

# Troop Start-Up Guide

Quick- Reference Guide  
for New Troop Leaders





# Welcome

We're excited you've decided to become a Girl Scout Volunteer! Girls and volunteers are the heart of Girl Scouting, and we thank you for your commitment as a Girl Scouts of California's Central Coast volunteer. You are making a lasting difference in many girls lives—one meeting, one event, one day at a time! We're glad you're here. This guide is intended to be used in conjunction with your gsLearn New Leader: Troop Start-up Training to help you get started with your new Girl Scout troop.

## 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.



<b>Council Code: 635</b>	
Troop #:	
Service Unit #:	
Service Unit Name:	
Social Media:	
<b>Service Unit Meetings</b>	
Day:	
Time:	
Location:	

## Service Team

A service team is a group of administrative volunteer staff appointed by council staff and the service unit chair 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@girlscoutsgccc.org](mailto:info@girlscoutsgccc.org).

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## Required Training for Leaders on gsLearn

To log into gsLearn, follow the instructions on page 11. The training includes:

### Getting Started

- Welcome to GSCCC
- Troop Start-Up: Getting Started
  1. Girl Scout Foundations
  2. Getting Started
  3. Guiding Your Troop

### Next Steps

- VTK (Tutorial Series: 9 videos)
- Troop Start Up: Next Steps
  1. Product Program Overview
  2. Troop Finances (Checking, Record Keeping, Money Earning)
  3. Tying It All Together
- Troop Start-Up Survey

# Our Council

Girl Scouts of California's Central Coast is comprised of six council service centers and one camp property. We have a team of staff that are here to support you. We welcome you to connect with staff and resources at any of the local service centers across our council.



# Girl Scout Foundations

## In the Girl Scout Foundations Chapter you will:

- Learn the history of Girl Scouts
- Understanding the Girl Scout Program, Program Processes, and Core Outcomes
- Familiarize yourself with Girl Scouts resources and where to find them
- Embrace your role as a Girl Scout Leader to be inclusive
- Get to know Girl Scout Traditions and Lingo



### 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.



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

# Girl Scouts History



**March 12** - Juliette Gordon Low establishes the first Girl Guide troop in Savannah, Georgia with 18 girls. 108 girls enrolled as members following the first troop meeting.



**Mrs. Edith Wilson**, the country's First Lady, becomes the first honorary president of Girl Scouts.

**First troop of physically disabled girls** in the U.S. organizes in New York City.



**Nearly 100 Girl Scout Councils** in the U.S., with almost **70,000 girl members**.

**October 31** becomes known as Founder's Day in Girl Scouts.



First nationally-franchised Girl Scout Cookie Program.



Girl Scout check for **15,430,000 hours of service** is given to President Roosevelt.

**1 million members** register in Girl Scouts. More than a quarter of a million girls go to Girl Scout camps.



The Silver and the Gold Award become the two highest awards Cadette and Senior Girl Scouts can earn.



100th anniversary of Girl Scouts.



GSUSA announces a national initiative to reduce the gender gap in STEM fields by bringing 2.5 million girls into the STEM pipeline over the next eight years.



# Girl Scout Program Introduction

## WHAT SETS THE GIRL SCOUT PROGRAM APART?

Have you ever wondered how Girl Scouts builds girls of courage, confidence, and character?

### The answer is as simple as 1-2-3!

1

**Know where you're going before you start.** Become familiar with the five outcomes we want girls to achieve through Girl Scouts:

- **Strong Sense of Self:** Girls have confidence in themselves and their abilities, and form positive identities.
- **Positive Values:** Girls act ethically, honestly, and responsibly, and show concern for others
- **Challenge Seeking:** Girls learn to take appropriate risks, try things even if they might fail, and learn from their mistakes.
- **Healthy Relationships:** Girls develop and maintain healthy relationships by communicating their feelings directly and resolving conflict constructively.
- **Community Problem Solving:** Girls contribute to the world in purposeful and meaningful ways, learn how to identify problems in the community, and create action plans to solve them.

2

**Offer activities from the four Program Pillars.**

- **Science, Technology, Engineering, Math (STEM):** Activities help girls develop problem-solving skills and confidence to pursue these topics in school.
- **Outdoor:** Develop outdoor skills over time. This can be as simple as meeting outdoors and working toward more adventurous outdoor exploration.
- **Life Skills:** Develop key life skills girls can use forever, like financial literacy, first-aid, and more. Badges are great for this!
- **Entrepreneurship:** Participating in the Girl Scout Cookie and Fall Product Programs build key entrepreneurial skills girls will use for a lifetime!

3

**Incorporate these program processes into your activities:**

- **Learning By Doing:** Girls learn through hands-on activities, talking about what they did, and reflecting on how they would do it differently next time.
- **Girl-Led:** Girls have their experience by asking questions, offering ideas, and using their imaginations.
- **Cooperative Learning:** Girls work together to brainstorm ideas and problem solve their way toward a common goal.

### Make It Happen A Handy Troop Checklist

Overwhelmed by all the options? Here are some essential things you can do to make your troop year a success

- Host an investiture ceremony/parent meeting at the beginning of the year. Let the girls do the planning, and invite the whole family to attend!

- Start each meeting with the Girl Scout Promise and Law. Ask girls to share examples of how they have used the Promise and Law in their lives since the last meeting.

- Help the girls decide what they want to do this year in Girl Scouts. What badges, Journeys, and Awards do they want to earn? What events would they like to attend?

- Participate in the cookie program to build your troop budget to achieve the girls' goals. Don't forget about the fall program, too!

- Attend a council-sponsored event to try new things and meet other Girl Scouts.

- Attend a community-sponsored event to try new things and meet other Girl Scouts.

- Set a plan to earn at least three to four badges. Some events in this book can help you do this!

- Complete a Girl Scout Journey, including the Take Action project at the end.

- Get girls outdoors! Do an age appropriate outdoor experience or just simply go for a hike in a local park or meet outside. Check out the events in this book to get you started.

- Recognize girls' accomplishments. Host a bridging event or a court of awards ceremony at the end of the year. Invite the whole family, and let the girls take the lead.

# 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 also can vote on multiple choice of options, such as picking between having vanilla cake or chocolate cake or doing 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 mastery of practical skills.
  - Get girls out of their seats and involved in the task at hand
  - Allow girls to present and lead hands-on activities to the troop
  - 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



# Foundational Girl Scout Program

## The Foundational Girl Scout Program

What makes Girl Scouts truly unique? Everything is designed especially for, and is tested by, girls! Our Girl Scout Program centers 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 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. Learn about Girl Scout history, special ceremonies, badges, National Leadership Journeys and awards. Girl Scout Daisies focus on the Girl Scout Promise and Law and 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 [girlscoutshop.com](http://girlscoutshop.com). We welcome you to connect with support staff to get resources at any of the local service centers across our council (addresses located on page 5). Our shop staff will help you find everything you need, including a starter kit for new Girl Scouts, (includes grade level handbook), uniforms, badges, awards, or other Girl Scout items. And if we don't have what you're looking for, we can order it.

### Badges v.s. 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).



# Additional Resources

## G.I.R.L. Program Centers

We've updated our G.I.R.L. Program Centers across the council with common items that troops can borrow to enrich their Girl Scout experience! A library of books, guides, activity kits, flags and more for troops to checkout for a ceremony, troop meeting or other activities are found at each Girl Scout Program Center. Find a full list of items available at [www.girlscoutshop.com/californias-central-coast-council](http://www.girlscoutshop.com/californias-central-coast-council).

2022

## Volunteer Essentials

### Volunteer Essentials

Volunteer Essentials is just that—an essential guide to all things volunteering. Think of it as your Girl Scouts encyclopedia. All the legal, procedure, and policy guidelines are outlined here for you in one handy document.

### Visit [girlscoutscoc.org](http://girlscoutscoc.org)

- Click on Volunteers in the top menu bar.
- Then click on [girlscoutscoc.org/en/volunteer/VolunteerEssentials.html](http://girlscoutscoc.org/en/volunteer/VolunteerEssentials.html)

## Program Events

Want to go camping? Learn ballet? Explore caves? Want to learn super cool skills like knot tying, sewing, and woodworking? Check out our events page and get ready for a year full of adventure and fun with Girl Scouts!

### Visit [girlscoutscoc.org/events](http://girlscoutscoc.org/events)

- From this page, you can either Explore Events or view the Events List or Events Calendar.
- Login using your MyGS login credentials.
- Select Find Events and fill out the search form (for virtual events, use your zip code when searching).
- Select the event you would like to register for (your troop, your girl, or yourself).
- Complete the registration, and be prepared to make your payment.

<p><b>Safety Activity Checkpoints</b></p>	<p>When preparing for any activity with girls, always begin by reviewing the <a href="#">Safety Activity Checkpoints</a> written about that particular activity. <a href="#">Safety Activity Checkpoints</a> can be found on the council website.</p>	<p><a href="http://girlscoutscoc.org/en/volunteer/online-support-for-volunteers/safety-activity-checkpoints.html">girlscoutscoc.org/en/volunteer/online-support-for-volunteers/safety-activity-checkpoints.html</a></p>
<p><b>GSCCC Blog</b></p>	<p>This is a great way to get new ideas for troop activities, read success stories, and get new resources. This blog is designed to help leaders bring the Girl Scout Leadership Experience to life in their troop!</p>	<p><a href="http://girlscoutscoc.com">girlscoutscoc.com</a></p>
<p><b>GSCCC Service Unit Facebook Groups or Shutterfly</b></p>	<p>Many service units have established their own Facebook/Shutterfly pages. This is a great place to find out about service unit meetings and different events/activities or information put out from your service unit.</p>	<p><b>Ask your service team or Community Development Manager</b></p>
<p><b>Girl Scouts of the USA Website</b></p>	<p>The national Girl Scout website provides information about Girl Scout programs, including the Girl Scout Journeys and other helpful resources addressing issues that girls and volunteers face in today's world.</p>	<p><a href="http://girlscouts.org">girlscouts.org</a></p>

# MyGS

## MyGS

All Girl Scouts of California's Central Coast members have a MyGS account. Using Google Chrome or Firefox 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 easy, 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.
  - 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.



## Volunteer Learning Guide

Follow this training guide to explore topics and gain tools to help you lead girls through the Girl Scout Leadership Experience.

Learning opportunities and training are offered in a variety of formats to help best meet the needs of different learning styles. Look for in-person, virtual and self-paced learning opportunities. gsLearn is a great place to get started.



### New Leader Training

#### Weeks 1-2:

- New Troop Leader Training (Foundation 1)
- GSUSA Volunteer Toolkit - Troop Leader View in gsLearn
- Successful Leader Learning Series (Foundation 2-4)
- Getting Your Troop Outdoors in gsLearn
- Stepping Out training

### Girl Scout Program

#### What Girls Do!

- Program Processes
- Journeys, Badges, Patches, and Patches
- Highest Awards
- Stepping Out
- Getting Your Troop Outdoors

At least one troop leader or troop assistant attending the trip/camp must complete trainings as needed in the progression below.

- 1. Stepping Out:** planning for an activity outside of the regular meeting space or Girl Scout property.
- 2. Getting Your Troop Outdoors:** complete before planning a camp out on GSCCC property. (safety, skills, etc)

### Product Program

**Audience:** troop leaders and/or cookie and fall product managers

- New Troop Fall Product
- Experienced Troop Fall Product
- Fall Product Coordinator
- Cookie Rookie
- Think Outside the Booth
- Initial Order Phase
- Goal Getter Phase
- Cookies in Hand Phase
- Cookie Basics for Troop Leaders
- Digital Cookie -Troop (pre-recorded)
- Digital Cookie-Caregiver (pre-recorded)

### Leader Tips & Tools

- Volunteer Toolkit (VTK)
- Zoom for Girl Scouts
- Troop Money Earning
- Grade Level Guidance

### Girl Scout Safety

- CPR/First Aid Training \*
- Safety Activity Checkpoints
- Transporting Girls \*
- Child Abuse Mandated Reporter Training
- \* Required for one troop leader or troop assistant before leaving regular meeting space

**FINN SELF-PACED LEARNING** → [girlscoutscoc.org](https://girlscoutscoc.org) > MyGS > gsLearn  
**COUNCIL IN-PERSON OPPORTUNITIES:** [girlscoutscoc.org](https://girlscoutscoc.org) > Events • **Contact your Service Unit for In-Person Training Opportunities**

**Additional Volunteer Learning and Training Resources on [girlscoutscoc.org](https://girlscoutscoc.org)**

- Events
- [girlscoutscoc.org](https://girlscoutscoc.org)
- GSCCC Blog
- VTK



# 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  Download Excel spreadsheet with girls' information and lists of all marked achievements	Browse prebuilt tracks of badge and Journey activities  Create your own activity track with your girls  Preview tracks and badge requirements before you add them to your year plan  See an overview of all preselected tracks at the bottom of the page. It's even printable, so you can easily review your options!  Don't worry! You can always add, remove, or change your plan as you go, one meeting at a time	Set meeting dates and locations  Add badges, Journeys, and activities to your plan  Preview badge and Journey requirements	Suggested badge outlines  Material lists—supplies you will need  Printable meeting aids  A customizable agenda  Send email reminders to your troop about upcoming meetings  Track attendance and badge achievements	Access GSUSA and GSCCC specific resources.  Find our GSCCC council message with monthly reminders  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

### 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@girlscoutsccc.org](mailto:info@girlscoutsccc.org)

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

[info@girlscoutsccc.org](mailto:info@girlscoutsccc.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, similar to 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 every individual'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 fully engage 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.

Meeting Location: \_\_\_\_\_ Meeting Day/Time: \_\_\_\_\_

## 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. Most schools already have these on file; check with the council to confirm. You may submit the Request for Certificate of Insurance by e-mail: [insurance@girlscoutsgcc.org](mailto:insurance@girlscoutsgcc.org).

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 handle the troop finances/troop bank account?
  - How will you work with your own Girl Scout?
  - Who will handle 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/caregiver. 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, taking into consideration events the service unit has already planned. Pencil 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 their 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:**

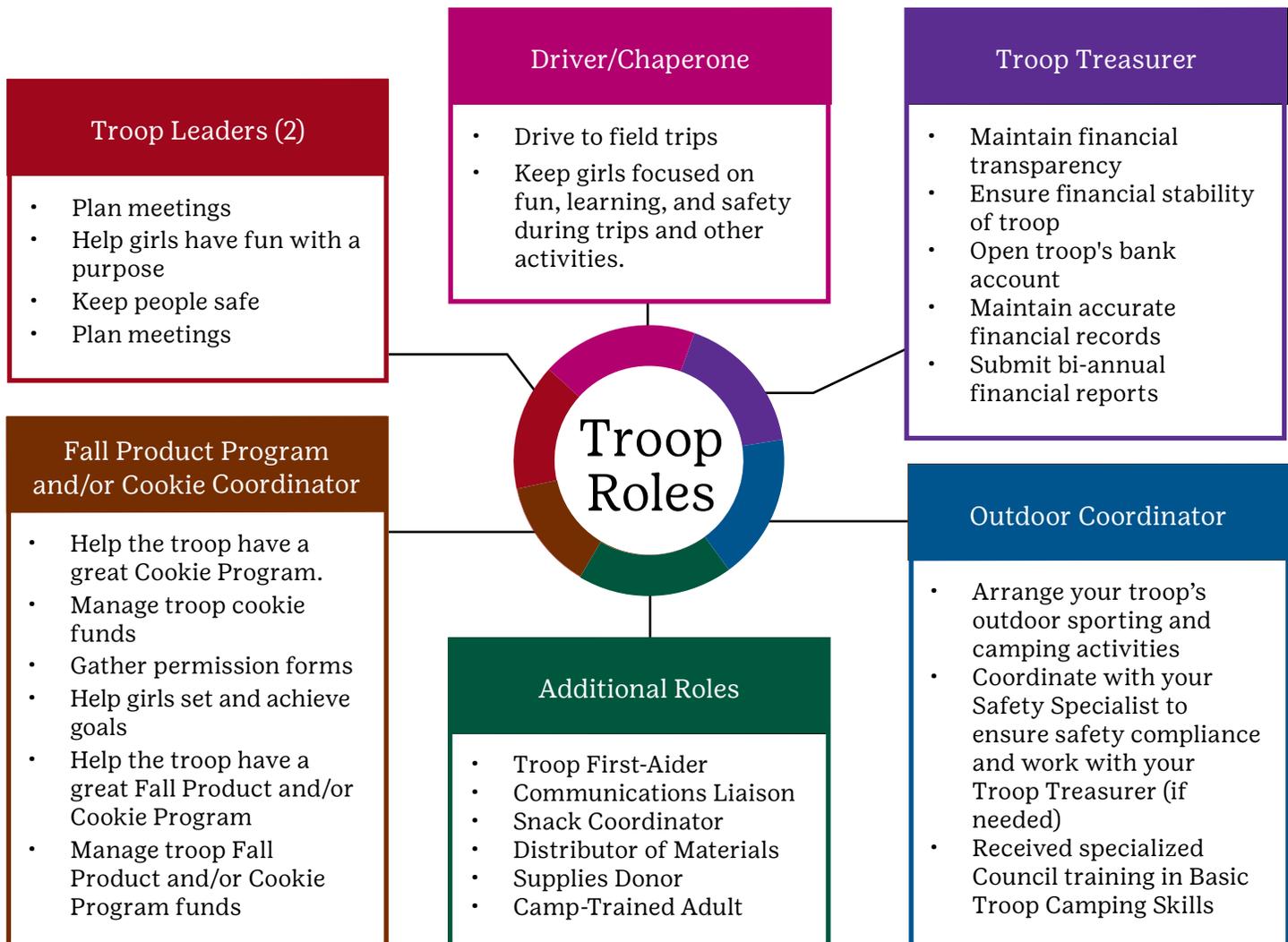
- Communication between all involved Girl Scout volunteers is vital to the success of the girls experience. Having open lines of communication, working together and making sure specific roles are assigned will help the troop operate smoothly throughout the year. Remember, teamwork can be difficult at times but the end 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. An Essential Guide

## 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 super hero 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. Utilize ways adults can support the troop to identify their areas of interest.
- 4** 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
- Don't 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 different 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.
- GSCCCBlog: look for the “volunteers” category
- 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 or Texting Apps:**

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

### **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's 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 great 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 working directly with girls, they need to register in a volunteer role with the troop.

## 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 it up

## 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
- Online Registration link: [mygs.girlscouts.org](https://mygs.girlscouts.org)
- Girl and Adult Paper Membership forms (for those who do not have internet access)



# 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's 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 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'll 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. Utilize the **Ways Adults Can Support the Troop** form located in the Forms and Documents section.

Encourage caregivers to consider other leadership opportunities listed. Emphasize that their help is wanted 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 like the Fall Product Program and Girl Scout Cookie Program.

Explain dues expectations and how they'll 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 need to be registered members. Most troop volunteers register as troop assistants. Upon registering as a volunteer, they will be emailed a link to complete a background check at no cost.

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

# Guiding Your Troop

## In the Guiding Your Troop Chapter you will:

- Review and plan your first troop meeting
- Know safety precautions to take with your troop
- Learn the basics of troop management
- Incorporate plans for special Girl Scout occasions, like
  - Juliette Gordon Low's Birthday
  - World Thinking Day
  - Girl Scout Week

## 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 of 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 the girls progress, 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 have to 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 the girls progress, 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 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!

# Meeting Planning

## Suggested Materials for all Meetings:

- Meeting Plan from VTK
- Supplies Listed in Meeting Plan
- Promise and Law Poster
- Girl and Adult Registrations
- Snacks (if needed)
- Annual Permission Form and Girl Health History
- Songs and Game Ideas
- First Aid Kit

The Volunteer Toolkit provides an editable year plan to customize your year and the activities for each meeting with your girls. Some leaders will solely use the VTK for their planning needs, while others prefer printed resources. Either is fine. That being said, many troop leaders use the basic structure outlined on the previous page. This model is meant to create a natural flow for the meetings and provide a balance of fun, learning, responsibility, and accomplishment.

Use the Volunteer Toolkit and/ or the template on this page to plan your first meeting.

<b>Badge/Journey:</b>		<b>Date:</b>	
<b>Location:</b>		<b>Time:</b>	

<b>Don't forget the three Program Processes</b> 1. Girl-Led 2. Cooperative Learning 3. Learning By Doing See page 9 for more information!	Activity	Supplies	Length of Time
<b>Start-Up Activity</b>			
<b>Opening Ceremony</b>			
<b>Business Meeting</b>			
<b>Activity</b>			
<b>Activity</b>			
<b>Activity</b>			
<b>Snack and Clean Up</b>			
<b>Closing Ceremony</b>			

# Girl Scout Safety

The safety and well-being of girl and adult members is our highest priority. As a volunteer, it is imperative to know and understand the safety policies and procedures in place, where to look, or who to ask for more information when necessary. Listed below are some of the main resources you can use to find safety policies.

## **Volunteer Essentials:**

A guide to all the policies and procedures including safety. A printed copy is provided to every troop each year or a digital copy can be found at [girlscoutsccl.org/en/volunteer/VolunteerEssentials.html](http://girlscoutsccl.org/en/volunteer/VolunteerEssentials.html)

## **Safety Activity Checkpoints:**

This is a resource that provides safety standards and guidelines for Girl Scout approved activities. We suggest before planning an outing with your girls, such as camping, horse back riding, parades, swimming etc., you reference Safety Activity Checkpoints (SAC) for policies on how to prepare. SAC can be found at [girlscoutsccl.org/en/volunteer/online-support-for-volunteers.html](http://girlscoutsccl.org/en/volunteer/online-support-for-volunteers.html) or on the VTK.

For more training on safety, complete the Girl Scouts Safety Learning Path on gsLearn.

## **Safety Considerations for New Leaders:**

- Check out [girlscoutsccl.org](http://girlscoutsccl.org) for General Safety Guidelines
- Keep caregivers informed. Communicate regularly about troop meetings and activities. Use permission slips anytime the troop is doing anything out of the ordinary.
- Girls are never alone! Girls should always use the buddy system and be accompanied by two approved adults at all times.
- Adults are never alone with girls! At least one troop leader and either another troop leader or a troop assistant should be present any time girls are together.
- Be prepared. Have a first aid kit, non-emergency number of local law enforcement, and charged cell phone on hand, just in case you need it.
- Know your surroundings! This goes for both the regular meeting place and when venturing out with the troop and applies to both people and places. Assess any risks that might be present and take appropriate action.
- See Forms and Docs for additional guidelines that could be added.
- Ensure safe overnight outings. Prepare girls to be away from home by involving them in planning, so they know what to expect. Do not have men sleep in the same space as girls and women. During family or caregiver-daughter overnights, one family unit may sleep in the same sleeping quarters in program areas. When caregivers are staffing events, daughters should remain in quarters with other girls rather than in staff areas.
- Report abuse! Physical, verbal, emotional, and sexual abuse of girls is forbidden. Follow Girl Scouts of California's Central Coast guidelines in Volunteer Essentials for reporting concerns about abuse or neglect that may be occurring inside or outside of Girl Scouting.
- Create an emotionally safe space. Adults are responsible for making Girl Scouting a place where girls are as safe emotionally as they are physically. Protect the emotional safety of girls by creating a team agreement and coaching girls to honor it. Agreements typically encourage behaviors like respecting feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination.
- Role-model the right behavior. Never use illegal drugs. Don't consume alcohol, smoke, or use foul language in the presence of girls. Do not carry ammunition or firearms in the presence of girls or on Girl Scout property unless participating in a council-approved marksmanship program
- Promote online safety. Instruct girls never to put their full names or contact information online, engage in virtual conversation with strangers, or arrange in-person meetings with online contacts. On group websites, publish girls' first names only and never divulge their contact information. Teach girls the Girl Scout Internet Safety Pledge located on GSUSA's website and have them commit to it.
- Keep girls safe during money-earning activities. Girl Scout Cookies and other council-sponsored product programs are an integral part of the Girl Scout program. During Girl Scout product programs, you are responsible for the safety of girls, money, and products. In addition, a wide variety of organizations, causes, and fundraisers may appeal to Girl Scouts to be their labor force. When representing Girl Scouts, girls cannot participate in money-earning activities that represent partisan politics or that are not Girl Scout-approved product programs and efforts.

# Girl Scout/Adult Ratio

## Transporting Girls

Girl Scouts 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 and 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 GSCCC Troop Leader or Troop Assistant
- 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

- 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 100 miles from the troop's meeting place or participating in a high risk activity, a Troop Trip and Activity Notification Form must be completed, and drivers must provide their license number and expiration date on this form. For more information, please reference Safety Activity Checkpoints and Volunteer Essentials under Volunteer Resources at [girlscoutsgcc.org](http://girlscoutsgcc.org).

# Transporting Girls

## Knowing How Many Volunteers You Need (Ratio)

Girl Scouts girl/adult ratios show the minimum number of adults needed to supervise a specific number of girls. These supervision ratios were devised to ensure the safety and health of girls—for example, if one adult has to respond to an emergency, a second adult is always on hand for the rest of the girls. Adults must be registered and approved volunteers.

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



# Girl Scout Year at a Glance

Below are key dates and Girl Scout traditions to note as you plan your Girl Scout year. Keep in mind each troop is different (since the troop activities should be planned by the girls!). The role of the troop leadership team is to make sure girls have the chance to safely become go-getters, risk-takers, innovators, and leaders along side their sister Girl Scouts.

## Fall

- Fall Product Program is a great way to earn startup funds for your troop and build valuable skills.
- October 31: Celebrate the birthday of Juliette Gordon Low.

## Winter

- Participate in the Girl Scout Cookie Program, it's a great way to earn money and develop financial skills.
- Register for Camp. For more info, visit [www.girlscoutsccc.org/en/activities/outdoor-camp-program.html](http://www.girlscoutsccc.org/en/activities/outdoor-camp-program.html)
- February 22: Participate in World Thinking Day. Honor our international Girl Scout and Girl Guide sisters by remembering that GSUSA is a part of a global community. Visit [girlscouts.org/worldthinkingday](http://girlscouts.org/worldthinkingday).

## Spring

- **Girl Scout Week:** Celebrated each March. This week, celebrated Sunday through Saturday, always includes the Girl Scout birthday (when Juliette Gordon Low officially registered the first troop) on **March 12**.
- **Girl Scout Sunday and Girl Scout Sabbath:** Provides an opportunity to attend a place of worship and be recognized as Girl Scouts. Celebrated the Sunday and Saturday of Girl Scout Week.
- **Court of Awards Ceremony:** Celebrate awards with a girl-designed ceremony. Ending the troop year with a gathering is a great way to reengage parents/caregivers and share the girls' successes. If your troop is moving to a new grade level in the fall, this ceremony may include bridging.

## Summer

- **June 30:** Troop Financial Report due.
- Enjoy the Summer. Many troops take the summer off, but that doesn't mean you have to. It's a great time to take a trip or enjoy the outdoors.
- Attend Camp. Girls can attend summer camp as a troop, on their own, or with a friend.
- Start planning for next year. How will you engage your girls? Are their schedules getting busier? How will the troop team make sure girls still have room for Girl Scouting?



Want to grow your troop? Girl Scouts is all about doing things with other girls. You can invite a friend to Girl Scouts anytime of the year. Have a party where the girls can invite their friends, or talk to your service team or council staff member for more ideas. Girls who invite a friend to be a Girl Scout will earn an awesome patch.

# 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 similar to 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

## In the Product Program Chapter you will:

- Understand what the Product Programs are and the five skills girls will learn
- Discover the entrepreneurial progression
- Get an overview of the Fall Product and Cookie Programs
- Learn the importance of Troop Product Program Managers and what they do

## Product Program

Learn the value of a dollar, how to budget, the difference between needs and wants, how to make tough decisions, and how to set big goals, all while remembering to be honest and fair. During the Fall Product and Cookie Programs, girls are given the resources and chance to decide on the big goal, plan with confidence, and budget for tomorrow. Seize the opportunity to practice a financially independent future.

We know that starting a new troop comes with new expenses, and the product programs are here to help! The Fall Product Program and the Cookie Program also give your troop an opportunity to earn money to enjoy new and exciting opportunities and provide sustainable troop finances for each Girl Scout year. Troops who participate in both the Fall Product Program and the Cookie Program earn on average \$1,200 in troop proceeds! Visit our website for complete resources, timelines and training options. For Cookie Program resources visit [girlscoutscoc.org/en/cookies/girl-resources.html](http://girlscoutscoc.org/en/cookies/girl-resources.html). For Fall Product Program resources visit [girlscoutscoc.org/en/cookies/RGS.html](http://girlscoutscoc.org/en/cookies/RGS.html).

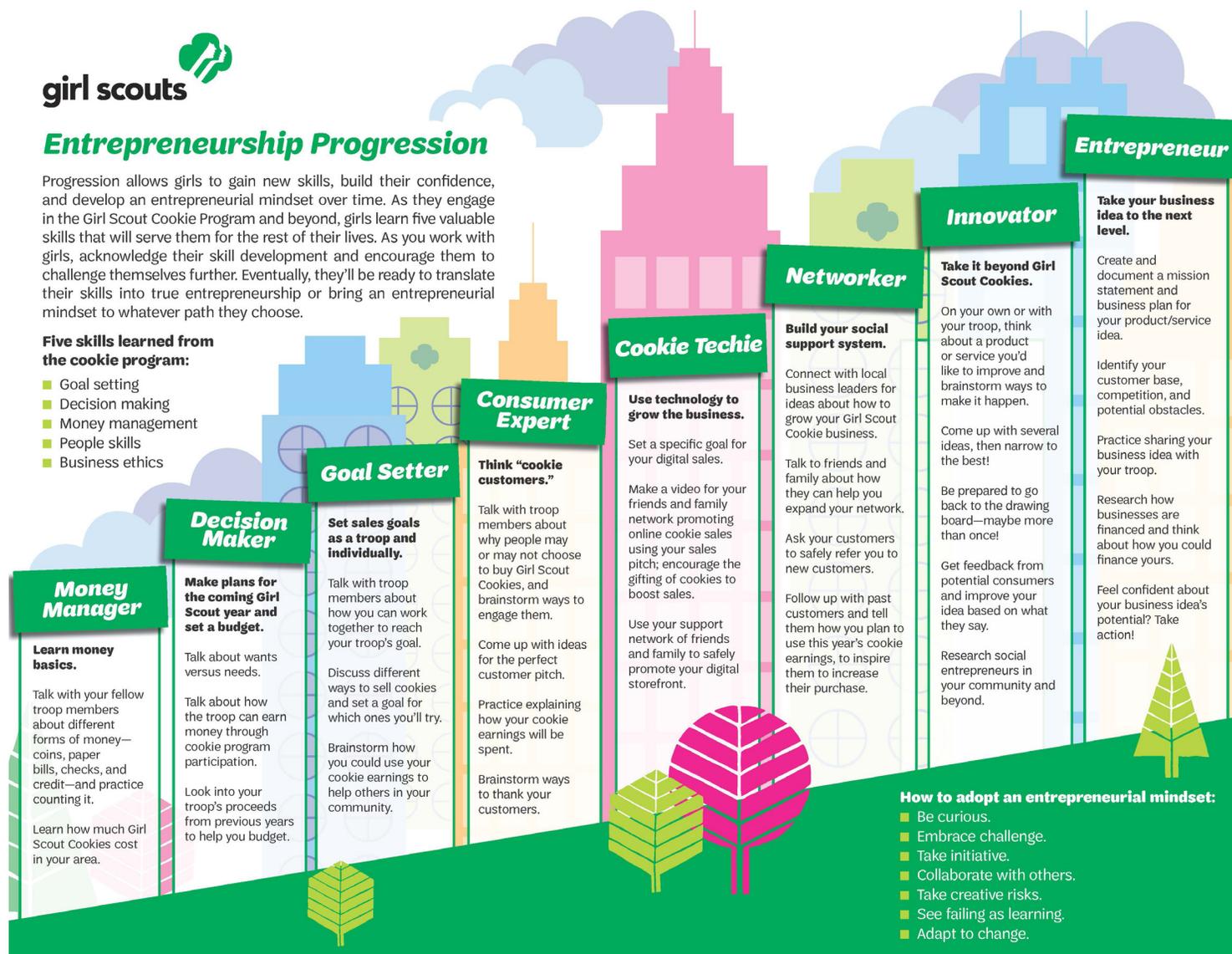


## Entrepreneurship Progression

Progression allows girls to gain new skills, build their confidence, and develop an entrepreneurial mindset over time. As they engage in the Girl Scout Cookie Program and beyond, girls learn five valuable skills that will serve them for the rest of their lives. As you work with girls, acknowledge their skill development and encourage them to challenge themselves further. Eventually, they'll be ready to translate their skills into true entrepreneurship or bring an entrepreneurial mindset to whatever path they choose.

### Five skills learned from the cookie program:

- Goal setting
- Decision making
- Money management
- People skills
- Business ethics



# 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 \$100 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. Troops made on average \$1,200 in troop funds from the 2021 Girl Scout Cookie Program!

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 or in-person direct sales (door to door and booths at retail locations.)

The Cookie Program begins in January and goes through 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 of the 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 better yet 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.

# Financing the Fun

## In the Financing the Fun Chapter you will:

- Learn how to identify signers on a bank account
- Know what financial records to keep as a troop leader
- Know opportunities for troop funding: Product Programs, troop money earning, troop dues, etc.
- Know when to complete the GSCCC Money-Earning Application (cognitofirms.com/GirlScoutsOfCaliforniasCentralCoast2/MoneyEarningApplication) and end-of-year Financial Report in the VTK.

All Girl Scout Troops need to set up a Troop Account with one of the three approved banks: Wells Fargo, Mechanics or Union Bank (formerly known as Santa Barbara Bank and Trust). Troop Leaders must have Service Unit approval before setting up the account and use the Bank Account Certificate of Authorization. All three banking options have different ways to set up and change accounts, varying fees and on-line access procedures. Please read the welcome letters for more information on each bank.

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

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

## Opening Your Troop Checking Account

Thank you for your support of Girl Scouting and for taking on the important task of troop/group banking. To better support you in this role and to protect our girls' funds, here are GSCCC's Policies and Procedures as they relate to troop/group bank accounts. All accounts must be opened using GSCCC's Tax ID number and under GSCCC's name. Each bank has this information on file and your SU will assist you in this process, to ensure the correct information is listed on your troop account.

## Who Should Open the Troop Checking Account?

All bank account signers must be current registered Girl Scout members and have passed the Council's criminal background check. 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.

	<b>Mechanics</b>	<b>Union Bank</b>	<b>Wells Fargo</b>
<b>Monthly Service Fee</b>	\$0	\$0	\$10 but can be waived
<b>Debit Card Limit</b>	\$500 daily	-	\$200-300 daily
<b>Extras</b>	Free first box of checks	Free first box of checks	-

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 Checking Account Information

## What to Bring to the Bank:

Signers should coordinate their schedules and all go to the bank together. We suggest scheduling 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 of \$100 (If you need financial assistance with this deposit please complete the "Troop Bank Start-Up Financial Assistance" form)
- The approved and signed Bank Account Certificate of Authorization (BACA) form

## Troop/Group Banking Policies and Procedures:

- Any check over \$1,000.00 is required to have two signatures.
- Troops/groups 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/group 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/group 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 4 years while bank statements/checks retained for seven years.
- Troops/groups must submit the Year End Financial Report to the Service Unit annually, no later than June 30.
- 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/group expenses/activities, which may include badges, patches, uniforms, books, supplies, registration fees, activity fees, leader training expenses, and similar troop/group 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/group 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/group receives a returned check, GSCCC will assist with collection of returned check. GSCCC will not reimburse the troop/group for the amount of the check or any fees related to the returned check.
- GSCCC, either directly or through the SU, has the right to audit troop/group 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 troop as a whole. 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/Group 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 have an understanding of 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?

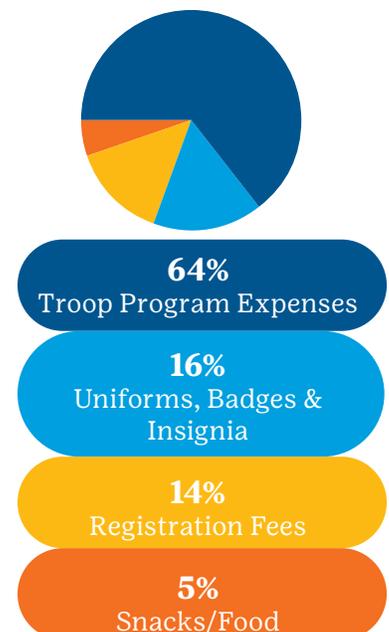
What if girls join the troop or leave the troop, how will the funds be managed?

- 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

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



# Troop Financial Management

## The Common Pot:

(This technique is used mostly with younger troops; however, it will work with all grade levels.) This technique is when all earned money goes into the troop's "common pot," and the funds are drawn equally for all girls. This is often how a new troop begins in their money management before progressing to a more complicated management system.

## Tracked Money with a Common Pot:

This is used by troops that are planning more complicated, expensive activities like a trip to Savannah, attending Troop Adventure Camp, or if girls have individual goals as well as troop goals. This technique allows for a percentage of the money earned to go into the troop "common pot" for troop activities, and an additional percentage to be tracked for each girl to individually save for a long-term troop activity or a council-sponsored activity. The troop as one body still makes decisions about how the money should be spent. The money, even when tracked for individual girls, is never the property of an individual girl.

## 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 Juliettes (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 (however, it is not a requirement).

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/ group money-earning projects cannot take place during council-sponsored Product Programs (Fall Product Programs and Cookie Program).
  - Troop money-earning projects need written approval from the council before a group money-earning activity. Submit the **Group Money-Earning Application** ([www.tinyurl.com/GSCCC-MoneyEarning](http://www.tinyurl.com/GSCCC-MoneyEarning)) to your community development manager.

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. Take Action projects, for example, may not always require girls to spend a lot of money.



# Troop Financial Management

Girls' participation in both council-sponsored Product Program activities and group money-earning projects is based upon the following:

- Voluntary participation
- Parent/caregiver permission to participate
- An understanding of (and ability to explain clearly to others) why the money is needed
- An understanding that money-earning should not exceed what the group needs to support its activities
- Observance of local ordinances related to involvement of children in money-earning activities, as well as health and safety laws
- Vigilance in protecting the personal safety of each girl (see safety section in Volunteer Essentials for guidance)
- Arrangements for safeguarding the money

## Money Earning Guidelines:

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.
- In order 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.

**For ideas about additional money earning, review the Finances section in Volunteer Essentials or brainstorm ideas with your service team or volunteer specialist.**



# Troop Financial Management

## 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.

Every girl should have the opportunity to be a Girl Scout!

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

Her membership fee can be waived! 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 [girlscoutscoc.org](http://girlscoutscoc.org) 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.

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

### LOW DUES

Caregivers pay for individual summer camp opportunities.

### 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 of 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.



# Troop Financial Management

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 troop assistant, 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. You can utilize our Troop Finance Tracking Sheet found at [girlscoutscoc.org](http://girlscoutscoc.org) > **Volunteer** > **Volunteer Resources** > **Forms and Documents**. (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 make a decision 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. The following categories are expenses (E)/income (I) that are listed on the Troop Finance Report. Mark your receipts with the correct category.

- |   |  |
|---|--|
| <input type="checkbox"/> National Registration (E, I) | <input type="checkbox"/> Other Money-Earning (I)             |
| <input type="checkbox"/> Events (E, I)                | <input type="checkbox"/> General Supplies (E)                |
| <input type="checkbox"/> Trips (E, I)                 | <input type="checkbox"/> Program Supplies (E)                |
| <input type="checkbox"/> Outdoor/Camping (E, I)       | <input type="checkbox"/> Service Learning Highest Awards (E) |
| <input type="checkbox"/> Donations (I)                | <input type="checkbox"/> Recognitions Badges and Patches (E) |
| <input type="checkbox"/> Troop Dues (I)               | <input type="checkbox"/> Uniforms (E)                        |
| <input type="checkbox"/> Product Program Profit (I)   | <input type="checkbox"/> Other (E, I)                        |
| <input type="checkbox"/> Troop Digital Dough (I)      |  |

# Forms and Documents

The following table lists primary forms that new troops will use to get started and have a successful troop year. Sample forms can be found in the Forms section of this guide and at [girlscoutscoc.org/en/volunteer/online-support-for-volunteers/forms-and-documents.html](http://girlscoutscoc.org/en/volunteer/online-support-for-volunteers/forms-and-documents.html)

Form Name	Purpose	Who Completes/ Uses the Form
<b>Permission to Release Girl Scout to Adult</b>	A document that allows the troop to have a formal agreement with parent/caregivers about troop expectations and allows authorized adults to pick up a girl other than her parent or guardian	Parent/caregivers complete and submit to troop leaders
<b>Annual Permission Form</b>	Must be completed annually to participate in Girl Scout activities and product programs. Can be found at <a href="http://www.girlscoutscoc.org">www.girlscoutscoc.org</a> > Volunteer > Volunteer Resources > Forms and Documents > Important Links and Forms > Annual Permission Form	Parent/Caregiver
<b>Trip or High-Risk Approval Form</b>	For all High Risk Activities and trips that are further than 100 miles or longer than 6 hours in duration. Submit this form at least 2 weeks in advance of the trip. International Trip: Submit at least one to two-years prior to the trip and again with updated information 6 months prior.	Troop leaders
<b>Adult and Girl Membership Form</b>	While registering online is the preferred method, we do have membership paper registrations for both girls and adults.	Caregiver, troop leader, troop assistant
<b>Parent Permission Form</b>	When participating in activities beyond the troop meeting, caregiver permission is required. This form allows leaders to communicate to caregivers the key information about the activity and receive permission for participation.	Troop leader or assistant provides to caregivers who complete and return it prior to trip or activity.
<b>Health History Form (Girl and Adult)</b>	An updated record of health status (for example, allergies, chronic illnesses, and injuries) and authorization. Forms are completed and given to the troop leader for troop records.	Girl's caregiver or adult completes the form and submits it to the troop leaders
<b>Incident/Injury Report</b>	Completed in the event of an incident, accident, or emergency. Please follow emergency procedures found in Volunteer Essentials.	Troop leader or assistant completes the form within 24 hours of the incident/accident.
<b>Year End Troop Report</b>	An online annual report that reflects the finances of your troop for that year.	Troop leader or troop assistants who are bank account signers.
<b>Money-Earning Application</b>	Complete this form to get approval for any additional money earning or project funding activities. It must be submitted to your community development manager with at least one month's notice to receive approval.	Troop leader or troop assistant who are in charge of the event or project.
<b>Medication Permission Form</b>	No girl will be given any prescribed or over the counter medication without prior, expressed written approval and specific instructions from the custodial parent/guardian	Parent/caregivers
<b>Photo Release Form (Minor and Adult)</b>	Allows Girl Scouts of California's Central Coast or collaborating organizations the ability to use, distribute, publish, exhibit, digitize, broadcast, display, modify, etc. the use of name, picture, voice, or likeness	A caregiver for each girl in the troop

# Girl Code of Conduct

## Girl Code of Conduct

I \_\_\_\_\_ (Girl Scout's name), understand that my attitude and behavior are important to my success and the success of others in my troop. I will follow the Girl Scout Promise and Law and agree to the following:

1. I will follow the established Troop Agreement and will abide by all of those rules.
2. I will be sensitive to the needs of my fellow Girl Scouts by performing my assigned duties, including troop kapers, and participate in all troop activities.
3. I will respect the spaces and the people in my troop.
4. I will be responsible for my personal belongings.
5. I will treat people and supplies/equipment with care.
6. I will use any safety equipment provided for my own protection.
7. I understand I will be sent home for all physical aggression (including hitting, kicking, biting, and hair pulling) and intimidation or threats of physical injury.
8. I understand that the use of bad language is not allowed.
9. If applicable: I will follow the current COVID-19 safety guidelines at [girlscoutsccc.org](http://girlscoutsccc.org).
10. \_\_\_\_\_
11. \_\_\_\_\_

I understand that if I do not abide by the guidelines listed above, the troop volunteers may ask me not to return to the troop.

This form must be signed by both Girl Scout and the caregiver and returned to the troop volunteers.

X \_\_\_\_\_  
Girl's Signature

X \_\_\_\_\_  
Parent/Caregiver Signature



# Troop and Parent/Caregiver Agreement



## Troop and Parent/Caregiver Agreement

Our children learn by example. Our volunteers endeavor to follow and teach the Girl Scout Promise and Law. It is expected that families/caregivers will support those values in all Girl Scout activities.

As a parent/caregiver of Girl Scout \_\_\_\_\_, I agree to:

- Demonstrate a genuine interest in my girl's participation in Girl Scouts. I will reflect and recognize that Girl Scouting is girl-led, so I will uphold the Girl Scout Promise and Law by being a positive role model and demonstrating support and will respect the opinions and goals of my girl and other girls.
- Support the volunteers who are working with my girl in order to encourage an enjoyable Girl Scout experience for all. I will make every effort to attend any required parent/caregiver meetings and adhere to deadlines.
- Ensure that my girl's behavior supports the Girl's Code of Conduct.
- Submit requested permission forms, dues and/or materials on time, ensure that my girl is prepared for Girl Scout activities, and drop them off and pick them up on time.
- Communicate any concerns that I have directly to the volunteer responsible for the activity, in private (not in the presence of the girls or other parents) and will follow a conflict management process if we are unable to resolve a particular conflict situation.
- Not initiate or participate in gossip or negative statements about Girl Scouting and will refrain from behavior that may undermine the leadership of a Girl Scout activity of the troop/group. Should I have a complaint or problem, I will share a suggested solution.
- Play an active role in my girl's Girl Scout experience. I will follow safety guidelines for all activities and guarantee a high-quality environment for my girl. I will refrain from the use of drugs, tobacco, and alcohol at all Girl Scout events.
- Support my girl's participation in the councils Product Program and adhere to all Product Program policies
- Support the Girl Scout efforts to provide an environment of acceptance for all girls and their families by asking my girl to treat other with respect regardless of their differences.
- Acknowledge that there are a variety of ways for girls and adults to participate in Girls Scouting. If I or council staff feel that a different participation option would be best for my girl, staff will assist in engaging her in those activities.

\_\_\_\_\_

\_\_\_\_\_

I understand that my behavior directly impacts my girl's ability to participate in a troop/group or other Girl Scouts activities. I will honor this agreement so that my girl can have a high-quality Girl Scout experience.

I acknowledge that COVID-19 is an extremely contagious virus that spreads easily in the community. I agree to adhere to Girl Scouts of California's Central Coast and state and local guidelines and mandates. I will take all reasonable precautions to limit potential exposure for girls, volunteers, and families, based on Girl Scouts of California's Central Coast and state guidelines. I will hold Girl Scouts of California's Central Coast harmless and waive all right to legal action, if my daughter contracts COVID-19 through exposure at a Girl Scout event.

Parent/Caregiver Signature

Date

# Volunteer Learning Tracker

Learning Record for: \_\_\_\_\_

Course	In-Person/Online (Online, Home Study, Classroom)	Date
Troop Start-Up gsLearn Trainings		
<b>Grade-Level Guidance:</b> <input type="radio"/> Daisy <input type="radio"/> Brownie <input type="radio"/> Cadette <input type="radio"/> Junior <input type="radio"/> Senior/Ambassador		
Troop Meeting Tips and Tricks		
Troop Financial Management		
<b>Product Program</b> <input type="radio"/> Troop Fall Manager Training <input type="radio"/> Troop Cookie Manager Training <input type="radio"/> Cookie Webinars <input type="radio"/> Cookie Basics for Troop Leaders		
Troop Trips and Overnight Planning		
Lodge Camp Training		
Troop Camp Training		
<b>Volunteer Toolkit</b> <input type="radio"/> Intro Videos <input type="radio"/> Go Digital Webinar		
Service Team Position Training Position:		
<b>First Aid/CPR:</b> Verify and upload certificate to gsLearn	<b>Certifying Agency:</b>	<b>Expiration Date:</b>
GS Journeys		
Other		

# 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! Please complete this form and return it to the troop leaders.*

Adult's Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Phone call  Text  Email  Facebook Message  Text Notification App

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.

## Troop Assistants

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 specific troop assistants roles.

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

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

**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.

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

## Troop Assistant - 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.

## Troop Assistant - 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.

# Ways Adults Can Support the Troop

## Ways the Family Can Get Involved

- At one or more meetings
- With troop money earning
- Lead a hike
- Provide space for storage, equipment
- Donate supplies
- Help with the Fall Product Program
- Manage the troop budget
- Drive on trips and outings
- Provide a place for outdoor activities
- Be a first aider (or be willing to take training)
- Help with the Cookie Program
- Send communications/reminders
- Provide a meeting place
- Provide occasional snacks for meetings
- Be a camping adult (or be willing to take training)
- Other: \_\_\_\_\_

## Skill(s) I Can Share With the Girls

- Songs
- Music
- Math
- Fitness
- My Hobby
- Other: \_\_\_\_\_
- Crafts
- Camping Skills
- Science
- Computer
- My Career
- Sewing
- Nature
- Games
- Animals
- My Culture
- Sports
- Cooking
- Gardening
- Photography
- First Aid
- Drama
- Dance
- Nutrition

If you are interested in becoming a volunteer, take a picture of the section below with your next steps before submitting your form.

View volunteer opportunities, apply, and register at [girlscoutscoc.org/en/volunteer/ways-to-volunteer.html](http://girlscoutscoc.org/en/volunteer/ways-to-volunteer.html). Girl Scouts of California's Central Coast is committed to providing a safe and quality program for girls in the community. Girl Scout of California's Central Coast has resources and a system of support to help adult volunteers select and register in the most appropriate role.

## Volunteer Membership Registration

This is based on the Girl Scout Membership year your troop will participate in, which runs October 1- September 30. Steps to becoming a troop volunteer:

1. View volunteer opportunities, apply, and register at [girlscoutscoc.org/en/volunteer/ways-to-volunteer.html](http://girlscoutscoc.org/en/volunteer/ways-to-volunteer.html)
2. Select the role that is appropriate for you, for example: troop assistant.
3. Girl Scouts of California's Central Coast is committed to offering a safe and quality program to girls in the community. To help keep girls safe, we require all volunteers to successfully complete their criminal background check.
4. Commitment to Girl Scout Promise and Law.
5. Agreement to follow volunteer policies and procedures.
6. Completion of the welcome video and any necessary training.

# Adult Membership



## Adult Membership

Join the global network of 2.5 million Girl Scouts  
Membership year through 9/30/2022

Register online today at [www.girlscoutscoc.org](http://www.girlscoutscoc.org)!

Check one:  New Member  Renewing Member  Lifetime Member Troop # \_\_\_\_\_

Title:  Mrs.  Ms.  Mr.  Dr.  Other: \_\_\_\_\_

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Address \_\_\_\_\_ Apartment \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

(\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Employer \_\_\_\_\_ Title/Occupation \_\_\_\_\_

### I wish to opt in:

- Texts
- Emails

By signing here and checking the circle to the left, each signee (and on behalf of the girl, as applicable) agrees to receive auto dialed informational or marketing text messages at the cell number above, understanding such consent is not required to join,

Girl Scouts respects and welcomes people from all backgrounds and abilities. By completing the following information (as defined by the U.S. Census Bureau), you ensure support and funding for girls in your community. Hispanic/Latina is defined as an ethnicity, not a race, therefore reported separately. This information is used for statistical purposes only.

### Gender:

- Female
- Male
- Other

### Number of years in Girl Scouting:

As a girl: \_\_\_\_\_  
As an adult: \_\_\_\_\_

### Date of birth:

\_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yyyy

### I am (Check all that apply):

- American Indian or Alaskan Native
- Asian
- Black or African American
- Hawaiian or Pacific Islander
- White
- Other (Please specify) \_\_\_\_\_
- Prefer not to respond at this time

### I am hispanic/latino/a:

- Yes
- No
- I choose not to share at this time

### I will be participating in Girl Scouting as (Check all that apply):

- Volunteer—I am/will be volunteering for Girl Scouts.
- Parent/family—I am a parent/caregiver/family member of a Girl Scout.
- Girl Scout Alumna—I was a Girl Scout, either as a girl, adult, or both.
- Staff—I am/will be employed by Girl Scouts
- Community partner
- Other \_\_\_\_\_

### As a volunteer, I would like to participate in the following role(s):

- Advisor or leader for a group/troop
- Assistant advisor
- Leader for a group/troop advisor/leader
- Support volunteer for a group/troop
- Service team or unit volunteer
- Learning facilitator
- Other (specify) \_\_\_\_\_

### Media Permission

When in Girl Scout activities, I (or the person I am registering) give consent to be interviewed, photographed, videotaped, or electronically imaged for the purposes of promotional materials, news releases, or other published formats for either the local Girl Scout council or Girl Scouts of the USA. The images will be the sole property of the local Girl Scout council and Girl Scouts of the USA from any claim arising from the use of these images.

- I wish to opt out at this time

### The Girl Scout Promise

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

When making the Girl Scout Promise, individual members may substitute wording appropriate to their own spiritual beliefs for the word "God."

### The Girl Scout Law

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

I accept and abide by the Girl Scout Promise and Law.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Girl Scout Mission

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

### Membership Options

#### Annual Membership

- Annual fee: \$25

#### Lifetime Membership

- One-time fee of \$400  
Adult 18 years or older who is not a former girl member or former girl member who is 30 years or older.

#### Young Alumnae

#### Lifetime Membership

- One-time fee of \$200  
Former girl member who is 18-29 years old.

#### New Members Only

- Extended year: \$35  
Available for purchase between May 1 and September 30, 2022. Membership will be valid until September 30, 2023

**Yes!** I would also like to make a donation today that directly benefits girls in our area. Enclosed is my tax-deductible donation.

Check one:

- \$500  \$250  \$150
- \$100  \$50  \$25
- Other: \$ \_\_\_\_\_

### Payment Information

Annual Membership: \$ \_\_\_\_\_

Lifetime Membership: \$ \_\_\_\_\_

Young Alumnae  
Lifetime Membership: \$ \_\_\_\_\_

Extended Year Fee: \$ \_\_\_\_\_

Donation: \$ \_\_\_\_\_

**Total Attached: \$** \_\_\_\_\_

- Cash  Check\*
- Amex  Discover
- Visa  MasterCard
- Other \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVV Code \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

\*Make checks payable to Girl Scouts.

Return this registration form, along with the applicable GSUSA membership fee, to your local council. Fees are not refundable or transferable to another person.

### Admin Use

Council Code: \_\_\_\_\_

Service Unit/Team: \_\_\_\_\_

Group/Troop: \_\_\_\_\_

**Thank you for supporting Girl Scouts!**

Learn more about Girl Scouts at [www.girlscouts.org](http://www.girlscouts.org)

# Girl Membership



## Girl Membership

Join the global network of 2.5 million Girl Scouts  
Membership year through 9/30/2022

Register online today at [www.girlscoutscoc.org](http://www.girlscoutscoc.org)!

Check one:  New Member  Renewing Member Troop # \_\_\_\_\_

GIRL INFORMATION

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
 Address \_\_\_\_\_ Apartment \_\_\_\_\_  
 City \_\_\_\_\_ State/Zip Code \_\_\_\_\_ Girl Home Phone \_\_\_\_\_  
 (\_\_\_\_\_) \_\_\_\_\_  
 Girl Cell Phone (only if 13 or older) \_\_\_\_\_ Girl Email Address (only if 13 or older) \_\_\_\_\_ **I wish to opt in:**  Texts  Emails

Girl Scouts respects and welcomes people from all backgrounds and abilities. By completing the following information (as defined by the U.S. Census Bureau), you ensure support and funding for girls in your community. Hispanic/Latina is defined as an ethnicity, not a race, therefore reported separately. This information is used for statistical purposes only.

**Number of years as a Girl Scout:** \_\_\_\_\_ **School grade in fall 2022:** \_\_\_\_\_

**Name of school:** \_\_\_\_\_

<b>Custodial Care:</b>	<b>She is</b> (Check all that apply):	<b>I am hispanic/latino/a:</b>
<input type="radio"/> Both parents	<input type="radio"/> American Indian or Alaskan Native	<input type="radio"/> Yes
<input type="radio"/> Parent/caregiver only	<input type="radio"/> Asian	<input type="radio"/> No
<input type="radio"/> Other _____	<input type="radio"/> Black or African American	<input type="radio"/> I choose not to share at this time
	<input type="radio"/> Hawaiian or Pacific Islander	
	<input type="radio"/> Other (Please specify) _____	
	<input type="radio"/> Prefer not to respond at this time	

**Address is same as girl's**

Parent/Caregiver (1) Name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
 Address \_\_\_\_\_  
 Employer \_\_\_\_\_ Title/Occupation \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_ **I wish to opt in:**  Texts  Emails

**Address is same as girl's**

Parent/Caregiver (2) Name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
 Address \_\_\_\_\_  
 Employer \_\_\_\_\_ Title/Occupation \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_ **I wish to opt in:**  Texts  Emails

<p><b>Media Permission</b> When in Girl Scout activities, I (or the person I am registering) give consent to be interviewed, photographed, videotaped, or electronically imaged for the purposes of promotional materials, news releases, or other published formats for either the local Girl Scout council or Girl Scouts of the USA. The images will be the sole property of the local Girl Scout council and Girl Scouts of the USA from any claim arising from the use of these images.</p> <p><input type="radio"/> I wish to opt out at this time</p>	<p><b>The Girl Scout Promise</b> <i>On my honor, I will try:</i> To serve God and my country, To help people at all times, And to live by the Girl Scout Law.</p> <p>When making the Girl Scout Promise, individual members may substitute wording appropriate to their own spiritual beliefs for the word "God."</p> <p>I/We acknowledge that the registrant will accept and abide by the Girl Scout Promise and Law. The registrant has permission to join Girl Scouts.</p>	<p><b>The Girl Scout Law</b> <i>I will do my best to be</i> honest and fair, friendly and helpful, considerate and caring, courageous and strong, and responsible for what I say and do, <i>and to</i> respect myself and other, respect authority, use resources wisely, make the world a better place, and be a sister to every Girl Scout.</p>	<p>*By signing here and checking the above circles, each signee (and on behalf of the girl, as applicable) agrees to receive auto-dialed information, marketing text messages or emails, and other transactional service-related messages to the email address and phone number above, understanding such consent is not required to join.</p>
--	---	---	--

Signature of Parent/Caregiver \_\_\_\_\_ Date \_\_\_\_\_ Signature of Parent/Caregiver \_\_\_\_\_ Date \_\_\_\_\_

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

### Membership Options

**Annual Membership**

Annual fee: \$25

**New Members Only**

Extended year: \$35  
Available for purchase between May 1 and September 30, 2022. Girl's membership will be valid until September 30, 2023.

**Yes!** I would also like to make a donation today that directly benefits girls in our area. Enclosed is my tax-deductible donation.

Check one:  
 \$500  \$250  \$150  
 \$100  \$50  \$25  
 Other: \$ \_\_\_\_\_

### Payment Information

Annual Membership: \$ \_\_\_\_\_

Extended Year Fee: \$ \_\_\_\_\_

Donation: \$ \_\_\_\_\_

**Total Attached:** \$ \_\_\_\_\_

Cash  Check\*  
 Amex  Discover  
 Visa  MasterCard  
 Financial Aid  
 Other \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVV Code \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

\*Make checks payable to Girl Scouts.

Return this registration form, along with the applicable GSUSA membership fee, to your local council. Fees are not refundable or transferable to another person.

### Admin Use

Council Code: \_\_\_\_\_

Service Unit/Team: \_\_\_\_\_

Group/Troop: \_\_\_\_\_

**Thank you for supporting Girl Scouts!**  
Learn more about Girl Scouts at [www.girlscouts.org](http://www.girlscouts.org)

DEMOGRAPHICS

PARENT/CAREGIVER INFORMATION

PERMISSION

# Money Earning Report



## Money Earning Report

To be completed, signed and updated annually

Please refer to the GSCCC Troop/Group Money Earnings Guidelines for appropriate activities.

Group/Troop: \_\_\_\_\_ Service Unit: \_\_\_\_\_

Group Leader/Advisor/Manager: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Money Earning Activity: \_\_\_\_\_

Date(s) and Time(s): \_\_\_\_\_ Location: \_\_\_\_\_

### INCOME:

General \$ \_\_\_\_\_  
 Sales and/or fees \$ \_\_\_\_\_  
 Unsolicited contributions \$ \_\_\_\_\_  
 Other income \$ \_\_\_\_\_  
 Total income \$ \_\_\_\_\_

Gifts in kind: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### EXPENSES:

Program food & beverage \$ \_\_\_\_\_  
 Office supplies \$ \_\_\_\_\_  
 Printing/Copying \$ \_\_\_\_\_  
 Program supplies \$ \_\_\_\_\_  
 Postage and parcel \$ \_\_\_\_\_  
 Insurance - site \$ \_\_\_\_\_  
 Program facility rental \$ \_\_\_\_\_  
 Equipment rental \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_  
 Insurance - Non-member \$ \_\_\_\_\_  
**Total Expenses** \$ \_\_\_\_\_  
**Net Profit/Loss** \$ \_\_\_\_\_

**DISTRIBUTION**

Troops and Groups

- 1 copy to Service Unit Treasurer

Service Units

- 1 copy to Council

### EVALUATION:

Attach a written evaluation of this money earning project. Include the number of volunteers, total volunteer hours, contact information (if working with an outside organization), and whether you feel this money earning project was a success.

Project Coordinator Signature \_\_\_\_\_

Date \_\_\_\_\_

# Girl Release Form



## Permission to Release Girl Scout to Adult – Other than Parent/Caregiver

I give permission for \_\_\_\_\_, to attend the Girl Scout event/meeting  
on \_\_\_\_\_ at \_\_\_\_\_  
Date Location

The following individuals have permission to pick up my daughter from this event:

Name: _____	Relationship to Girl: _____
Name: _____	Relationship to Girl: _____
Name: _____	Relationship to Girl: _____
Name: _____	Relationship to Girl: _____
Name: _____	Relationship to Girl: _____
Name: _____	Relationship to Girl: _____

My daughter knows and recognizes the above individuals Yes      No

My daughter may never be released to the following individuals:

Name: _____	Relationship to Girl: _____
Name: _____	Relationship to Girl: _____

Printed Name of Parent/Caregiver \_\_\_\_\_ Date \_\_\_\_\_

**This section is to be given to an individual, not named above who will pick up your child.**

This is to introduce \_\_\_\_\_  
Name of person picking up your child  
He/she has permission to pick up, \_\_\_\_\_ from the Girl Scout event/meeting on  
\_\_\_\_\_ at \_\_\_\_\_  
Date Location

Girl Scouts of California's Central Coast has permission to release my daughter into the care of the above-named individual:

Printed Name of Parent/Caregiver \_\_\_\_\_ Phone \_\_\_\_\_

Signature of Parent/Caregiver \_\_\_\_\_ Phone \_\_\_\_\_

# Medical History Form - Adults



## Adult Health History

To be completed, signed and updated annually

NAME	SEX	BIRTH DATE	
ARE YOU CURRENTLY UNDER REGULAR SUPERVISION OF PHYSICIAN?	DATE OF LAST PHYSICAL/MEDICAL EXAMINATION		
NAME OF PHYSICIAN	FAMILY MEDICAL HOSPITAL		
INSURANCE CARRIER	GROUP #	MEMBER #	
EMERGENCY CONTACT	PHONE NUMBER		
EMERGENCY CONTACT - NOT LOCAL	PHONE NUMBER		
PAST ILLNESS - Check illnesses that you had and specify approximate dates of illnesses:			
	DATES		DATES
<input type="checkbox"/> ASTHMA		<input type="checkbox"/> DIABETES	
<input type="checkbox"/> SEIZURES		<input type="checkbox"/> EPILEPSY	
<input type="checkbox"/> HEART DISEASE		<input type="checkbox"/> WHOOPING COUGH	
<input type="checkbox"/> BLEEDING/CLOTTING DISORDERS		<input type="checkbox"/> OTHER	

SPECIFY ANY OTHER SERIOUS OR SEVERE ILLNESSES OR ALLERGIES

### CONSENT FOR EMERGENCY MEDICAL TREATMENT

I hereby give consent to \_\_\_\_\_ to obtain all emergency medical or dental care prescribed by a duly licensed physician (M.D.) osteopath (D.O.) or dentist (D.D.S.) for \_\_\_\_\_ (name). This care may be given under whatever conditions are necessary to preserve the life, limb or wellbeing of the adult named above.

I have the following medication allergies:

---



---



---

Signature

Date

Home Address

Home Phone

Work Phone

# Medical History Form - Minors



## Minor Health History

To be completed, signed and updated annually

CHILD'S NAME	SEX	BIRTH DATE
PARENT/CAREGIVER 1 NAME	DOES PARENT/CAREGIVER 1 LIVE IN HOME WITH CHILD?	
PARENT/CAREGIVER 2 NAME	DOES PARENT/CAREGIVER 2 LIVE IN HOME WITH CHILD?	
ARE YOU CURRENTLY UNDER REGULAR SUPERVISION OF A PHYSICIAN?	DATE OF LAST PHYSICAL/MEDICAL EXAMINATION	
NAME OF PHYSICIAN	FAMILY MEDICAL HOSPITAL	
DOES CHILD USE ANY SPECIAL DEVICE(S):	IF YES, WHAT KIND?	
INSURANCE CARRIER	GROUP #	MEMBER #
EMERGENCY CONTACT	PHONE NUMBER	
EMERGENCY CONTACT - NOT LOCAL	PHONE NUMBER	
MY CHILD HAS THE FOLLOWING MEDICATION ALLERGIES		
LIST ANY ALLERGIES WE SHOULD BE AWARE OF		
PARENT/CAREGIVER EVALUATION OF CHILD'S HEALTH		

### CONSENT FOR EMERGENCY MEDICAL TREATMENT

As the parent or authorized representative, I hereby give consent to \_\_\_\_\_ (Leader/Co-leader/Camp volunteer) to obtain all emergency medical or dental care prescribed by a duly licensed physician (M.D.), osteopath (D.O.) or dentist (D.D.S.) for \_\_\_\_\_ (name). This care may be given under whatever conditions are necessary to preserve the life, limb or wellbeing of the child named above.

Printed Name

Signature & Date

Home Address

Home Phone

Work Phone

# Photo Release Form - Minors



## Photo Release for Minors

Date(s): \_\_\_\_\_

Photographer/Producer: \_\_\_\_\_

Assignment: \_\_\_\_\_

Council (if appropriate): \_\_\_\_\_

Location: \_\_\_\_\_

Activity: \_\_\_\_\_

### Release for Minors

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, I hereby consent and agree to the following:

1. I hereby grant to Girl Scouts of California's Central Coast (GSCCC), and others working for GSCCC or on its behalf, and each of its respective licensees, successors and assigns (each a "Releasee"), the irrevocable, royalty-free, perpetual, unlimited right and permission to use, distribute, publish, exhibit, digitize, broadcast, display, modify, create derivative works of, reproduce or otherwise exploit my name, picture, likeness and voice (including any video footage of the same) (collectively, "Media"), or to refrain from so doing, anywhere in the world, by any persons or entities deemed appropriate by GSCCC, for any purpose (except defamatory) including, without limitation, any use for educational, advertising, non-commercial or commercial purposes in any manner or media whatsoever (whether known or hereafter devised) including, without limitation, on the internet, in print campaigns, in-store and via television. I agree that I have no interest or ownership in any of the Media.
2. I shall have no right of approval, no claim to compensation and no claim (including, without limitation, claims based upon invasion of privacy, defamation or right of publicity) arising out of any use, alteration, blurring, illusionary effect or use in any composite form of my name, picture, likeness and voice. I agree that nothing in this Release will create any obligation on GSCCC to make any use of the Media or the rights granted in this Release. I hereby release and hold harmless Releasees from any claim for injury, compensation or negligence resulting or arising from any activities authorized by this Release and any use of the Media by GSCCC.

NAME OF MINOR (please print): \_\_\_\_\_ DATE OF BIRTH OF MINOR: \_\_\_/\_\_\_/\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ ADDITIONAL PHONE NUMBER: \_\_\_\_\_

Release for Minors (those under the age of eighteen): I, the undersigned, being a parent or guardian of the minor, hereby consent to the foregoing conditions and warrant that I have the authority to give such consent.

NAME OF PARENT/CAREGIVER (please print): \_\_\_\_\_

SIGNATURE OF PARENT /CAREGIVER: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT/CAREGIVER EMAIL ADDRESS\*: \_\_\_\_\_

(\*Will not be used for any other purposes or distributed to third parties)

**PLEASE RETURN COMPLETED AND SIGNED RELEASE TO MEDIA@GIRLSCOUTSCCC.ORG**

# Incident/Injury Report



## Incident/Injury Report

To be completed by adult

Within 5 days of the Incident/injury, this form is to be submitted to the Membership Manager and COO:

- In the event of the injury to a Girl or Adult during ANY Girl Scout event where an insurance claim might be submitted. Additional Mutual of Omaha claim forms can be requested at [info@girlscoutscoc.org](mailto:info@girlscoutscoc.org)
- Any time an incident concerning discrimination and/or child abuse is reported.

### PERSON(S) INVOLVED IN THE INCIDENT OR INJURED

Name(s): \_\_\_\_\_  Girl  Adult  
\_\_\_\_\_  Girl  Adult

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident/Injury Occurred: \_\_\_\_\_  
\_\_\_\_\_

Brief Description of Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please document details on a separate sheet of paper. Include: Who, What, When, Where, and planned after-action steps (see Council Emergency Procedures for further guidance <https://tinyurl.com/CouncilEmergencyProcedures>).

### PERSON ACCOMPANYING INJURED GIRL TO A MEDICAL FACILITY (IF APPLICABLE)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Day Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position in Girl Scouts: \_\_\_\_\_

### PERSON REPORTING INCIDENT/INJURY

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Day Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position in Girl Scouts: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### REPORTING

Was an insurance claim forwarded to the council office?  Yes  No

# 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

**Clover Go** – A credit card processing app available for all troops and girls. This means troops and girls will be able accept credit cards for a contact-free form of payment when delivering fall product and cookies to customers.

**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 different 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 Scout Terms

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 possible 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, similar to 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.

# Girl Scout Terms

## 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-up on” 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, 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.

## 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.

**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)



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