking account.**

## **Who Should Open the Troop Checking Account?**

The SU Treasurer will be the individual going to the bank with the troop signers. The bank account signers must be current registered Girl Scout members and have passed the Council's criminal background check and/or *Live Scan*. All signers must also pass the bank's criminal background check (performed by the bank after you submit your paperwork). Those that do not pass may not sign on troop or service unit accounts. At least 3 signers are required on all bank accounts, one being the SU Treasurer. They may not be related by marriage, relationship, or blood.



For further assistance or questions on setting up a new account or for existing accounts, please email GSCCC at [info@girlscoutsgccc.org](mailto:info@girlscoutsgccc.org) or go to [www.girlscoutsgccc.org](http://www.girlscoutsgccc.org) > Volunteer > Volunteer Resources > Money Matters.



# Troop Banking Information

## What to Bring to the Bank:

Signers should coordinate their schedules with the SU Treasurer, so everyone can go to the bank together. You will need to schedule an appointment with the bank.

## Provide bank with:

- Two forms of identification—All signers must provide two forms of ID such as a Driver's License (or current government-issued ID that includes a photo, signature, document number, and expiration date) a credit or debit card, passport, or state non-driver's license.
- Opening deposit – usually ranges from \$25-\$100.
- The approved and signed Bank Account Certificate of Authorization (BACA) form.

## Troop Banking Policies and Procedures:

- Any check over \$500.00 is required to have two signatures.
- Troops may have debit cards issued in connection with their bank account with a limit not to exceed \$500 per day. Debit cards may be used for approved Troop and Council activities according to Volunteer Essentials. Debit cards are encouraged to be used for all Girl Scouts activities.
- All statements must be sent to the service unit address. The SU team will review statements and then provide them to the troop at the SU meetings.
  - Troop account check address blocks should read:

### **GSCCC**

**Troop Number 00000 (put in your 5-digit troop number) or Group Name (i.e., Day Camp) Address as designated by Service Unit (please ask your SU Manager for this information)**

- All receipts must be kept and available for review by the service unit – receipts /records must be retained for four years while bank statements/checks retained for seven years.
- Troops must submit the Year End Financial Report to council, no later than September 30<sup>th</sup>.
- Signers on the account are trustees for the Council's and girl's money, the funds should be managed with care.
- Funds should only be used for troop expenses/activities, which may include badges, patches, uniforms, books, supplies, registration fees, activity fees, leader training expenses, and similar troop expenses.
- Girls in the troop should learn about and be involved in the management of troop funds (for example, deciding how to spend cookie money).
- Troop funds must never be used by leaders/signers for personal expenses.
- Receipts and a clear description of the expense is to be maintained for all purchases.
- Deposits should be made in a timely fashion. A record of the source of the funds should be maintained.
- Checks received from product sale customers should only be accepted from people known to the troop and have a driver's license number and phone number written on the check.
- If the troop receives a returned check, GSCCC will assist with collection of returned check. GSCCC will not reimburse the troop for the check, or any fees related to the returned check.
- GSCCC, either directly or through the SU, has the right to audit troop checking accounts at any time or may freeze and/or close accounts if there is concern that funds are being abused.

# Troop Financial Management

## Earning Troop Funds

Helping girls decide what they want to do and coaching them as they earn and manage money to pursue their goals is an integral part of the Girl Scout Leadership Experience (GSLE). Your Girl Scout troop plans and finances its own activities, with your guidance. At the same time, the girls learn many valuable skills that serve them throughout their lives.

Money earned by the girls are for the benefit of all girls in the troop and should be spent in the year the funds are earned, unless the troop has a long-term plan for spending the funds. **It is important to note that the funds belong to the whole troop, not any individual. Per IRS guidelines for charitable organizations, troops are prohibited from keeping individual girl accounts. All funds expended should benefit all girls in the troop.**

## Girl Scout Troop Funding Sources

1. Product Programs: Cookie Program and Fall Product Program
2. Troop Money-Earning Activities
3. Troop Dues








## Making Decisions about Managing Money with Girls in the Troop

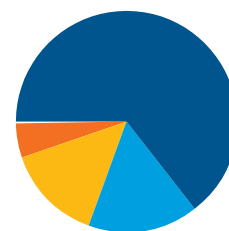
Teaching girls about money management and empowering them to make good financial decisions is part of troop financial management. Since girls are choosing their own Girl Scout journey, they can also make decisions on the resources that support their Girl Scout adventure. Consider the following as you guide them in the best management of their troop funds:

- What is the grade level of the troop and how much understanding do they have of money and bank accounts? (Girl Scout Daisies will have adults handle their troop finances; Girl Scout Brownies understand that things cost money and will begin to understand what is needed to achieve their goals.)
- What are the goals of the troop?
- What are the girls learning from the way the troop funds are managed? What do they need to learn?
- What if girls join the troop or leave the troop, how will the funds be managed?
  - If a girl leaves Girl Scouts, the funds remain property of the troop.
  - If a girl transfers to another troop, a portion of the funds may follow her at the discretion of the troop.

Consider the questions above to help determine the best way to manage the troop funds. Below are two common troop money management techniques utilizing a troop checking account.

## Top Troop Expenses

 <b>Membership Fee</b> Annual fee paid to our national organization to cover cost of fundamental services and accidental insurance	 <b>Meeting Supplies</b> Markers, paper, scissors, tape, glue sticks, snacks
 <b>Uniforms</b> A simple sash, insignia, and badges earned throughout the year	 <b>Events</b> Thinking Day, Cookie Rallies, Community-and-Council Sponsored Events
 <b>Service Projects</b> Girls do service projects meaningful to them, like baking holiday treats for kids in homeless shelters	 <b>Overnights</b> Troop Trips, Troop Camping, Troop Adventure Camp
 <b>Income vs. Expenses</b>	



**64%**  
Troop Program Expenses

**16%**  
Uniforms, Badges & Insignia

**14%**  
Registration Fees

**5%**  
Snacks/Food

# Troop Financial Management

## Money Earning Basics:

Groups earn money for their troop in two distinct ways:

1. **Product Program:** Girls can participate in two council-sponsored Product Programs each year: the Fall Product Program and the Girl Scout Cookie Program. All girl members, including Girl Scout Daisies and Juliette's (individually registered members), are eligible to participate in council-sponsored Product Programs with volunteer supervision. Please remember, volunteers and Girl Scout council staff don't sell cookies and other products—girls do.

## A troop's primary money-earning activity should be the Girl Scout Cookie Program (Fall/Cookie)

2. **Money Earning/Funding Approval Form:** This is required for all activities organized by the group (not by the council) that are planned and carried out by girls (in partnership with adults) and earn money for the group.
  - Any troop money-earning projects cannot take place during council-sponsored Product Programs (Fall Product Programs and Cookie Program).
  - Troop money-earning activities need approval from the council. Submit the [Money-Earning Application](#).

## Money Earning Guidelines Overview:

There are a few specific guidelines—some required by the Internal Revenue Service—that ensure that sales are conducted with legal and financial integrity. To that end, consider the following reminders and cautions:

- All rewards earned by girls through product program activities must support Girl Scout program experiences (such as camp, travel, and program events), but not scholarships or financial credits toward outside organizations.
- Rewards are based on sale ranges set by councils and may not be based on a dollar-per-dollar calculation.
- Girls cannot participate in games of chance, pledge events (walk-a-thons), and product demonstration parties.
- The Girl Scout Blue Book policy forbids girls from the direct solicitation of cash. Girls can collect partial payment toward the purchase of a package of Girl Scout Cookies and Girl Scout Fall Product Program products through participation in council-approved product program donation programs like Care to Share.
- Girl Scouts forbids the use of the Girl Scout trademark to increase revenue for another business (for example: in-home product parties). Any business using the Girl Scout trademark must seek authorization from GSUSA.
- Troop/group money-earning activities need to be suited to the age and abilities of the girls and consistent with the principles of the Girl Scout Leadership Experience.
- Money earned is for Girl Scout activities and is not to be retained by individuals. Girls can, however, be awarded incentives and/or may earn credits from their Girl Scout Product Program. Funds acquired through group money-earning projects must be reported and accounted for by the group, while following council procedures.
- Decisions about how money will be earned and spent should be made by the girls in the troop and communicated in writing to parents/caregivers.
- No account may be set up in a girl's name that is replenished through troop funding efforts or donations. No matter what accounting method is used, money earned by girls in Girl Scouting is the property of the troop.
- Money donated to the troop may not personally benefit one member of the troop.
- To ensure compliance with IRS and audit guidelines, Girl Scouts of California's Central Coast has specific policies regarding donations and grants from individuals and organizations to Girl Scouts groups or service units. Please refer to Volunteer Essentials for more information.

The best way to earn money for your group is to start with Fall Product Program and the Girl Scout Cookie Program. From there, your group may decide to earn additional funds on its own. It's great for girls to have opportunities like the Girl Scout Cookie Program to earn funds that help them fulfill their goals as part of the Girl Scout Leadership Experience. As a volunteer, try to help girls balance the money-earning they do with opportunities to enjoy other activities that have less emphasis on earning and spending money. Community Service or Take Action projects, for example, may not always require girls to spend a lot of money.

# Troop Financial Management

## Troop Dues:

Troop dues are an option for troops to cover the costs of snacks, supplies, and other materials used by the girls at regular meetings and girl activities. Troop dues are meant to supplement Cookie and Fall Product Program activities. No girl shall be denied membership in a troop or have her participation restricted based on an inability to pay troop dues. When setting the amount of troop dues, the fees should be decided on by all members, with consideration given to the income levels of all the girls in the group. Any collected troop dues should be documented and deposited into the troop account within three days of collection. For example, to lower troop dues, host a troop birthday party for your first meeting to collect supplies. Girls bring supplies as "birthday presents," and everyone opens them up during the party. Instead of asking the parents for supplies regularly, you can build a stockpile up front.

## Average Troop Dues

Between  
\$5 & \$60

Members decide the amount of troop dues, after considering troop plans, girls' ages, and income levels of all families. No girl should be denied membership in a troop or have her participation restricted by her inability to pay.

HIGH DUES

Council-sponsored Product Program profits and higher dues paid up-front by caregivers cover bulk of troop expenses.

Caregivers pay as they go for things like uniforms, trips, and Girl Scout books.

LOW DUES

### What if a girl can't pay her membership fee?

- Her membership fee can be waived her first year! Call (800) 822-2427 for more information.

### What if a girl can't cover the cost of camp or an event?

- She can apply for financial assistance for an individual activity. Visit our [Money Matters](#) section for more information.

### How should troops manage finances when a girl can't pay dues?

- Work with her caregivers to determine what the family can pay and plan with your troop how much needs to be earned in the product program to cover the costs.

Note: This may impact the dues you charge to the overall group and goals you set for Product Program. When more than half of the girls in your troop face financial challenges, your overall troop budget should lean heavily on Product Program profits and less on troop dues.



# Troop Financial Management

## Record Keeping:

One critical task for each troop is to keep excellent records and establish a clear accounting system for all money earned and spent. As a troop leader or adult volunteer, you're in charge of making sure money is spent wisely, excellent records are kept (keeping copies of all receipts in a binder or folder), and all income and expenses are tracked. (Income Examples: Dues, troop proceeds from Product Program. Expense Examples: earned recognitions, troop meeting activities, field trips, events, and troop trips). For older girls, your job is to oversee their work as they learn to keep impeccable records.

### Things to Consider in Troop Finance Record Keeping

- All troop money earned and received needs to be appropriately secured, should be deposited into the troop account within three days of receipt, and should never be held in a personal checking account.
- Anytime the troop spends or receives money or money exchanges hands for any reason, a receipt should be provided and kept on record.
- It is critical that all authorized signers are in communication with each other before spending funds in the account to cover the amount of the transaction before writing a check or making a purchase with a debit card. This will safeguard against overdrawn accounts and bouncing checks.
- Take into consideration delays in posting transactions to the account in the banking system.
- All troop expenses should be paid for with a troop check or the troop debit card.
- Blank checks should never be pre-signed and debit cards should never be used by anyone other than the person they are issued to and only for troop expenses.
- Cash withdrawals should only be made if absolutely necessary—e.g. cookie booth change, tips for taxi or hotel services. Anything paid or purchased with cash must be documented with a receipt.
- Volunteers who have paid out of pocket for troop expenses cannot reimburse themselves. Reimbursement may only come from the other signer on the account when a receipt is provided showing the expense.
- Funds acquired for money-earning projects must be reported and accounted for by the troop, while following all council policies and procedures.

**It is required to keep records (receipts, bank statements, and finance reports) for a minimum of two years.**

The council has the right to audit troop accounts and request statements/proof of receipts should misuse/mismanagement of funds be suspected or occur. Please know that Girl Scouts of California's Central Coast will decide based on the best outcome for the girls, and this process can take up to four weeks. This may result in the responsible volunteers being determined ineligible to serve as a volunteer.

### Troop Finance Tracking

When tracking troop finances, remember to keep all receipts for money spent. It is recommended that you should provide a receipt and keep a copy for your record any time you receive money.



# Girl Scout Terms

## A

**Alum** – A former Girl Scout girl member

**Ambassador** – A Girl Scout in grades 11-12

## B

**Badge** – Official embroidered insignia earned by completing a certain number of requirements in the Girl's Guide to Girl Scouting. These earned awards are sewn on the front of the uniform and are distinguished from "participation patches" which are obtained by participating in various events.

**Bridging** – When girls move from one program grade level to the next; may include an award for the girls completing the bridging award requirements, and likely will include a ceremony.

**Bronze Award** – The highest award Girl Scout Juniors (4th and 5th grade) can earn. It requires completion of a Journey, a minimum of 20 hours building a team, exploring the community, choosing Take Action, planning it, putting plan in motion, and spreading the word about the project.

**Brownie** – A Girl Scout in grades 2-3

**Buddy System** – Safety practice that groups two or three girls together to keep watch over each other in an activity (for example, swimming or hiking). The system places girls of equal ability in the same group.

## C

**Cadette** – A Girl Scout in grades 6-8

**Cookie University** – A fun, hands-on, and interactive event for younger girls to develop and build on the five essential skills connected with the Girl Scout Cookie Program: Money Management, Decision Making, Goal Setting, People Skills, Business Ethics.

**Council** – A corporation, chartered by Girl Scouts of the USA, organized for the purpose of developing, managing, and maintaining Girl Scouting within a defined geographic region. Our council is Girl Scouts of, which covers 6 counties throughout California.

**Counselor in Training (CIT)** – A Girl Scout who is taking a course (called Counselor-in-Training) to learn camp counselor skills.

**CSA** – Abbreviation of Cadette, Senior, and Ambassador.

## D

**Daisy** – A Girl Scout in grades K-1

**Day Camp** – A camp program within a 12-hour period that lasts for a minimum of three days.

**Destinations** – A trip or event beyond girls' own troops and councils. Destinations fall into one of five distinct categories: international, outdoor, science, people, or getaways. All destinations events provide an opportunity for individual members to broaden their perspectives and give Girl Scouting enhanced visibility.

**Digital Cookie** – The Digital Cookie platform allows girls and volunteers to customize the way they learn and earn during the Girl Scout Cookie Program, using technology in new and engaging ways, all while earning cool cookie business badges along the way.

**Digital Dough** – Digital currency that Girl Scouts and troops earn throughout the year, including during the Girl Scout Cookie Program. It can be redeemed at the Girl Scouts of California's Central Coast shop or be put toward membership or program/camp registration.

**Dues** – \$25 fee paid annually to Girl Scouts of the USA for registration which goes directly to National Headquarters. One of the requirements for becoming a member of GSUSA.

## E

**Early Bird** – Early renewal campaign that takes place between April and June (specific dates change each year) with added incentives like increased cookie earnings and patches for girls who renew their membership before a certain date.

## F

**Fall Product Program** – An entrepreneurship program that gives troops and individually registered members the chance to earn startup funds for the new Girl Scout membership year by reaching out to friends and family, asking for their support through the purchase of nuts, chocolates, and magazines. All proceeds stay in California's Central Coast counties to benefit local Girl Scouts.

**Flag Ceremony** – Honors the American flag as the symbol of our country and all the hopes, dreams, and people it represents.

**Founder's Day** – Celebrated each year on October 31 in honor of Juliette Gordon Low's birthday.

## G

**Girl Guide** – The original name for Girl Scouts, it is still used in many countries.

**Girl Scout Leadership Experience (GSLE)** – The engine for everything girls do in Girl Scouting. The

experience identifies all the elements that need to be in place for Girl Scouting to achieve its mission; Girl Scouting builds girls of courage, confidence, and character, who make the world a better place. When Discover, Connect, and Take Action activities are combined with the Girl Scout Processes of Girl-Led, Learning by Doing, and Cooperative Learning, girls achieve the desired and expected short-term leadership outcomes, ultimately resulting in Girl Scouting achieving its mission.

**Gold Award** – The highest award in Girl Scouts. Open to Girl Scouts in high school, Gold Award projects find a sustainable way to solve community problems.

**GORP** – An acronym with two meanings, depending on who you ask! Good Old Raisins & Peanuts, or Granola, Oats, Raisins, & Peanuts. A camp snack favorite!

**GSUSA** – Girl Scouts of the USA, the corporation that promotes the Girl Scout movement in the U.S.A., which includes the United States, its territories, and possessions.

**GSCCC** – Girl Scouts of California's Central Coast, the council that serves six counties throughout California.

**H**  
**Highest Awards** – Bronze, Silver, and Gold Awards. They are the highest honors a Girl Scout can earn. All three awards give girls the chance to do big things while supporting an issue they care about.

**I**  
**Insignia** – Every Girl Scout item worn on the uniform (badges, awards, patches, stars, strips, etc.).

**Investiture** – A special ceremony in which a new member makes her Girl Scout Promise, receives their membership pin, and becomes a member of Girl Scouts.

**J**  
**Juliette** – First name of Girl Scout founder Juliette Gordon Low. Term also used to refer to registered Girl Scouts who are not part of the traditional troop program. These girls still work toward the same badges and activities; they simply do not belong to a troop. They can join other girls at council-wide events and can participate in all Girl Scouts has to offer. They are also known as individually registered members (IRMs).

**Junior** – A Girl Scout in grades 4-5

**Junior Counselor** – A Girl Scout who has already completed both Counselor in Training (CIT) I and II programs and would like to further enhance her

leadership skills by learning what it's like to be a camp counselor.

**K**  
**Kaper** – A temporary job or responsibility, like a chore.

**Kick-Off** – A regional event that Girl Scouts of California's Central Coast hosts for service team volunteers that typically occurs at the beginning of the membership year. Service units may also hold local kick-off events for troop leaders or other volunteers in the service unit.

**L**  
**Lifetime Membership** – A one-time fee that enables you to become a Girl Scout for life. This is available to any person 18 years of age or older or a high school graduate.

**M**  
**Membership Pin** – Either of two pins; the trefoil with three faces (contemporary style) or trefoil with eagle (traditional style) pin. These pins signify the acceptance of the membership requirements.

**Membership Year** – October 1 through September 30.

**N**  
**National Council Session** – Starting in 1915 and every few years since then, delegates from every council across the nation and USA Girl Scouts Overseas have met during our National Council Sessions (NCS) to discuss, debate, and vote on issues important to the Girl Scout Movement and elect national leaders for the next triennium.

**O**  
**On Time Renewal** – The membership renewal period running from the end of Early Bird until the end of the membership year, September 30.

**P**  
**Patch Program** – Patches earned by completing programs unique to individual councils or organizations. The required activities to complete the patch programs are generally found on the council or organization's website.

**Petals** – Earned awards by Girl Scout Daisies. Girls earn the Promise Center by showing they understand the Girl Scout Promise. Girls earn Petals by showing they understand the 10 parts of the Girl Scout Law.

**Program Aide** – Girl who has completed 6th grade, who has taken a specialized training to help troop/group leaders with the activities for their girls.

Program Aides also help at day camps and CORE camps.

## R

**Resident Camp** – Overnight camp. Sessions are generally for at least five days and four nights. The program is operated and staffed by the camp, and the supervision of campers is a camp responsibility. Campers stay overnight, and camp is responsible for campers 24 hours a day.

## S

**Sash** – A type of uniform available to Brownies through Ambassadors. The sash sits on the right shoulder and crosses the body, resting on the left hip.

**Senior** – A Girl Scout in grades 9-10

**Service Project** – A project that helps the community with a specific and short-term need.

**Service Team Volunteers** – Volunteers who support and mentor troop volunteers in their service unit.

**Silver Award** – The highest award a Girl Scout Cadette can receive. Earned by completing a Girl Scout Journey and the suggested minimum of 50 hours building a team, exploring the community, picking a Take Action project, developing the project, and spreading the word.

**Sit-Up-on** – Lightweight pad or mat the girls make to “sit-upon” when the ground is dirty or damp.

**S’mores** – A sandwich made with graham crackers, chocolate, and a roasted marshmallow, invented by Girl Scouts.

## T

**Take Action** – A project that helps the community by identifying the root cause of the community need,

## W

**WAGGGS** – The World Association of Girl Guides and Girl Scouts, a global association supporting female-oriented and female-only Guiding and Scouting organizations in 150 countries.



has long-term benefits, and has sustainable community support.

**Tunic** – A type of uniform available to Daisies. It is worn over the shoulders and ties at the waist.

**Trefoil** – The official emblem of the Girl Scout movement in the United States of America, registered in the United States Patent Office by Girl Scouts of the U.S.A.

**Troop** – This group of girls and adults who meet on a regular basis to engage in Girl Scout Program activities. Troops are organized according to grade level, which places girls together with others in the same social/developmental stage.

**Troop Adventure Camp (TAC)** – Two- or three-night stays at summer camp with troop leaders and other girls in the troop. Girls work together to design a custom camp adventure.

**Troop Crest** – A Girl Scout tradition that helps leaders easily identify Girl Scouts belonging to different troops while on a hike or other activity. There are currently 16 official troop crests available, and they are displayed on uniforms between the Girl Scout Council Identification Set and the troop numerals.

## V

**Vest** – A type of uniform available to all grade levels.

**Volunteer-Led Day Camp (VDC)** – Special day camps run exclusively by our incredible volunteers and vary from a few hours to a few days long. Girls enjoy a variety of outdoor activities where they connect with other girls and take action to make a difference in the community.

**World Thinking Day** – Celebrated annually on February 22, Official Girl Scout holiday where girls traditionally learn about the cultures and traditions of WAGGGS member countries. This day also commemorates the birthdays of Lord and Lady Baden-Powell, the founders of the Scouting Movement worldwide.







Check out our website for more information:  
**[girlscoutscce.org](https://girlscoutscce.org)**



(800) 822-2427 | [girlscoutscce.org](https://girlscoutscce.org)

[info@girlscoutscce.org](mailto:info@girlscoutscce.org)

