

Girl Scouts of Central Maryland
4806 Seton Drive
Baltimore, Maryland 21215
1-800-492-2521 or
410-358-9711
www.gscm.org

***HELPFUL HINTS
FOR
GIRL SCOUT
LEADERS***

Helpful Hints for Leaders

Table of Contents

- Your Place in Girl Scouting
- GSCM, Organizational Chart
- GSCM, Volunteer Policies
- Job Descriptions for Adults Working with Troops and Groups
- Getting Started
- GSCM, Financial and Money Earning Policies
- The First Four Meetings
- Forms & Records

Your Place In Girl Scouting

**World Association of Girl Guides and Girl Scouts
(WAGGGS)
Olave Center
12c Lyndhurst Road
London NW3 5PW, England**

**Girl Scouts of the United States of America
(GSUSA)
420 5th Avenue
New York, NY 10018
www.girlscouts.org
1-800-247-8319**

**Girl Scouts of Central Maryland
(GSCM)
4806 Seton Drive
Baltimore, Maryland 21215
Phone: 410-358-9711
Fax: 410-358-9918
www.gscm.org**

Girl Scout Service Units

My Service Unit # is _____

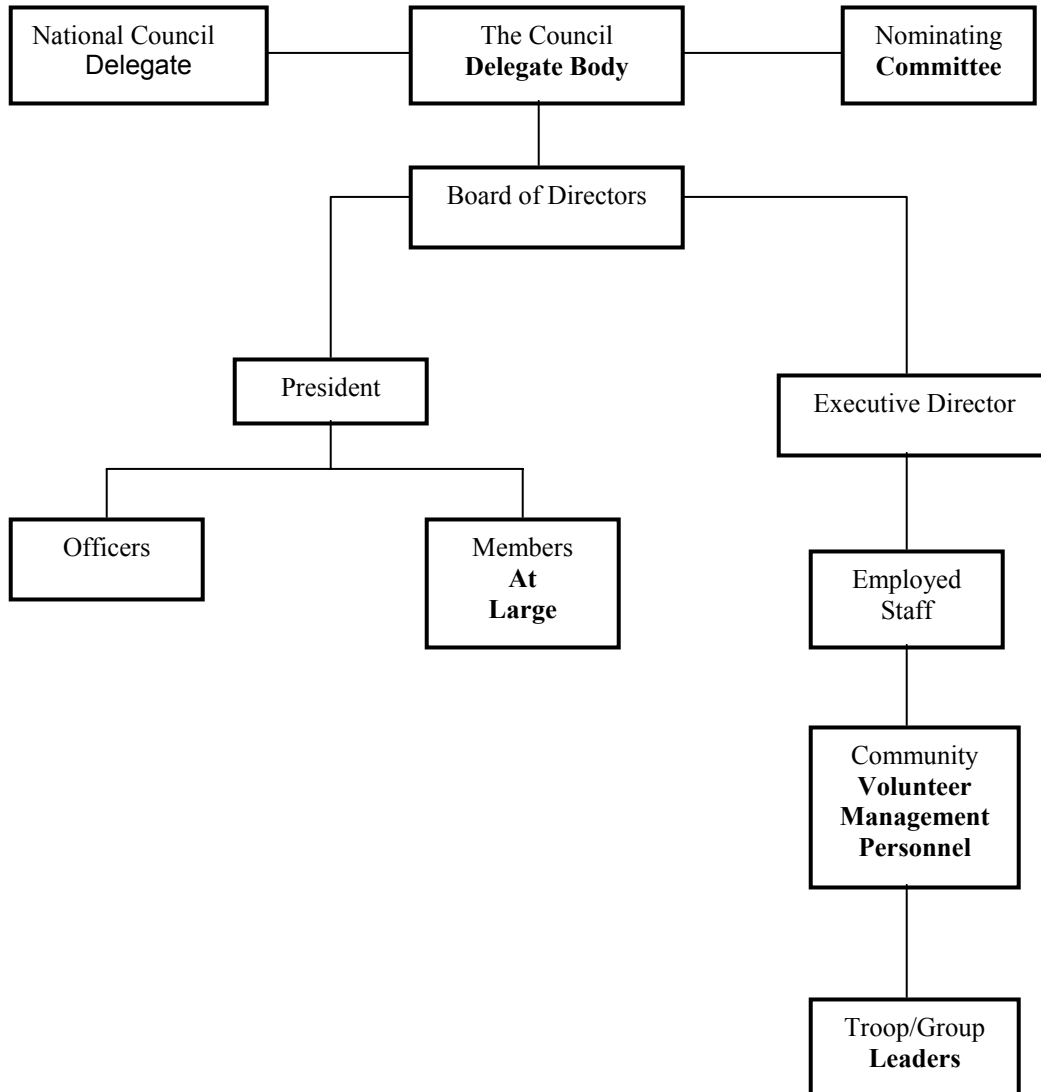
My Cluster is _____

My Troop is _____

My Service Unit Manager is _____
Name Phone

Girl Scouts of Central Maryland

GSCM Organization Chart



*Note: All positions indicated on this chart are held by volunteers except for the Executive Director and employed staff.

Girl Scouts of Central Maryland Volunteer Development System

Volunteers have been the support of the Girl Scout Movement since its founding in 1912. Girl Scouts of Central Maryland could not fulfill its commitment to girls or the communities served without the commitment and dedication of volunteers. Therefore, it is important to develop and maintain a system which attracts, develops and retains committed adults who embrace the Girl Scout Movement.

The purpose of the Volunteer Development System is to ensure that the council achieves its organizational goals through meaningful and satisfying volunteer involvement. The system is based on volunteer policies as approved by the Board of Directors of Girl Scouts of Central Maryland. The intent is to address the needs of today's volunteers while laying a foundation that will support them in the future. The procedures set forth provide a systematic and strategic way of ensuring an inclusive environment for adults in which their needs and interests can be matched to specific Girl Scout Volunteer positions.

Additionally, the Volunteer Development System allows the council to:

- Attract people from all segments of the population.
- Familiarize volunteers with the Girl Scout purpose.
- Value and recognize the contributions of each volunteer.
- Provide volunteers with clear, understandable position descriptions.
- Establish a trusting relationship between volunteers and employed staff.
- Establish a climate that encourages volunteers' satisfaction, self-motivation, and retention.
- Ensure that volunteers appropriately carry out the Girl Scout purpose.

Volunteer Recruitment

The recruitment process will include multiple recruitment messages offering flexibility to ensure that the organization has skilled prospective volunteers who are motivated to put their talents, skills, and abilities to work on behalf of the council's goals and objectives in exchange for some form of personal satisfaction. The recruitment messages should reach a diversified audience and when possible include benefits to the volunteer including, but not limited to, personal development, friendships, training opportunities, and skill building. The recruitment message should be included in all council publications including the council's web-site. The recruitment message should be ongoing throughout the year. The recruitment process should seek to attract a diverse group of volunteers.

Screening

Matching adults to volunteer positions will involve a series of screening techniques that allow the organization and the person to get to know each other and decide whether and how to best work together. Screening should be as sophisticated as necessary for the type of volunteer task under consideration. The screening process is designed to match the volunteer with the appropriate position. The screening process will vary depending upon the volunteer position to be filled.

Position Descriptions

Each volunteer should receive a position description in writing that will include title, summary of responsibilities, qualifications, time commitments and place of work. Position descriptions should be flexible to meet the needs of the volunteer and the organization.

Interview

Each applicant's interview will include information on the Girl Scout mission, vision, and goals, and will provide the opportunity to learn about the applicant's interests, motivations, and needs. The interview should cover the following:

- Knowledge, skills, and experience pertinent to the needs of the position.
- Preference or aversions to specific tasks or types of assignments.
- Schedule and availability.
- Willingness/ability to make the necessary time commitment and to meet other expectations of the organization such as training requirements, etc.
- Benefits of volunteering.

Placement

Every attempt will be made to place volunteers in positions that meet both their needs and the needs of the council. Individuals not placed in a position for which they applied may be recommended for other positions.

Adult Development

After appointment to their position, volunteers will receive appropriate training within the specified time frame.

The Board of Directors

Within six months of being elected to a position, the Board of Directors and members of the Nominating Committee will receive training provided by the CEO of GSCM and President/Chair and/or her designee.

Fund Development

The Director of Development will train individuals volunteering for fund development projects. This training is based on the needs of the specific fund raising project, goals and objectives of GSUSA and GSCM, and the guiding principals of fund development.

Leader/ Advisor

Troop group leaders/ advisors are required to complete their training within six months of appointment.

Other Volunteers

A GSCM staff member or her/his designee will train adults who volunteer for other positions within the council jurisdiction and who are not covered in the aforementioned sections. This training must take place within a specified time frame to appointment and can be “hands-on” training in lieu of training in a formal setting.

Mentors

Mentors are available to support the volunteers upon their request.

Girl Scouts of Central Maryland

Volunteer Policies

“We maintain that the strength of the Girl Scout Movement rests in the voluntary leadership of its adult members.” Blue Book of Basic Documents

All Girl Scout volunteers shall agree to abide by the policies and principals of Girl Scouts of the U.S.A. and Girl Scouts of Central Maryland. Volunteers are critical to the success of Girl Scouts of Central Maryland, and are essential for the organization’s day-to-day operations. Volunteers and employed staff are considered partners in implementing the mission and programs of the organization, each with complementary roles to play. Designated staff is expected to provide orientation, supervision, and feedback to volunteers.

A volunteer is anyone who, without compensation or the expectation of compensation, performs a task at the direction of and on behalf of the organization.

Equal Opportunity/Nondiscrimination Policy

In order to provide equal volunteer opportunities to all individuals, there shall be no discrimination based on age, race, color, religion, sex, national origin, physical or mental disability, sexual orientation, marital status, veteran status, or any other category protected by local, state or federal laws. In addition, to ensure full equality of opportunity in all operations and activities of Girl Scouts of Central Maryland, every person who volunteers with Girl Scouts of Central Maryland shall be selected under fair procedures that provide equitable opportunities to all people. Each volunteer is selected on the basis of ability to perform the volunteer position, volunteer and council need, ability and willingness to attend training, and by meeting qualifications for membership in the Girl Scout Movement.

If a volunteer has questions or concerns about any type of discrimination, she or he is encouraged to bring these issues to the attention of their Staff Liaison, or to the Dept. Director. Volunteers can raise concerns without fear of reprisal. Volunteers found to be engaging in any type of discrimination will no longer be permitted to volunteer for the organization.

Work Standards and Ethics

All volunteers of Girl Scouts of Central Maryland are expected to maintain high standards of cooperation, attendance, efficiency and responsibility in fulfilling their volunteer obligations to Girl Scouts of Central Maryland.

Every volunteer is responsible for both the integrity and the consequences of her or his own actions. The highest standard of honesty, integrity and fairness must be followed by each and every volunteer when engaging in an activity concerning Girl Scouts of Central Maryland.

No volunteer may undertake any activity while on Girl Scouts of Central Maryland premises, or while engaging in Girl Scouts of Central Maryland business that is, or gives the appearance of being improper, illegal, or immoral or that could in any way harm or embarrass Girl Scouts of Central Maryland. Volunteers are expected to comport themselves with the spirit of Girl Scouting, as determined by GSCM in its sole discretion.

Recruitment

The recruitment process consists of a number of methods to attract qualified volunteers who will be matched to appropriate open or newly created volunteer opportunities. Written position descriptions that define specific responsibilities and clarify expectations will be completed prior to placement and will be used in the search. Each volunteer will also be required to complete an application, provide references and sign an agreement. GSCM reserves the right to conduct a background check on any volunteer working directly with girl members.

Membership

All volunteers participating in the Girl Scout Movement shall meet GSUSA membership standards, shall be registered through the council as members of the Girl Scout Movement, shall agree to abide by the policies and principles of GSUSA and the Girl Scout council, and shall individually pay the annual membership dues, except those adults who are lifetime members or who are working in a temporary advisory or consultative capacity.

Placement

Every attempt will be made to place volunteers in positions that meet both their needs and the needs of the council. Individuals not placed in a position for which they applied may be recommended for other positions, and may request reassignment.

Appointment

Operational volunteers shall be appointed for a term not to exceed one year. (See reappointment, for additional information.)

Training

All volunteers will receive basic training for their position. Troop leaders are required to complete level training within six months of appointment. Other volunteers are required to complete training mandatory for the position within a specified time frame. Training will ensure that each volunteer has the knowledge and skills needed to be successful in her or his position.

Orientation

Each volunteer is provided with an overview of the Girl Scout purpose and organization, local council information, and the support systems available to help them in their volunteer positions. Orientation can be done one-on-one, in a group setting, self-study, or by visiting our web site at www.gscm.org.

Advantages

Advantages to volunteers include support in their position, training, and other learning opportunities. Volunteers are encouraged to enhance and develop their skills while serving with the council. As appropriate, the council will assist volunteers in broadening their skills through assignment to new volunteer positions. Other advantages include council publications; tools for recording volunteer experience; references upon request; and liability insurance, as part of national and/or council membership.

Reappointment

Prior to the completion of her or his term, each volunteer who is to be reappointed to the same position or rotated to a different position will receive confirmation of such reappointment or rotation. Reappointment is based on past performance, adherence to council goals, as well as positive relationships with the community, parents, other volunteers, and employed staff. There will be mutual acceptance of position accountabilities, expectations, and time commitments.

Year End Conference

Volunteers should be provided with the opportunity for a yearly conference. The conference may include a review of the volunteer's performance, a discussion of any suggestions by the volunteer to improve his or her experience, and a discussion of the parties' interest in continuing the volunteer's relationship with GSCM.

Uniforms

A uniform is not required for participation in Girl Scouting. Purchase of a uniform is at the volunteer's expense and is encouraged. Volunteers are encouraged to wear the Girl Scout Membership Pin when they are not in uniform.

Recognition

The council's formal recognition system will be consistent with the GSUSA publication.

Open Door Policy

Volunteers are encouraged to speak up when they have a concern or complaint about how the application of a Girl Scouts of Central Maryland policy has affected them, or if they have any concerns about any aspect of their volunteer work. Girl Scouts of Central Maryland has an open door policy which provides access to any member of management within a volunteer's area of activity and to whom a volunteer wishes to express a concern.

If you are not satisfied with the way you are treated concerning any aspect of your volunteer work or the administration of a rule, plan, or policy, take the initiative to speak with your supervisor. If you do not feel that the complaint has been adequately addressed, raise the issue with the Human Resources Manager or the Executive Director.

Release

Either the council or the volunteer may initiate the conclusion of a volunteer's services. A volunteer is requested to give as much notice as possible when leaving.

Situations may arise that make it necessary to require that an individual no longer provide volunteer services. The council may release an individual at any time, without prior notice, for any reason, including, but not limited to:

- ❖ Restructuring of positions or elimination of the volunteer position in which the individual serves;
- ❖ Discrimination against or harassment of anyone associated with the council in violation of the GSCM's policy;
- ❖ Violation of the abusive conduct policies, including threatening, intimidating, or coercing girls or other adults;
- ❖ Possession of drugs, narcotics, intoxicants, or weapons while serving as a Girl Scout volunteer;
- ❖ Theft, pilfering, fraud or other forms of dishonesty;
- ❖ Gross negligence;
- ❖ Malicious gossip or derogatory attacks concerning anyone associated with the council;
- ❖ Other forms of immoral, unethical, or grossly improper conduct; or
- ❖ A volunteer's inability or failure to perform the tasks requested, or the refusal to comply with council or Girl Scouts of the USA policies.

Volunteer Expense

Council resources may be used to reimburse occasional out-of-pocket expenses. Prior approval in writing by the appropriate supervisor or a designee is required.

Anti-Harassment

The council is committed to an environment and climate in which relationships are characterized by dignity, respect, courtesy, and equitable treatment. It is the policy of the organization to provide all volunteers with an environment free from all forms of unlawful or unwelcome harassment, including implied or expressed forms of sexual harassment.

The council expressly prohibits any form of harassment on the basis of race, color, religion, sex, age national origin, and disability, marital status, citizenship, ancestry, veteran status, or any other characteristic protected by federal, state, or local law.

Any volunteer who feels that she or he has been subjected to harassment of any type, whether by another volunteer, council staff member, or any agent of the organization, should promptly report the incident to a supervisor or to the Chief Executive Officer. GSCM will conduct any necessary investigation and, depending on the findings, take appropriate action.

Sexual and Abusive Conduct Policy

Girl Scouts of Central Maryland is committed to providing an environment in which relationships are characterized by dignity, courtesy, respect and equitable treatment. It is the policy of the Girl Scouts of Central Maryland to provide an environment that is free of child abuse and that safeguards the health and well being of all girl members.

Girl Scouts of Central Maryland will not condone or tolerate any activities which violate this policy. Actions which violate this policy include, but are not limited to, the following:

- ❖ Overt displays of sexual activity;
- ❖ Sexual advances or sexual activity between volunteers and girl members;
- ❖ Use of the Girl Scout name, related activities, publications, and/or facilities as vehicles for public or private promotion of any form of sexual practice;
- ❖ Infliction of sexually abusive behavior upon girl members, including sexual touching and bodily contact, exhibitionism, voyeurism and/or involving of girl members in pornographic materials;
- ❖ Infliction of physically abusive behavior or bodily injury upon girl members;
- ❖ Physical neglect of girl members, including failure to provide adequate safety measures, care and supervision in relation to Girl Scout activities; or
- ❖ Emotional maltreatment of girl members, including verbal abuse and/or verbal attacks.

Child Abuse and Neglect

Child abuse and neglect are unlawful acts, and is against the council's policy for any volunteer, male or female, to physically, sexually, mentally, emotionally, or verbally abuse or neglect any girl member. The council supports and maintains an environment free of child abuse and neglect.

Under section 5-705 of the Family Law volume of the Annotated Code of the State of Maryland,

any person who has reason to believe that a person has been subjected to abuse or neglect has a duty to report the suspected abuse or neglect. **If you have reason to believe that a child has been abused or neglected you must immediately notify the Chief Executive Officer of GSCM or her designee and complete a GSCM Incident Report.** In complying with the mandate to report, the person making the report or participating in the investigation is given immunity from criminal or civil liability when that person, in good faith, makes a report. All reports will be kept confidential.

The council reserves the right to refuse membership or reappointment, and to exclude from affiliation with the council, any volunteer who is suspected of past or present child abuse or neglect or who has been convicted of child abuse or neglect.

To Assure Health and Safety

Alcoholic Beverages: Alcoholic beverages shall not be possessed or consumed by anyone attending a Girl Scout activity or event designed primarily for girls. Adults with Girl Scouts in their care shall not possess or consume alcoholic beverages during the period of care. No one under the age of 21 shall possess or consume alcoholic beverages at any Girl Scout activity or on property owned or leased by Girl Scouts of Central Maryland at any time. Adults participating in events designed primarily for adults are encouraged to refrain from consuming alcoholic beverages while representing Girl Scouting or when girls are present.

Smoking: Persons under the age of 18 shall not smoke at any Girl Scout activity or on property owned or leased by Girl Scouts of Central Maryland at any time. Adults are encouraged not to smoke when girls are present. Adult smoking shall be confined to designated areas.

Controlled Substances: Possession, use, sale or exchange of illegal drugs shall not be permitted at any Girl Scout activity or on property owned or lease by Girl Scouts of Central Maryland. Prescription drugs shall be administered, as medically directed, in accordance with the GSUSA guidelines in Safety-Wise.

Weapons: Girl Scouts of Central Maryland strictly prohibits volunteers from being in the possession of weapons at any time in any facility occupied or vehicle in use by the Girl Scouts of Central Maryland, including personally-owned vehicles that are parked in any area provided by Girl Scouts of Central Maryland, regardless of whether the volunteer is licensed to carry the weapon or not. Volunteers are prohibited from being in the possession of weapons off the Girl Scouts of Central Maryland's premises if involved in any activities for the Girl Scouts of Central Maryland. Under the policy, prohibited weapons include any form of weapon or explosive that is restricted by local, state or federal law. This includes all firearms, even if licensed, illegal knives, or other weapons covered by the law.

Hostility: Girl Scouts of Central Maryland strictly prohibits hostility in any form against employees, girl members, volunteers, visitors, and anyone else having some involvement with the Girl Scouts of Central Maryland. Hostility under this policy is considered to include physical violence as well as harassment, intimidation, stalking, coercion, display of weapons, threats, and talking or joking about hostility whether in person or through some other means of communications such as writing, telephone, voice mail, or electronic mail. This policy applies to all volunteers at all facilities occupied by the Girl Scouts of Central Maryland or off premises if involved in activities for the Girl Scouts of Central Maryland.



Girl Scouts of Central Maryland
4806 Seton Drive, Baltimore, Maryland 21215
410-358-9711 or 800-492-2521
Fax: 410-358-9918
www.gscm.org

FOR OFFICE USE
Phone Interview Only
Interviewer _____
Date of Interview _____
Time of Interview _____

CONFIDENTIAL VOLUNTEER REFERENCE

Applicant Name: _____ Service Unit: _____

Desired Position: _____

The person named above is applying for a Girl Scout volunteer position and has given your name as a reference. If appointed, this individual could be working with girls between the ages of 5 and 17 from all segments of the population. Girl Scouting is based on ethical values and is an informal educational program. It provides an opportunity for girls to have fun, learn new skills, develop leadership abilities, manage their own activities, and become vital members of the community. Girl Scout volunteers also work with parents and other adults who are interested in providing quality program for girls.

To help assess the individual's ability to serve as a volunteer within Girl Scouting, please complete this form and return it in the envelope provided. Your comments will be confidential and will not be shared with the applicant. Thank you.

Reference Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

In what capacity do you know the applicant? _____

How long have you known the applicant? _____

Please use this checklist to assess the applicant's qualities by placing an X in the appropriate box:

Category	Excellent	Good	Fair	Poor	Unknown
Communication skills					
Ability to organize					
Accepts differences in people					
Dependable and responsible					
Sense of humor					
Sense of fairness					
Enthusiasm					
Flexible and adaptable					
Patient					
Initiative					
Resourcefulness					
Record-keeping ability					
Relates well to new people					
Money management					

What do you consider this individual's strongest skills and assets? Please give examples:

If this person were placed in the position of working with girls between the ages of 5 and 17, would you be willing to place your daughter, or any child for whom you are responsible, in their care?

Yes No

If no, please explain.

Do you know of any reason why this person should not be appointed?

Yes No

If yes, please explain:

Additional Comments:

Thank you for taking the time to complete the reference form. Please return the form to Girl Scouts of Central Maryland within ten business days.

Signature:

Date:

02-6/03



Girl Scouts of Central Maryland
 4806 Seton Drive, Baltimore, MD 21215
 Telephone: 410-358-9711/1-800-492-2521
 Fax: 410-358-9918
 www.gscm.org

FOR OFFICE USE
SU # _____
Mem. Specialist _____
Date Received _____
Date Ref. Sent _____/Rec. _____
Date Ref. Sent _____/Rec. _____
Date Ref. Sent _____/Rec. _____

VOLUNTEER APPLICATION

This is not an application for employment

Section I – Personal Data

Mr./Mrs./Ms. _____ (Last) _____ (First)
 Street Address _____ Apt. # _____
 City _____ State _____ Zip _____
 Home Phone _____ Cell or other _____
 Business Phone _____ Fax _____
 E-mail _____

List previous address if less than 5 years.

Street Address _____ Apt. # _____
 City _____ State _____ Zip _____

Do you plan to use your own vehicle for Girl Scout activities? Yes No

Driver's License No. _____ State _____

Section II – Volunteer Interests

I would like to volunteer in these areas:

- Working directly with girls. Please check all that apply
 - 5 yrs. Daisy Girl Scouts 9-11 yrs. Junior Girl Scouts
 - 6-8 yrs. Brownie Girl Scouts 11-17 yrs Cadette/Senior/Studio2B Girl Scouts

- Program activities Fundraising Outdoor activities
- Marketing Public Relations/Speaking Organizing special events
- Administrative Support Training adults Committee member
- Sponsor Other _____

Interest/Hobbies _____

Position Desired _____

I would like to work in: AA County Baltimore City Baltimore County
 Carroll County Harford County Howard County
 Council office where needed

What days and times are you available to volunteer?

Please describe any accommodation you would need to be able to volunteer in the position(s) you checked.

Section III – Work Experience

Current Occupation _____ Employer _____

Address _____
(Street, City, State, Zip)

Section IV – Skills

Technical skills (i.e. Computers)

Languages other than English

Certifications _____ Special skills _____

Section V – Volunteer Experience/Business, Civic, Professional or Fraternal Memberships.

Prior Girl Scout Experience _____ Dates _____

Volunteer Position _____ Organization _____ Dates _____

Volunteer Position _____ Organization _____ Dates _____

Section VI – References

A reference should be a person (non-related) who is familiar with your qualifications and/or experiences as they relate to work with youth and adults. Please provide three references.

1) Mr./Mrs./Ms. _____ (Last) _____ (First)

Street Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Evening Phone _____

2) Mr./Mrs./Ms. _____ (Last) _____ (First)

Street Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Evening Phone _____

3) Mr./Mrs./Ms. _____ (Last) _____ (First)

Street Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Evening Phone _____

Section VII – Confidential Information

PLEASE READ CAREFULLY:

Girl Scouts of Central Maryland requests the following information because of our dedication and commitment to the girls that we serve. All youth-serving organizations must take reasonable precautions when appointing adults who work directly with children. This confidential section contains information required by current legislation and Girl Scout safety regulations.

Have you ever been convicted of a crime? (e.g., felony or misdemeanor including DWI, DUI, etc., but not including minor traffic violations or any convictions as a youthful offender) A conviction will not necessarily be a bar to your acceptance as a volunteer.

Yes No

If yes, state offense, date and location

Have you ever been arrested or convicted for the use or sale of illegal drugs?

Yes No

Have you ever been arrested or convicted of child neglect or abuse?

- Yes No

If yes, explain

In the selection of volunteers, there shall be no discrimination against an otherwise qualified individual on the basis of race, color, ethnicity, sex, religion, creed, national origin, age, disability, marital status, veteran status, or any other basis prohibited by federal, state or local law.

THANK YOU FOR YOUR TIME IN COMPLETING THIS APPLICATION. THIS IS NOT AN APPLICATION FOR EMPLOYMENT. PLEASE READ AND SIGN THE APPLICANT'S STATEMENT ON THE NEXT PAGE.

APPLICANT'S STATEMENT

In signing this form, I affirm that the statements contained in my application are true and correct to the best of my knowledge. I certify that I have not knowingly withheld any information that might, if disclosed, affect my application unfavorably. I understand that my misrepresentation or omission of facts on this application will be cause for rejection or withdrawal of my affiliation with Girl Scouts.

The spiritual force of the Movement and the ethical code accepted by all of its members are expressed in the Promise and Law. Although there are some variations in the wording used by members from different nations, the principles are the same.

In the United States, everyone who joins Girl Scouting makes the Girl Scout Promise.

GIRL SCOUT PROMISE

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

THE GIRL SCOUT LAW

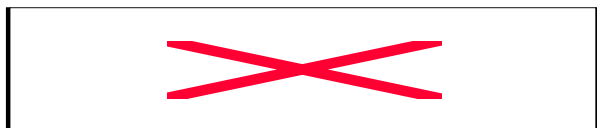
**I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout.**

I affirm that I subscribe to the beliefs and principles of the Girl Scout Movement.

I hereby authorize Girl Scout of Central Maryland to check all my references; I further authorize these references to release to you any information needed. I hereby release any person or entity providing a reference from any and all liability by reason of furnishing such information to GSCM or its agent. I further authorize GSCM or its agent to show a copy of this application and acknowledgement of consent to any person asked to provide a reference.

I understand that state or federal law may require criminal background checks for persons working with children. I agree, if required, to supply a fingerprint sample and submit to a criminal history records check.

SIGNATURE _____ DATE _____



Girl Scouts of Central Maryland
4806 Seton Drive
Baltimore, MD 21215-3247
T (410) 358-9711, (800) 492-2521

VOLUNTEER APPOINTMENT

Dear _____,

On behalf of Girl Scouts of Central Maryland, I am pleased to appoint you to the position of _____ for the current Girl Scout program year, _____, 20__ to _____, 20__.

Girl Scouting exists to provide the best possible program for girls. Your acceptance of this position constitutes your agreement to carry out the responsibilities outlined below and on your position description. Volunteer services may be discontinued at any time.

Retain the yellow copy for your record and return the white copy to your Service Unit Manager if you agree to the terms listed and accept this appointment.

We look forward to sharing an exciting and rewarding year in Girl Scouting.

I AGREE TO:

Support the mission and the values of the Girl Scout Movement, and fulfill the responsibilities listed in my position description.

Register as a member of the Girl Scout Movement.
Assure representation at appropriate meetings.
Clarify mutual expectations and participate in an annual conference.

Participate in required training within six months of my appointment. Take advantage of advanced training opportunities to the best of my ability.

Adhere to GSUSA and GSCM policies, standards and procedures.

Affirm the Girl Scout commitment to diversity.

Service Unit Manager's Signature Date

Address _____

Phone _____

Volunteer's Signature Date

Address _____

Phone _____

GIRL SCOUTS OF CENTRAL MARYLAND

**VOLUNTEER
POSITION:**

TROOP LEADER or CO LEADER

**APPOINTED AND
SUPERVISED BY:**

Service Unit Manager or Membership Staff

**OBJECTIVE OF
POSITION:**

To provide adult direction and support to girls through the Girl Scout program.

RESPONSIBILITIES:

- Complete Orientation to the Service Unit, Introduction to Girl Scouting, and Leader Level training within 6 months of appointment.
- Carry out the Girl Scout program in a group setting.
- Adhere to Girl Scouts of the U.S.A. and Girl Scouts of Central Maryland policies.
- Provide for troop financial support; be accountable for troop monies.
- Participate in training events for skill development.
- Ensure that the troop is represented at community meetings and kept informed about program opportunities.
- Safeguard health and safety of girls.
- Support Council activities and fund raising efforts.

SPECIFIC TASKS:

- Notify girls/families of dates, time, and place of meetings.
- Recruit a troop committee.
- Register the troop.
- Plan, prepare for, and carry out troop program with the girls.
- Set up and maintain girl records.
- Set up and maintain troop financial records.
- Submit a troop annual report.
- Inform girls/families about troop, council, and national opportunities.
- Carry out girl and adult recognition.
- Accept girls placed in the troop by administrative personnel.

QUALIFICATIONS:

Membership in Girl Scouts of the U.S.A.
At least 18 years old
Enjoy working with girls
Commitment to Girl Scouting and its goals

**TERM OF
APPOINTMENT:**

One Year

TRAINING:

Training for a troop leader is a continuing process. All leaders are required to complete orientation, troop leadership, and program level training during the six months of appointment. Leaders are encouraged to attend other training sessions, workshops, and seminars, either through the council or other organizations that will help them be effective.

GIRL SCOUTS OF CENTRAL MARYLAND

**VOLUNTEER
POSITION:**

TROOP COMMITTEE CHAIR PERSON

**APPOINTED/
SUPERVISED BY:**

Troop Leader

**OBJECTIVE
OF POSITION:**

Provide additional adult support to troop leaders and girls.

RESPONSIBILITIES:

- Facilitate meetings of the troop committee.
- Help with troop program and special projects.
- Ensure program continuity when the troop is without a leader.
- Help the girls recognize and thank the leader and co-leader for their efforts.
- Interpret and promote Girl Scouting to other groups and organizations, troop sponsors, parents, and the community.
- Take recommended training and attend other meetings as necessary.

QUALIFICATIONS:

Membership in Girl Scouts of the U.S.A.
At least 18 years old
Interest in girls and Girl Scouting

**TERM OF
APPOINTMENT:**

One Year

TRAINING:

Troop Committee Chair person is encouraged to attend orientation and other leadership training. They should be familiar with the goals of the Girl Scout program, and the specific needs of the troop.

Note: Volunteer services may be discontinued at any time.

GIRL SCOUTS OF CENTRAL MARYLAND

**VOLUNTEER
POSITION:**

TROOP COMMITTEE MEMBER

**APPOINTED/
SUPERVISED BY:**

Troop Leader

**OBJECTIVE
OF POSITION:**

Provide additional adult support to troop leaders and girls.

RESPONSIBILITIES:

- Help with troop program and special projects.
- Fill special needs of the troop such as Troop Cookie Chairman, telephone parent, field trip coordinator, carpool coordinator, or camp consultant.
- Help the girls recognize and thank the leader and co-leader for their efforts.
- Attend and participate in troop committee meetings.
- Assist in finding the resources the girls need to carry out their projects and plans.
- Take recommended training and attend other meetings as required.

QUALIFICATIONS:

Membership in Girl Scouts of the U.S.A.
At least 18 years old
Interest in girls and Girl Scouting

**TERM OF
APPOINTMENT:**

One Year

TRAINING:

Determined by the needs of the position. Troop committee members are encouraged to take Orientation to the Service Unit & Girl Scouting.

Note: Volunteer services may be discontinued at any time.

GIRL SCOUTS OF CENTRAL MARYLAND

**VOLUNTEER
POSITION:**

TROOP COORDINATOR

**APPOINTED AND
SUPERVISED BY:**

Service Unit Manager

**OBJECTIVE
OF POSITION:**

To be the first resource, a direct help to leaders of troop or groups.

RESPONSIBILITIES:

- Recruit and place girls in troops.
- Recruit, interview, appoint, supervise, recognize and refer leaders.
- Assure that troops in their Service Unit are representative of the racial, religious, national origin, and socio-economic composition of the community.
- With the assistance of the Membership Specialist and the Service Unit Management Team, orient new leaders and ensure they attend required training.
- Be available to leaders for help in solving troop problems, recommending program resources, and interpreting actions and policies.
- Find community resources, such as meeting places, program possibilities, and public support.
- Attend service team meetings and work as a member of the service team.
- Be informed and inform leaders about Girl Scout activities and policies.
- May serve in troop leadership positions during vacancies.

**TERM OF
APPOINTMENT:**

One Year

QUALIFICATIONS:

Membership in Girl Scouts of the U.S.A.
At least 18 years old
Commitment to Girl Scouting and its goals
Organizational skills
Enjoy working with adults

TRAINING:

Troop Coordinators should complete Service Team Training within their first 6 months of appointment. They are encouraged to enroll in other management seminars or workshops that would increase their effectiveness. Troop coordinators should be familiar with the Girl Scout program at each age level for which they are responsible.

Note: Volunteer services may be discontinued at any time.

02-116 Revised 6/02

GIRL SCOUTS OF CENTRAL MARYLAND

**VOLUNTEER
POSITION:**

SERVICE UNIT MANAGER

**APPOINTED AND
SUPERVISED BY:**

Membership Staff

**OBJECTIVE
OF POSITION:**

To manage Girl Scouting in the Service Unit.

RESPONSIBILITIES:

- Recruit, appoint, supervise, and recognize members of the service team.
- Serve as troop coordinator when that position is vacant.
- Help the service team develop and carry out an Affirmative Action Program. Assure the social and ethnic composition of the team is representative of the population of the community. Guide the team to develop and carry out plans to assure that all girls know they are welcome in Girl Scouting and have opportunities to participate in the Girl Scout program.
- Organize and coordinate the work of the service team by planning and participating in team meetings.
- Provide consultation.
- Plan, with the service team, effective community meetings, which are a channel for training, communication, enrichment, fellowship, and sharing.
- Work to make Girl Scouting more effective in meeting girl, volunteer, and community needs by assuring that troops are available for all girls, by interpreting and supporting fund raising efforts, and by telling the Girl Scout story in the community.
- Be informed about the council's governance system. Support it within the community by working cooperatively with the community delegate representative.

QUALIFICATIONS:

Membership in Girl Scouts of the U.S.A.
At least 18 years old
Commitment to Girl Scouting and its goals
Organizational skills
Enjoy working with adults

**TERM OF
APPOINTMENT:**

One Year

TRAINING:

Service Unit Managers should complete service team training within the first year of appointment. They are encouraged to complete other management courses or seminars, which will help them, be effective. They should be familiar with the Girl

Scout program at each age level.

Note: Volunteer services may be discontinued at any time.

02-115 Revised 6/02

GETTING STARTED

GETTING STARTED

TROOP/GROUP ORGANIZATION

A new troop is organized when there are girls who want to be Girl Scouts, when there is no place for them in an established troop, and when leadership of high quality can be assured.

Girls are placed in troops by an administrative volunteer, the troop coordinator, the service team chair, or, in their absence, by membership staff. Girls are not placed in troops by the troop leader.

Except for Daisy Girl Scouts, an effort is made to include girls from more than one school grade in each troop. Troop membership should reflect the racial, religious, national origin, and socioeconomic diversity of the community.

Troops should be small enough to allow for the development of each girl and large enough to give group experience in self-government and decision making. Troops of less than eight girls have little opportunity to experience diversity and troops of more than 40 girls may fail to give each individual girl the opportunity to reach her maximum potential.

MEMBERSHIP REGISTRATION

Registration packets with complete instructions for registering a troop are available from the community registrar, troop coordinator, service team chair or membership staff. Some communities conduct registration workshops at community or special meetings.

GIRL SCOUTS OF THE U.S.A. MEMBERSHIP DUES

Each registered Girl Scout (girl and adult) pays national membership dues each year. This entire amount goes to Girl Scouts of the U.S.A. to cover the cost of the *Girl Scout Leader* magazine, activity insurance, development of program resources, and national staff services. Grants and loans are available for membership dues. Contact your membership staff for an application form.

TROOP/GROUP SPONSORSHIP

Many troops have a sponsor or sponsors. A sponsor is a local organization which agrees to provide support to the troop. Depending on the needs of the troop and the resources of the sponsor, this support can be adult volunteers to work with the troop, troop committee members, help in securing a meeting space, or financial support such as money to buy handbooks, resource books, and uniforms. In return, the troop should agree to give service to the sponsor. Written sponsorship agreements are encouraged. Sponsors are not required to be members of Girl Scouts of the U.S.A. but should have a compatible philosophy.

YOU ARE PART OF A TEAM

Many people share responsibility for delivering the Girl Scout program to girls: the girls themselves, their families, the troop leadership team, the troop committee, the troop coordinator, the service team chair, program consultants, membership staff, trained Cadette and Senior Girl Scouts, and other community adults.

All of these people are resources for the troop. They can help the troop leader serve girls. It is the leader's responsibility, however, to ensure that Girl Scout program is consistent with GSUSA and GSCM policies, standards, and procedures.

Many Cadette and Senior Girl Scouts receive training to give service to younger Girl Scouts. These girls are not adults, and cannot be counted as adults when meeting criteria for girl/adult ratios. They can be program aides, helping to teach songs or games, or helping with specific activities. They can also be Leader-In-Training (LIT) apprentice troop leaders.

Sample position descriptions are in the appendix. They will help you understand how responsibilities can be assigned. You are free to alter them if another division of jobs works for you.

HOW FAMILIES CAN HELP

You will find the time it takes to involve the families of the girls well spent. By insisting on their participation in troop activities, you will offer the girls the best program possible, exposure to a network of experienced, sympathetic adults, and a troop leader who can devote her time to girls.

THE PARENTS' MEETING

One of the most important means of gaining and channeling family support is a parents' meeting held at the beginning of the Girl Scout year. When selecting the time for this event, the working schedules of mothers and fathers should be considered. It is important that as many parents or other family members as possible attend. The meeting provides an opportunity to:

- organize the troop and troop committee
- get acquainted with parents and other family members
- learn about adult expectations
- explain the Girl Scout program
- talk about the girls' interests and plans
- show families how they can help
- collect registration money

PREPARATION

It is important to organize the meeting so everything runs smoothly. To begin, contact the troop coordinator or the Service Unit Manager and ask for help in planning and/or conducting the meeting.

- Consider who will be invited. Are the girls to be included? Parents are more likely to attend if they are. Plan activities for the girls. Enlist someone to supervise them in another room.
- Arrange for a meeting place and time. Give careful consideration to parent time schedules.
- Line up audiovisual equipment and make sure it is in good working order. Audiovisuals and equipment are available through the council Service Center.
- Check on your supplies: masking tape, large sheets of paper, markers, name tags, attendance sheet and handouts.

CONTENT

Once the families have gathered, welcome them. It is important that they meet one another and know how to contact you in the future. Talk about:

- The purpose of the Girl Scout program.
- The benefits to girls
- The Promise and the Law.
- The name of the council and the location of the Council Service Center. Where families can buy uniforms, handbooks and other Girl Scout items.
- Why Girl Scouting is a volunteer organization.
- GSUSA membership dues and troop financing. Income from cookie sales and dues; program and field trip expenses; cost of uniforms and handbooks.
- Health and safety standards; parent permission forms; health history cards, which must be updated yearly.
- Where and when troop meetings will be held. Cancellation arrangements.
- A commitment from family members to support the annual GSCM Family Share Campaign and discuss the purpose, need and ways to donate.
- A commitment from family members to support the troop and council. Everyone has a talent they can share and a job they can do no matter how busy they are. Point out how their participation can make a difference to their daughters. Circulate a list of jobs such as telephone parent, troop cookie manager and car pool organizer. Encourage all family members to volunteer their talents as resource people or troop committee members.
- Include important information in a parent handout. The handout could include such facts as phone numbers of troop members, (be sure to ask first), where to buy uniforms, troop dues, and the troop activity calendar.

- Thank family members for coming.
- Explain how you will keep in touch throughout the year.

Following the meeting, you or someone from the troop committee should contact the parents who were unable to attend.

TROOP FINANCE

The troop leader is responsible for monies collected by the troop in the name of Girl Scouting. A checking account is recommended for troop funds. Troop bank accounts should have three signatures. One of these should be the troop coordinator or the service team chair. Bank accounts should be opened in the name of Girl Scouts of Central Maryland Troop # _____.

In order to open a troop bank account, all area banks require a Federal Identification number. This Council's Federal I.D. number is 52-078-0207.

The troop leader shares the responsibility of handling money and financing the troop with the girls, in keeping with their ages and experience. Daisy Girl Scouts should not be involved in handling money, including troop dues; council-sponsored product sales; or other types of money earning activities. Adults are responsible for meeting the modest cost of Daisy Girl Scout troop activities.

Troop financing should be limited to troop dues and money earned through the Girl Scout cookie sale. Troops cannot participate in other money earning activities unless they have participated in the cookie sale. Additional money earning should be undertaken only when the girls justify the need for such funds. If a troop needs to earn money for a special project, Permission For Troop/Group money earning (GSCM 02-207) should be completed and submitted to the troop coordinator or service team chair for approval. The troop's share of the proceeds from the cookie sale should be used to finance activities planned by the troop, and to help with other troop expenses such as handbooks, uniforms, and registration fees. All money raised or earned in the name of Girl Scouting must be used for Girl Scouting. Such assets are not the property of individuals, geographic units or communities.

When buying troop materials and supplies, the Maryland Retail Sales Tax Exempt Number (31000574) will exempt the purchase from sales tax. Exemption cards are available from the Troop Coordinator, Service Unit Manager, Membership staff, or the Volunteer Resource Center (01-442).

Expenses incurred as a result of your volunteer job are tax deductible. Some examples are travel, mileage, and uniforms.

FINANCIAL ASSISTANCE

The purpose of Girl Scouts of Central Maryland's grants program is to enable girls and adults to participate in Girl Scout activities they could not otherwise afford. Any registered girl or adult, troop or group involved in the Girl Scout Movement is eligible to apply for financial assistance. Troop and groups may apply for financial assistance for community encampments and council-wide events only.

The Financial Assistance form (GSCM 04-1121) may be obtained from the Volunteer Resource Center.

COUNCIL FUNDING

Special council-wide events and programs for girls, adult training, and maintenance of Girl Scouts of Central Maryland campsites are supported through the annual Girl Scout Cookie Sale, Family Share Campaign, and property rental fees. Important funding also comes from the United Way, foundations, corporations, and other groups.

THE ANNUAL COOKIE SALE

The Girl Scout program is designed to help each girl achieve her full potential. It provides supervised peer groups where girls can meet and make new friends while participating in activities designed to develop self-confidence, foster self-esteem and achieve the skills necessary to make wise life choices. Each year a theme is developed to set the stage for a partnership between parents and girls while affording the opportunity to share and develop goals and individually and within a group setting.

Through the Cookie Sale program activity, Girl Scouts and their troops/groups develop a number of skills—goal setting, planning, marketing budgeting, record-keeping, community relations and, most of all a sense of responsibility and achievement. The Cookie Sale supports the work of the entire council. GSCM provides financial aid for the Girl Scout events, activities and girl membership. Each girl who sells cookies is truly being a “sister to all Girl Scouts” by supporting out grant programs. The Cookie Sale also provides the funds for capital expenditures to maintain our council properties safely and effectively and it underwrites membership support services like our newsletters, training and program publications, the mobile van, outposts, council-wide meetings, training and program activities. The girls of central Maryland are helping us help them through the annual Girl Scout Cookie Sale.

FAMILY SHARE

Experience tells us that those who benefit from a service are usually the ones who lead the way in providing support. This holds true for Girl Scouting. Those families whose daughters have grown and developed through their experiences in Girl Scouting should have an opportunity to express their belief in the organization in a tangible way. Our Family Share Campaign provides that opportunity.

The Family Share Campaign helps fund many aspects of Girl scouting in Central Maryland. For example, it supports the maintenance and development of camp properties. This, in turn, allows the council to make these properties available to troops at minimal fees for troop camping. The Family Share Campaign also helps defray the cost of providing free training to leaders, newsletters to keep them up to date, reduced girl program fees and many more things that make Girl Scouting possible.

The Family Share campaign kickoff occurs during Early Bird Registration. Each troop leader recruits one parent to head up the troop campaign. (Don't forget fathers. This is a way for a dad to show his support for his daughter's activities.) The Troop Family Share Leader sees that the campaign is presented to the troop's families, and sees that contributions are reported.

Family Share is an annual giving campaign. Families are encouraged to give when they register their daughters, but they can make a contribution at any time.

INSURANCE

Every registered Girl Scout is automatically covered under Mutual of Omaha's Girl Scout Activity Accident Insurance Basic Coverage. This insurance provides coverage for accidents which occur to girls or adults involved in most supervised Girl Scout activities. The coverage is secondary to personal insurance coverage. Optional insurance plans are available to assure coverage for special activities or non-registered participants. Insurance information may be requested from the GSCM Service Center. Information on liability insurance may be obtained by contacting the Volunteer Resource Center.

HEALTH AND SAFETY

The leader is responsible for assuring that all activities are planned and carried out to safeguard the health, safety, and general well-being of the participants. A Health History Card (GSCM 07-779) should be completed and signed by a parent/guardian before each girl participates in any physical activity. These forms should be carried by the adult accompanying the girls, wherever they are, in case of accident or emergency.

For specific health and safety policies, standards and guidelines, see *Leader's Digest: Blue Book of Basic Documents* and *Safety-Wise*.

Whenever the troop is away from its regular meeting place and first aid is not provided on site, a first aider should accompany the troop. A first aider is a person who has reached the age of majority in the state where the activity will take place and who has received training in first aid. This may include a physician, registered nurse, physician's assistant, paramedic, or emergency medical technician. To register a troop first aider who has not completed American Red Cross Standard First Aid training through GSCM, but qualifies in some other way, please submit a First Aider Registration Form (GSCM 05-1602).

Procedures To Follow In Case Of A Serious Accident Or Major Incident (GSCM 01-600) outlines procedures to follow in case of serious accidents. It should be carried by an adult at all times.

REPORTING CHILD ABUSE

In Maryland the child abuse law requires that SUSPICION of child mistreatment be reported to Protective Services within 24 hours. The following phone numbers are used for Central Maryland.

Department of Human Resources: **1-800-332-6347** between 8:00 a.m. and 5:00 p.m.

County/City	Daytime	Nighttime
Anne Arundel	410-421-8400	410-421-8400
Annapolis	410-269-4786	410-269-4786
Baltimore City	410-361-2235	410-361-2235
Baltimore	410-887-2800	410-887-2800
Carroll	410-848-8880	410-848-8778
Harford	410-836-4713 or 4942	410-838-6600
Howard	410-872-4200 or 4203	410-313-2929

In order to expedite the reporting of child abuse and neglect, the reporting format has been standardized. The following list of potential questions to be asked of reporters appears in the approximate order the questions will be asked. This information is helpful to Child Protective Services in making a determination regarding the necessity to follow through on the report. Because the circumstance and the age and development of the child varies, not all questions will be applicable to every situation.

1. Is the report regarding a child or an adult?
2. Did the abuse, neglect or assault occur in your county? (If it occurred in another jurisdiction, the reporter will be given the phone number of the jurisdiction to which the report must be made.)
3. Are the allegations regarding physical abuse, sexual abuse, neglect, or sexual assault?
4. Reporter's name, phone number, address, and position.
5. Caregiver's name.
6. Family's race.
7. Caregiver's marital status.
8. Family's address.

9. Family's phone number.
10. Caregiver's place of employment and phone number.
11. Child's name, date of birth, school, grade, after school care arrangements.
12. Name of caregiver's spouse or significant other.
13. Child's siblings, date of birth, school, grade.
14. Names of persons living in the house and identifying information about the person(s).
15. If the alleged perpetrator does not live in the home, identifying information about that person, including age, race, address, home and work telephone numbers.

Volunteers are asked to notify the Associate Executive Director once appropriate authorities have been notified.

Any person who, in good faith, makes a report
of abuse or neglect is immune from any civil
liability or criminal penalty.

PHYSICAL/BEHAVIORAL INDICATORS

The following information is provided so that you will be familiar with the physical and behavioral indicators of child abuse and neglect. Please note, the presence of any of these indicators does not necessarily mean a child is being abused or neglected. They may, however, lead you to *suspect* abuse or neglect and report it.

Unexpected injuries such as cuts, abrasions or fractures may also indicate abuse. Since these injuries may occur through normal childhood experiences, they should only cause concern when coupled with some other physical or behavioral indicator. You should also be concerned if the injury does not seem likely, given the child's age and physical development.

PHYSICAL ABUSE

Physical Indicators

BRUISES

On any infant; facial bruises; in unusual patterns; clustered in one area of the body; in various stages of healing; both eyes "blackened" with no injury to the nose.

BURNS

Caused by immersion in hot liquid; cigarette burns, usually on the palms of hands (leaving "crater" shaped burns); caused by a hot implement such as an electric iron or curling iron.

Behavior Indicators

CHILD

Overly compliant or shy or aggressive behavior; avoidance of parents; inhibited crying; hyperactive; avoidance of physical contact; low frustration tolerance; excessive fearfulness or distrust of adults; abusive behavior towards other children, especially younger ones.

PARENT

Holds unrealistic expectations for the child's physical or emotional development; immature; dependent, belligerent; aggressive; low self-esteem.

NEGLECT

Physical Indicators

CHILD

Extremely dirty and unkempt; clothes inadequate for the weather; medical problems left untreated; inadequately supervised; undernourished.

Behavioral Indicators

CHILD

Withdrawn; shy; passive; always tired; developmentally slow.

PARENT

Apathetic; shows little concern for child; angry when questioned about child's care; impulsive in decision-making; inconsistent disciplinary practices.

SEXUAL ABUSE

Physical Indicators

CHILD

Difficulty in sitting or walking; repeated symptoms of medical problems with the genitals or digestive system; venereal disease; pregnancy.

Behavioral Indicators

CHILD

Unusual sexual behavior or knowledge; nightmares; poor peer relationships; few social skills; extremely isolated.

PARENTS

Extremely overprotective; overly interested in child's social and sexual life; sees child as highly sexualized.

UNIFORMS AND HANDBOOKS

Members of the Girl Scout Movement are readily identified by their uniforms. A uniform is not required for participation in Girl Scout activities. A uniform is suitable for almost all Girl Scout functions. It can give girls and adults a feeling of belonging. Members are encouraged to wear their membership pin when not in uniform.

Handbooks are the basic program resource. The handbooks are designed to be read by the girls. They have spaces for record-keeping and completing activities, and can be used at home. Girls are not required to own handbooks.

MEETING PLACES

Guidelines for selecting meeting places are found in *Safety-Wise*. Please note that if the troop meets or takes a trip away from the meeting place, each girl should have a signed Parent/Guardian Permission Form (GSCM 07-1132) and the troop coordinator should be informed.

PUBLIC RELATIONS

Public Relations includes special events, press, and community relations. There are many ways volunteers can contribute to good public relations in their community.

Weekly and monthly newspapers serving the many communities throughout Central Maryland are eager to highlight activities which feature girls and adults from the local community. Don't hesitate to phone the reporters that cover your area. Ask them what they need to publicize the great things your troop is doing.

Connections, Girl Scouts of Central Maryland's newsletter, often features individual troop, cluster, and community accomplishments. Send clear, black and white photographs of your good news with a brief description (include who, what, where, when, why and how) to the Director of Communications.

For more information on ways you can help spread the Girl Scout story, call the Communications Department at the Council Service Center 410-358-9711 or toll free 1-800-492-2521.



Girl Scouts of Central Maryland
4806 Seton Drive
Baltimore, MD 21215-3247
T (410) 358-9711, (800) 492-2521
F (410) 358-9918
www.gscm.org

Girl Scouts of Central Maryland
Financial & Money Earning Policies for Troops/Groups,
Service Units/Clusters, Special Events

Council Troop/Group Financial Policies and Procedures

Policy: *All Troops/Groups will have a checking or savings account, unless a written exception is authorized by the Service Unit Manager and the Membership Specialist. A Troop/Group bank account information form will be submitted to the Service Unit Manager when the bank account is established, changed or closed. The Service Unit Manager will forward the bank account information form to the CFO.*

Procedures

- All Troops/Groups, with the exception of Daisy Troops will open a bank account within 45 days following the first meeting.
- The Service Unit Manager will submit the Troop/Group bank account information forms to the council CFO within ten (10) days of receipt.

Policy: *All bank accounts will be designated “Girl Scouts of Central Maryland or GSCM, Troop/Group #____.” The Council’s federal ID number 52-0780207 must be used when opening the troop bank account.*

Procedures

- Troops/Groups currently holding bank accounts may continue to use their supply of checks and make the changes when checks are reordered.

Policy: *Three signatures are required on the bank account. At least one signature on the bank account will be a designated Service Unit Manager. Members of the same family may not be ‘signers’ on the same bank account. All volunteers who handle money will be current registered members of Girl Scouts of Central Maryland.*

Girl Scouts of Central Maryland
Financial & Money Earning Policies for Troops/Groups,
Service Units/Clusters, Special Events

Procedures

- Although three signatures are required on a bank account, only one signature is required on a check.

Policy: ***All Troops/Groups will deposit all registration, family share and cookie funds within two weeks of receipt.***

Procedures

- Troops/Groups will use deposit slips provided by the council for registration, family share and council sponsored product sales. Use of other deposit slips or bank counter credits is not permitted.
- Troops/Groups will submit registration and family share paperwork to the Service Unit Registrar, designated Service Team Member or in her absence to the Membership Specialist, within two weeks of receipt.
- Service Unit Registrars will submit membership registration and family share paperwork to the council office within one week of receipt.
- All funds generated from cookie sales must be deposited into the Girl Scout Council account on a regular basis. Large sums of money should not be accumulated.
- Submit all deposit slips from cookie sales to the council office within three (3) days of deposit.

Policy: ***An annual Troop/Group finance report will be submitted to the Service Unit Manager no later than June 15th each year. This report will include an inventory of items in the troop's/group's possession that are valued individually at \$50.00 or more.***

Procedures

- Troop/Group leaders will complete annual Troop/Group finance report form #02-218A.
- A copy of the Troop's/Group's bank statement must be attached to the annual finance report.

Girl Scouts of Central Maryland
Financial & Money Earning Policies for Troops/Groups,
Service Units/Clusters, Special Events

- The Service Unit Manager will review all annual Troop/Group reports and forward the financial information report form #02-218A to the Membership Specialist no later than June 30th.
- In the absence of a Service Team, all annual Troop/Group reports including financial information reports will be forwarded to the Membership Specialist.

Policy: ***All bank accounts and inventory from disbanded Troops/Groups will be turned over to the Service Unit Manager within 45 days from the date the Troop/Group disbands.***

Procedures

- All money from disbanded Troops/Groups must be deposited in the Service Unit bank account and must be used in the following ways:
 - (1) Membership dues assistance for girls
 - (2) Start-up funds for new Troops/Groups
 - (3) Service Unit program activities that include girls of the same age level as the disbanded Troop/Group
- In Service Units without a Service Unit Manager, disbanded Troop funds and inventory will be turned into the council office or to a Service Unit volunteer designated by the Membership Specialist.
- If the Troop/Group is reactivated within the membership year, troop funds that were submitted to the council office will be returned to the Troop/Group.

Policy: ***Troop/Group financial records are open to inspection by any parent/guardian or person designated by the council.***

Procedures

- Parents/guardians may request a review of financial records from the leader.
- If a review is not granted, the parent/guardian will make a request through the Service Unit Manager or in her absence, through the Membership Specialist.

Girl Scouts of Central Maryland
Financial & Money Earning Policies for Troops/Groups,
Service Units/Clusters, Special Events

- Financial records must be kept current and available for review.

Council Service Unit/ Cluster Financial Policies and Procedures

Policy: *All Service Units/Clusters, with funds, will have Service Unit/Cluster checking or savings account. A Service Unit/Cluster bank account information form will be sent to the CFO at the Council office when the bank account is established, changed or closed.*

Procedures

- The Service Unit Manager will submit bank account information form # 01-207 to the council CFO for Service Unit and Cluster bank accounts, within 30 days of the bank account being established, changed or closed.

Policy: *All bank accounts will be designated “Girl Scouts of Central Maryland or GSCM, Service Unit/Cluster # ____.” The Council’s federal ID #52-0780207 must be the federal ID number used when opening the bank account.*

Policy: *Three signatures are required on the bank account. At least one signature on the bank account will be a Council Membership Specialist. Members of the same family may not be signers on the same bank account. All volunteers who handle money will be current registered members of Girl Scouts of Central Maryland.*

Procedure

- At least one signature on the Cluster bank account will be a Service Team designee.
- Although three signatures are required on a bank account only one signature is required on a check.

Policy: *Service Units/Clusters will deposit registration and family share funds within two weeks of receipt.*

Procedures

- Service Units/Clusters will use deposit slips provided by the council from registration and family share. Use of other deposit slips or bank counter credits is not permitted.

Policy: *An annual Service Unit/Cluster financial report will be submitted to the CFO of the council no later than July 15th. This report will include an inventory of items in the Service Unit/Cluster's possession that are valued individually at \$50.00 or more.*

Procedures

- Cluster Coordinator will submit financial report form #02-220 to Service Unit Manager within the timeframe designated by Service Unit Manager.
- Service Unit Manager will submit all Troop/Group, Cluster and Service Unit financial reports to the Membership Specialist by June 30th.
- If the Service Unit has an inventory of items valued individually at \$50.00 or greater, the inventory section of the financial report will be completed.
- For events within the Service Unit, a special event financial report form #01-801 will be submitted to the Service Unit Manager within 30 days of the event

Policy: *Service Unit/Cluster financial records are open to inspection by any person designated by the Council.*

Procedures

- The council may request a review of financial records at any time.
- All Troop/Group, Cluster and Service Unit financial records must be kept current and available for review.

Girl Scouts of Central Maryland
Financial & Money Earning Policies for Troops/Groups,
Service Units/Clusters, Special Events

Special Events

Policy: *All events that involve more than one Service Unit will have a checking or savings account, unless a written exception is authorized by the Program Specialist. A special event bank account information form will be sent to the CFO of the Council when the bank account is established, changed or closed.*

Policy: *All bank accounts will be designated "Girl Scouts of Central Maryland or GSCM, Event Name _____." The council's federal ID, #52-0780207, will be the federal ID number used when opening the bank account.*

Policy: *Three signatures are required on the account. At least one signature on the account will be a Council Program Specialist or her designee. Members of the same family may not be signers on the same bank account. All volunteers who handle money will be current registered members of Girl Scouts of Central Maryland.*

Procedures

- Although three signatures are required on a bank account only one signature is required on a check.

Policy: *An event financial report will be submitted to the Council Program Specialist no later than 60 days after the event has taken place. This report will include an inventory of items valued individually at \$50.00 or more.*

Money Earning Policies and Procedures

Policy: *Any Troop/Group registered at the time of the Council's annual cookie sale will participate in the cookie sale prior to conducting any additional troop money earning projects.*

Girl Scouts of Central Maryland
Financial & Money Earning Policies for Troops/Groups,
Service Units/Clusters, Special Events

Policy: ***Troop/Group leaders will obtain written approval from the Service Unit Manager before starting a Troop/Group money-earning project.***

Procedures

- Requests for permission for money earning activities must be submitted to the Service Team at least 30 days prior to the money earning activity.
- In the absence of a Service Team, approval is obtained through the Membership Specialist.

Policy: ***Troops/Groups should not have more than two money earning-projects, not including the cookie sale, during the program year. Exceptions may be made for Troops/Groups participating in special projects or trips.***

Policy: ***Troop/Group money earning projects will be suitable to the ages and abilities of the girls and will be consistent with the goals and principles of the Girl Scout program. Games of chance, direct solicitation for cash or endorsement of a commercial product are not allowed.***

Policy: ***Written parental/guardian permission is required for all girls participating in money earning projects. Adult/Girl ratio must be in accordance with Safety Wise.***

Policy: ***In no case, does the income from the Troop/Group money earning projects become the property of the individual girl members.***

Procedure

- Older girls may be given credit for participation in money-earning activities for major trips if the Troop/Group members establish and agree upon rules in advance however, all income generated from money earning projects is the property of the Troop/Group.

Policy: ***In order to comply with the IRS acknowledgement requirements, cash donations to Troops/Groups from a single individual or***

The First Four Meetings

The First Four Meetings

The following pages are sample-meeting plans for the first four meetings for each program level. They are suggestions to help you get started. Although these suggestions are divided into program levels, some activities may be suitable or adaptable to any level. When planning a meeting, it is helpful to think of it in parts.

PARTS OF A TROOP MEETING

There are five major parts to a meeting: Start-Up Activity, Opening, Business, Major Activity, and Closing. Not all meetings will have all five parts. On the next page is a meeting planning sheet. It serves as a guide to what the troop hopes to accomplish and a record of what has been done.

Start-Up Activity Something the girls can do while waiting for everyone to arrive. It could be finishing up what was started at the last meeting, setting up the room, or putting out supplies.

Opening Choose a flag ceremony, a get acquainted game, or, as everyone gets to know each other, a song or favorite activity. After the first few meetings, let the girls choose. Continue to introduce new things they can choose from.

Business Announcements, collecting dues, taking attendance, collecting permission slips, making plans.

Activity The main part of the meeting. Remember younger children have a shorter attention span. Several short activities are a better idea. Don't forget girls have lots of energy. Don't expect them to sit still for the entire meeting. Plan one or two active projects.

Clean-Up A Girl Scout always leaves a place better than she found it. Leave time for clean-up before the closing.

Closing Try a friendship circle or a song or game. The girls will have good ideas. This is good-bye until next time. **MAKE IT FUN!**

TROOP MEETING PLANNER

WHAT	DESCRIPTION	WHO
START-UP ACTIVITY		
OPENING		
TROOP BUSINESS		
CLEAN-UP		
CLOSING		

SNACK: When (and if) a snack is served depends on the girls' ages and the meeting time. Young girls meeting after school need a snack before the meeting starts. Girls meeting on a Saturday morning might have a snack right before the main activity, but not too close to meals. Evening meetings may not necessitate a snack.

The snack should be provided by the parents with each family sharing in the expense. It is not the troop leaders' responsibility to provide a snack unless it is their daughters' day to do it. As girls age, snacks are less important. Leaders need to judge this based on the needs of the troop/group.

DAISY GIRL SCOUTS

FIRST MEETING

START-UP ACTIVITY

Greet each girl as she comes into the meeting place. Get the girls started making name tags. Trace or make the shape of a hand, foot, face or heart on a sheet of construction paper. The girls can cut it out and print their names on it. They may need help with both.

OPENING

Form a friendship circle by joining hands in a circle. Open your circle to form a "U" shape. Select two girls, one to guard and one to hold the United States flag at the open end of the "U". Recite the Pledge of Allegiance. Say the Girl Scout Promise, and have the girls repeat it.

BUSINESS

In a Daisy troop, business is discussed in a Daisy Girl Scout Circle (pages 48 & 53, *Guide for Daisy Girl Scout Leaders*). This is leader directed and is usually held once a month. Discuss this form of government with the girls and the type of decisions they will be making in the future.

Daisy Girl Scouts usually have a short period at each meeting for sharing. This is girl directed and separate from the Daisy Circle. Allow a short time for the girls to discuss the events of the day or other topics of interest.

MAJOR ACTIVITY

Have the girls decorate a pocket folder to carry such things as newsletters, notes, pictures and permission forms to and from meetings and home. Glue the words of the Girl Scout Promise and troop phone numbers inside.

CLEAN-UP

Have the girls help clean up the room.

CLOSING

Form a friendship circle and teach the girls "Make New Friends" (*The Girl Scout Pocket Songbook, pg. 10*).

DAISY PROGRAM TRAIL

Make name tags
and folders.

SECOND MEETING

START-UP ACTIVITY

Greet each girl. Let them explore the Daisy Scrapbook.

OPENING

In a circle, pledge to the flag, review and recite the Girl Scout Promise, review and sing "Make New Friends".

SHARING TIME

Use the Daisy Circle and let the girls take turns sharing. Explain the Girl Scout sign (page 20, *Guide for Daisy Girl Scout Leaders*). You may want to explain the quiet sign. Make the Girl Scout Sign with the arm extended overhead. As you put your arm in the air you pretend your lips seal shut. When you see someone making the quiet sign you imitate them, until everyone is quiet. The quiet sign is used to get everyone's attention.

MAJOR ACTIVITY/ 2nd MEETING- Reference *The Daisy Activity Book*

Assist the girls in completing "Who Am I? (pg. 3 & 4). At the same time, and with the use of mirrors have them draw themselves using the diagram on page 5, "A Paper Portrait".* All of the activities might be placed in a Daisy Scrapbook that the girls complete during her year as a Daisy.

Game—Select an age appropriate game for Daisy Girl Scouts from the GSUSA publication, *Games for Girl Scouts*.

*You may wish to have a set or two of multi-cultural crayons. They are available at most arts & crafts stores/large chain stores. This may help with individual skin tones.

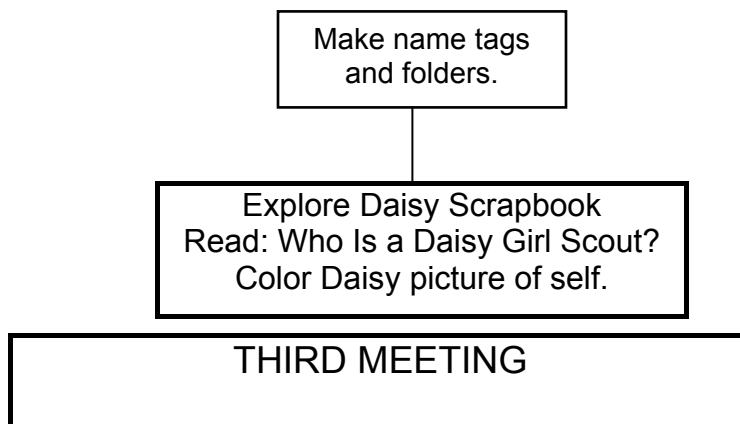
CLEAN-UP

Have the girls help clean up the room.

CLOSING

Form a friendship circle. Review the meeting and ask girls their favorite part. Sing "Make New Friends."

DAISY PROGRAM TRAIL



START-UP ACTIVITY

Play Daisy to Daisy game, (page 11, ***Guide for Daisy Girl Scout Leaders***).

OPENING

Form a Daisy Circle. Recite the pledge and Girl Scout Promise. Teach a new song from your Daisy training handout or ***The Girl Scout Pocket Songbook***. You might want to sing "I'm A Girl Scout" to the tune of "Brother John".

I'm a Girl Scout.
I'm a Girl Scout.
Who are you?
Who are you?

Can't you tell by looking?
Can't you tell by looking?
I'm one, too.
I'm one, too.

SHARING TIME

Ask the girls to share what they think it means to make a promise.

MAJOR ACTIVITY

Try "Me In Paper" activity (page 10, ***Guide for Daisy Girl Scout Leaders***). Wait and do comparisons at next meeting.

CLEAN-UP

Have the girls help clean up the room.

CLOSING

Form a friendship circle. Ask girls, one at a time, to name each girl in the circle to see if they know everyone. Make it a game.

DAISY PROGRAM TRAIL

Make name tags
and folders.

Explore Daisy Scrapbook
Read: Who is a Daisy Girl Scout?
Color Daisy picture of self.

Daisy to Daisy Game
"Me In Paper"

FOURTH MEETING

START-UP ACTIVITY

Have girls attach their body part name tag to their "Me In Paper" picture. Then play the "Daisy to Daisy" game until everyone has arrived and finished.

OPENING

Repeat previous openings but add a new or favorite, song or poem.

SHARING TIME

MAJOR ACTIVITY- Reference – *Daisy Girl Scout Leaders Guide*

- Keep the girls in their Daisy Circle & let them individually show their full body picture from the last meeting. If there is Wall space in your meeting room, they can be posted.
- Read "*The First Daisy*" on page 24 and complete the activity on page 25.
- You may wish to have a tea party(snack) as Juliette Low might have done as a girl. This might be a good time to improve skills relating to manners and sharing.
Leaders–Be Creative.

CLEAN-UP

Have the girls help clean up the room.

CLOSING

Begin to teach "Taps" (*Girl Scout Pocket Songbook*).

DAISY PROGRAM TRAIL

Make name tags
and folders.

Explore Daisy Scrapbook
Read: Who Is a Daisy Girl Scout?
Color Daisy picture of self.

Daisy to Daisy Game
"Me In Paper"

Read: The Story of Juliette Low.
Daisy Fun Tales
My Name Design and My Daisy Leader.



DAISY PROGRAM TRAIL SUGGESTIONS FOR FUTURE MEETINGS

Plan Investiture.
Make Invitations.

Helpers: Kaper Chart for the Troop
My Community Album

Discuss the Girl Scout Law
Everyone is special

Service Project
Make the World a better place
Nature In Action

My Family

Troop Trip
Visit Hospital
A Walk Through The Neighborhood

BROWNIE GIRL SCOUTS

FIRST MEETING

START-UP ACTIVITY

Play the **Giant Name Tag** game. Have the girls print their names in large letters on paper with markers or crayon. Have them draw a picture that tells something about themselves (things they like, their family, places they've visited, pets). Have each girl share her giant name tag with the entire group. The adults can make name tags too, so the girls can get to know them better.

OPENING

Teach the girls "Make New Friends" (*The Girl Scout Pocket Songbook*, pg. 10).

BUSINESS

Discuss routine troop responsibilities and help the girls make a Kaper chart showing the tasks that need to be done and who is responsible for doing them. Attendance, dues collecting, cleaning up, and serving refreshments are some of the tasks girls can do. The Kaper Chart can be changed at the end of each meeting or every other meeting. Let the girls decide.

Discuss behavior rules. Write them on poster board and post them at all meetings. Decide on consequences for not following the rules. It is easy to relax the rules a little, later on, but almost impossible to make them stricter once you are faced with disruptive behavior.

MAJOR ACTIVITY

Tell the Brownie Story (pages 29-32, *Brownie Girl Scout Handbook*) or have the girls take turns reading. Look at the pictures of the Brownie Uniform and pin (pages 16-17, *Brownie Girl Scout Handbook*).

Play **Brownies and Fairies**. Divide the girls into two teams, Brownies and Fairies. Line teams up facing each other. Leader calls out "Brownies are coming!" The Fairies must try to reach the safe place (about 20 feet away) before being tagged by a Brownie. The teams go back to the starting point, but all girls who have been tagged are now Brownies. The leader continues to call "Fairies are coming!" or "Brownies are coming!" until it is time to stop. The team with the most players wins.

CLEAN-UP

Have the girls help clean up the room.

CLOSING

Have the girls join hands with right arm crossed over left for a friendship circle (page 19, ***Brownie Girl Scout Handbook***). Leader squeezes the hand of the girl on her right. This girl silently makes a wish and passes the squeeze to the girl on her right. This continues around the circle until the squeeze comes back to the leader. She calls "Good Night" and everybody leaves.

SECOND MEETING

START-UP ACTIVITY

Let the girls set up the meeting room. Play a get acquainted game.

OPENING

Sing the "Brownie Smile Song" (page 15, ***Brownie Girl Scout Handbook***).

BUSINESS

In a Brownie Ring (pages 38-41, ***Brownie Girl Scout Handbook***. Take attendance, collect dues and forms. Introduce Investiture (page 22, ***Brownie Girl Scout Handbook***).

Review "Make New Friends" and the "Brownie Smile Song" (page 15, ***Brownie Girl Scout Handbook***).

ACTIVITY

Some activities for this meeting could come from the following Try Its: Girl Scout ways, pg. 14, Brownie Girl Scout Around the World, pg. 18, or Brownie Girl Scouts Through the Years, pg. 10. Reference ***Try Its for Brownie Girl Scouts***. Do not complete the Try Its in one meeting.

CLEAN-UP

Have the girls help clean up the room.

CLOSING

Leave by playing Vanish. The girls form a circle. After singing, there is complete silence. The leader says "vanish" and every girl quickly and quietly disappears.

THIRD MEETING

START-UP ACTIVITY

Girls who arrive first can practice a flag ceremony (*The Guide for Brownie Girl Scout Leaders*).

OPENING

Have a simple flag ceremony, a good practice for the Investiture. Include the Pledge of Allegiance and the Girl Scout Promise.

BUSINESS

Take attendance and collect dues. Plan the Investiture Ceremony.

MAJOR ACTIVITY

If possible, take the girls outside. They will be restless. Play **Mr. Bear, Rabbit Without a House**, or **Hawk and Hens** (pages 130-131, *Brownie Girl Scout Handbook*).

Choose 1-2 activities from the Try Its you worked on at the last meeting.

CLEAN-UP

Have the girls help clean up the room.

CLOSING

In a friendship circle, sing the "Brownie Smile Song." End with a squeeze.

FOURTH MEETING

START-UP ACTIVITY

Play **My Favorite**. Have the girls write about or draw their favorite toy, game, book, color, school subject, or sport. Ask them to share their favorite things with each other.

OPENING

Sing a song. Give each other the Girl Scout handshake and sign (page 18, *Brownie Girl Scout Handbook*).

MAJOR ACTIVITY

Make invitations for the Investiture. Include an activity from **Colors and Shapes Try-It** (page 90, *Try Its for Brownie Girl Scouts*). Rehearse the ceremony. A Kaper chart will help the girls remember what their part is. Remind girls to wear their uniforms. Tell them they will agree to live the Promise and the Law and they will receive their pins.

CLEAN-UP

Have the girls help clean up the room.

CLOSING

When the girls are ready to leave, the leaders stand at the doorway. The Brownies stand in two lanes, making arches with their arms, one lane beside each leader. The two girls farthest from the door go under the arches and leave. Then the next two, until the last two go out under the arms of the leaders.

SUGGESTIONS FOR FUTURE MEETINGS

- Hold the Investiture Ceremony.
- Learn about Try-Its.
- Other activities in the Brownie Girl Scout Handbook

BE SURE TO OFFER THE GIRLS CHOICES IN THE PLANNING STAGE. HELP THEM SHARE IN THE DECISION MAKING PROCESS SO THEY LEARN HOW TO MAKE DECISIONS.

JUNIOR GIRL SCOUTS

FIRST MEETING

START-UP ACTIVITY

If the girls arrive at varying times, try to talk to each one. Be sure to greet each girl. Do the **Who Am I Now?, This is Me!** activity on pages 42-43, *Junior Girl Scout Handbook*.

OPENING

Say the Girl Scout Promise in a friendship circle. Have each girl tell the group her real name and the name of an imaginary or real animal that begins with her first initial. The girl to her right repeats the girl's first name and animal and gives her own name and animal. For example, First girl: "I'm Peggy and I'm a platypus." Second girl: "She's Peggy Platypus and I'm Gloria and I'm a gopher." Third girl: "She's Peggy Platypus, she's Gloria Gopher, and I'm Debbie and I'm a Doberman."

BUSINESS

Discuss routine troop responsibilities and help the girls form a Kaper chart. Attendance, dues collecting, cleaning up, and serving refreshments are some of the tasks the girls can do. The Kaper chart can be changed at the end of each meeting or at every other meeting. Let the girls decide.

MAJOR ACTIVITY

Plan an active game. Select from games on pages 106-109 in the *Junior Girl Scout Handbook*. Additional activities are at the discretion of the troop leader.

Or play **Don't Touch**. This is a game for a group of at least ten people. Use five Frisbees, or make five large, heavy cardboard circles that measure about 12 inches in diameter. One person is selected as the referee. The referee spreads out the Frisbees on the ground. When she yells "go," everyone has to run to a Frisbee, touch some part of it, and immediately "freeze" there. If any two people are touching each other, they are both out. The referee takes one of the Frisbees out of play and calls "go" again. Everyone runs to another Frisbee and touches a part of it and freezes again. Keep playing until there's only one Frisbee left and no people touching. The referee then picks one of the remaining players to be the referee for the next game.

CLEAN-UP

Have the girls help clean up the room.

CLOSING

Sing a song in a friendship circle (Have Girl Scout Songbooks available for the girls to choose. Include Taps in your closing). Each girl then turns to the girl on her right and says, "Goodnight, _____ (girl's name)."

SECOND MEETING

START-UP ACTIVITY

Ask each girl to tell the group what she most enjoys doing on weekends. This will help you discover what kinds of things the girls like to do. Later help the girls incorporate their favorite activities in troop plans.

OPENING

Say the Girl Scout Promise. Give each other the Girl Scout sign and handshake. See if the girls can say the Girl Scout Law.

BUSINESS

Take attendance, collect dues and forms.

MAJOR ACTIVITY

Help the girls select the method of troop government that works best for the size of the troop (pages 24-25, *Junior Girl Scout Handbook*; pages 32-33, *The Guide for Junior Girl Scout Leaders*). If they decide to use the patrol system help them decide how the patrols should be selected. Remind them patrols are not written in stone and can be changed in a few months. Girls can choose patrol leaders and patrol names once patrols are assigned. Kapers can be assigned by patrols.

Introduce Investiture/Rededication (page 12, *Junior Girl Scout Handbook*). Brainstorm ideas for the opening, songs, and invitations. Let the girls think about it until the next meeting.

Play an active game from *Games for Girl Scouts*.

One of these games is **Daisy, Daisy...Juliette**. Girls form a single circle. One girl is selected to be "it" and stands outside the circle. Girls in the circle are in a squatting position facing inward. "It" walks around the outside of the circle saying "Daisy" as she

taps each girl on the head. When she taps a girl and says "Juliette" she immediately starts to run clockwise around the circle. The girl who was tapped must run counter-clockwise. The girl who reaches the space first stays there, while the other girl becomes or remains "it." A girl can only be "it" three times in a row.

CLEAN-UP

Have the girls help clean up the room.

CLOSING

Form a friendship circle. Sing "When'er You Make A Promise" (***Girl Scout Pocket Songbook***) or another song the girls suggest for the Investiture/Rededication ceremony.

Page 12 in the ***Junior Girl Scouts Handbook***.

THIRD MEETING

START-UP ACTIVITY

Have early arrivals practice a flag ceremony (***The Guide to Junior Girl Scout Leaders***).

OPENING

Have the flag ceremony.

BUSINESS

Finish patrol assignments. Finalize plans for the Investiture/Rededication.

MAJOR ACTIVITY

Encourage the girls to learn the Law for the Investiture Ceremony. Do the activity Good Deed Catcher, pg. 6 & 7, ***Junior Girl Scout Handbook***.

Have some of the girls teach their favorite song or game to the troop.

CLEAN-UP

Have the girls clean up the room.

CLOSING

In a friendship circle, sing "Taps" (page 10, ***Girl Scout Pocket Songbook***).

FOURTH MEETING

START-UP ACTIVITY

Make invitations for the Investiture/Rededication.

OPENING

Ask each girl to share something she is doing in school, another group, or with her family that she is excited about.

BUSINESS

Review plans for the Investiture/Rededication, if necessary. Give the girls time to practice.

MAJOR ACTIVITY

Plan a game. It should relate to an activity or badge the girls have expressed an interest in. Use *Games for Girl Scouts* as a resource.

Plan a service project or plan to attend an event.

Some ideas could be incorporated in the Investiture/Rededication.

CLEAN-UP

Have the girls help clean up the room.

CLOSING

Patrols can be assigned to be responsible for opening, closing, refreshments, clean-up, attendance and dues collection. They may need help with suggestions or new ideas and resources. Give specific patrol assignments for next week, then close by singing "Peace" (page 7, *Girl Scout Pocket Songbook*).

SUGGESTIONS FOR FUTURE MEETINGS

- Be sure girls new to Girl Scouting understand Girl Scout traditions (pages 24-25, *Junior Girl Scout Handbook*).
- Let the girls plan a simple ceremony to induct their patrol leaders. Be sure to have the cords (pages 24-25, *Junior Girl Scout Handbook*).

The Junior Girl Scout Handbook pgs. 32, 33 *Junior Girl Scouts Leader Guidebook* is the best resource for activities. Troops can proceed through the book chapter by chapter or skip around. **Let the girls decide.**

CADETTE GIRL SCOUTS

FIRST MEETING

START-UP ACTIVITY

Play **Paired Interviews**. Have the girls' interview each other in pairs, with someone they don't know or don't know well. Use questions such as:

- How long have you been in Girl Scouts?
- What are your hobbies?
- What do you like to do?
- What do you expect from Cadette Girl Scouting?

Have the girls share with the larger group what they learned about their partners. The leaders could also participate.

OPENING

Play **Expectations**. Ask the girls to fill in the blanks.

At the end of this month I expect to learn _____. I expect to accomplish _____.
I expect to increase my ability to _____. Discuss if the expectations are realistic and possible. Post the lists for future reference.

BUSINESS

Planning Ask the girls to plan how they spend one month. Include school, work, social and family activities. Once each girl has a general idea of how she spends her time, she will have a better picture of how much time she can devote to Girl Scout activities. You can remind the girls that some of what they are currently doing is related to Girl Scouting and can assist in earning recognition. Ask the girls to compare their monthly schedules, then block in time when the girls can meet as a group to complete group projects or go on trips. Look at the sample long range calendar on page 43 in the ***Cadette Girl Scout Handbook***. Make a long range calendar for your troop. Fill in things such as Juliette Low's birthday and the annual cookie sale.

MAJOR ACTIVITY

Play **The Pile On Game**. Girls sit in a circle on chairs. The leaders says, "If you were born in Baltimore, move one seat to your right." The girls who fit that description sit on the lap of the girl to their right, unless she is also moving. The leader repeats descriptive phrases, preferably ones, which will help the girls, get to know each other. The fun part is when everyone piles on everyone else.

CLEAN-UP

Have the girls help clean up the room.

CLOSING

Allow the girls to choose an inclusive game that they might like to teach to young Girl Scouts.

SECOND MEETING

START-UP ACTIVITY

Before the girls arrive, set up the room as a resource room. Girls who arrive early can help. Other leaders, your troop coordinator, or your service team chair can help you locate resources.

OPENING

Say the Girl Scout Promise and Law. Have girls exchange the Girl Scout handshake and be sure to use the quiet sign to get their attention. Talk about how special symbols help a group feel special.

BUSINESS

Tell the girls that planning activities will be their responsibility. You will be the facilitator and resource person. Illustrate the wide range of possibilities.

Select a form of troop government. Refer to pages 42-43 in the ***Cadette Girl Scout Handbook***.

Announce any special activities the community or council may be offering. At this level, girls often participate as individuals, not troops.

MAJOR ACTIVITY

Brainstorm a list of possible activities the group can do together. Don't forget a group service project and money-earning activities. Add some of these activities to the long range calendar you developed at your first meeting. Brainstorming is discussed on pages 40-41 in the ***Cadette Girl Scout Handbook***.

CLEAN-UP

Have the girls help clean up the room.

CLOSING

Play **Lap Seat**. Have the girls form a tight circle. Turn so each person faces the back of the person to the right. Slowly bend at the knees so the circle is supporting the entire group. Talk about what this shows about being part of a group.

THIRD MEETING

START-UP ACTIVITY

Have girls make a list of their ten strengths and ten weaknesses. See if they can relate these to the goals of the Girl Scout program, which are, developing self-potential, relating to others, developing values, and contributing to society. How will Girl Scouting employ their strengths and improve their weaknesses?

OPENING

Try jazzing up some familiar songs like "Row, Row, Row Your Boat."

Propel, propel, propel your craft,
Placidly down the liquid solution
Ecstasy, ecstasy, ecstasy, ecstasy,
Life is but an illusion.

Now sing it as a round

BUSINESS

Have the girls decide on a fun thing to do. It can be something extra that doesn't have to be done in troop time. Doing something just for fun, once a month, is good for troop spirit.

MAJOR ACTIVITY

Have the girls plan an Investiture/Rededication Ceremony. See page 19 in the ***Cadette Girl Scout Handbook*** and page 8 in ***The Guide for Cadette and Senior Girl Scout Leaders***.

Have the girls complete the teenage stress scale on page 88-89 in the ***Cadette Girl Scout Handbook***. Talk about the stress girls face in their lives. Discuss how girls can learn to handle stress through troop program activities.

CLEAN UP

Have the girls help clean up the room.

CLOSING

Play **Sing Down**. Have the girls divide into three to four groups. Arrange the groups around the room well separated from each other. The leader points to a group at random. The group must start singing a song within 3 seconds. If they take longer than 3 seconds or sing a song that has been sung, they are out. You can use a theme such as patriotic songs, pop songs, or songs about animals.

FOURTH MEETING

START-UP ACTIVITY

Make invitations for the Investiture/Rededication. If parents come it might be a good time for the girls to talk about their plans and enlist parent support.

OPENING

The girls should be responsible for the meeting. Assign meetings to each girl or group. You can suggest resources or ideas, but remember it's the girls' troop.

BUSINESS

You might talk about consensus decision making as opposed to majority rule. When you vote, the majority wins and the minority loses. A decision reached by consensus should be something everyone can be happy with. Consensus decision making is described on pages 102-104 in the ***Cadette Girl Scout Handbook***.

MAJOR ACTIVITY

Choose an activity that will help the girls work toward an interest project or the Cadette Leadership Award.

CLEAN UP

Have the girls help clean up the room.

CLOSING

Try a friendship circle.

SUGGESTIONS FOR FUTURE MEETINGS

- Find out what skills/knowledge the girls might need to participate in council- wide events. Be sure they are prepared.
- Help the girls evaluate completed projects. Don't forget to evaluate long term projects periodically.

YOUR CADETTE GIRL SCOUT HANDBOOK IS ONE OF YOUR BEST RESOURCES FOR ACTIVITIES. LET THE GIRLS DECIDE HOW TO USE IT.

WORKING WITH SENIOR GIRL SCOUTS

THE LEADER

In Senior Girl Scouting, the adult leader is there to listen, support, suggest, and act as a resource for the troop. Senior Girl Scouts initiate, create, and carry out their own program and projects.

MAKING THE SENIOR TROOP WORK

All groups need some sort of management, a framework or structure for gathering ideas, making decisions, and putting things together in workable plans. You need some agreed upon system for fast, efficient communication among the members of the group. Each girl's talents and abilities should be used. Page 34 in *The Guide for Cadette and Senior Girl Scout Leaders* talks about the patrol system, the executive board system and the town meeting system.

In organizing, help girls avoid fancy structures. Their management system should work for them, not the other way around.

COUNCIL WIDE AND WIDER OPPORTUNITIES

Senior Girl Scouts have many opportunities to participate in council sponsored activities and GSUSA sponsored Wider Opportunities. Council-wide activities for Senior Girl Scouts can be found in Flashpoint and the summer supplement. Wider Opportunity information is published annually by Girl Scouts of the U.S. A. and is available through the council's Program Department.

GETTING TO KNOW YOU GAMES

THIS IS MY FRIEND

Game begins with girls sitting in a circle holding hands. If the girls do not already know the name of the girl on their left, they ask. One starts by introducing the girl on her left, "This is my friend, JOAN". When she says her friend's name, she raises her friend's hand in the air. Her friend then introduces the girl on her left in the same way. This continues until everyone has been introduced and all hands are in the air. Older girls can be given four or five minutes before starting to gather additional information to share, "This is my friend, SUZY. She has a new baby brother and she loves to swim."

MOTION NAME GAME

Girls begin by standing in a circle. Each player in turn makes a gesture while saying each syllable in her name. For example, Jill Mitchell says, "My name is Jill," while tugging her left ear, and "Mitchell," while stamping one foot and then the other. Together the group says, "Hello, Jill Mitchell," while repeating her gestures. At the end, the group can see if they remember each girl's name and motions by saying hello to each other.

COOKIE JAR GAME

Girls sit in a circle. They establish the rhythm for the game by alternately slapping their knees and clapping their hands. This continues while the girls chant in time with the rhythm. Girls should be slapping knees on each italicized word.

Group: "Who took the *cookies* from the *cookie* jar?"
First Girl: "*Judy* took the *cookies* from the *cookie* jar."
Judy: "Who *me*?"
Group: "Yes, *you*."
Judy: "Couldn't *be*."
Group: "Then *who*?"

At this point Judy names any other girl in the group.

Judy: "*Kim* took the *cookies* from the *cookie* jar."
Kim: "Who *me*?"

And so on. After most girls have had a turn, the leader can stop the game and ask who has not had a turn. Each girl who hasn't had a turn says her name. This will help the girls learn all the names.

ALPHABET NAME GAME

These games can be as simple or as complicated as you like. The girls begin by sitting in a circle. The first says, "My name is happy Helen." The next says her name preceded by an adjective that starts with the same letter or sound, "My name is smart Susan." And so on. The girls can repeat all the names before their own and then add theirs. The game can be varied by using foods instead of adjectives. "I am Jane and I like jelly". The game can be more complicated by going on a trip, "My name is Sally. I am going to Sherwood Forest and I'm taking socks". You can think of your own version.

JULIETTE LOW ACTION GAME

Divide the girls into eight groups. One person reads the following story while each group does the actions assigned to their group at the italicized word.

GROUP	ACTION
Little Girls	Stand and giggle.
Juliette Low	Stand, curtsy, and say, "Be my friend."
Georgia	Stand and say, "Hi, you all."
Horses	Stand and say "Neighhhh."
Lord Baden-Powell	Stand, bow, and say, "How d'ya do."
London	Stand and sing, "London Bridge Is Falling Down."
Boy Scouts	Stand, make the Girl Scout sign, and say, "Be Prepared."
Girl Scouts	Stand and sing, "Girl Scouts Together."

Once upon a time, there was a *little girl* named *Juliette Low* who lived in *Georgia* and loved to ride *horses*. After she grew up, she went to *London* where she met *Lord Baden-Powell*, who founded the *Boy Scouts*. She was fascinated by the work he was doing. She worked with him for a while, then formed a troop of *Girl Scouts* with her friends who liked to ride *horses* in *Georgia*. *Juliette Low* said good-bye to the *Boy Scouts* in *London* and came home with the idea that *Lord Baden-Powell* had given her. She formed a troop of *little girls* who liked to ride *horses* and be together as *Girl Scouts*. They loved it so much the idea spread, and there are troops all over the world. (You can speed up reading at this point.) Aren't we glad that a *little girl* named *Juliette Low* from *Georgia* who liked *horses* went to *London* and met *Lord Baden-Powell*, founder of the *Boy Scouts*, and came home to start the wonderful world of *Girl Scouts*!

INVESTITURE/REDEDICATION CEREMONY

In 1912, a charming American woman named Juliette Gordon Low brought the idea of Girl Scouting from England to the United States. Since that time millions of girls have enjoyed the "game of Girl Scouting." This troop is part of a Movement in the United States that has over three million girl and adult members. In troops and camps, they are exploring new ideas, learning new skills, having fun, and giving service to others.

Together, we are making Girl Scout history. Girl Scouting is a way of living up to the best of your abilities. It is a way of learning about yourself and others. It is a way of making the most of you, as you are now and as the person you would like to become.

An investiture (rededication) ceremony is one in which we make (reaffirm) our acceptance of the principles of Girl Scouting as expressed in the Promise and Law.

The Promise is given in many lands and languages. It embodies your promise to live up to its meaning. What is this meaning? You promise to do the best that is in you, honor God and rejoice in life. It is a promise to be loyal to the United States of America, to learn all you can about your country and do all you can for it. It is a promise to offer your help and services to others, to give your skills and your friendship, a sympathetic word, a warm smile. It is a promise to live the Girl Scout Law as well as you know how.

As we make the Promise and accept the Law, we become the persons we want to be. Let the Girl Scout Promise and Law become part of our daily lives. We promise to believe in them and be guided by them.

Ref. "Ceremonies in Girl Scouting", GSUSA publication ISBN 0-88441-469B

FORMS

GIRL'S RECORD

Date form completed _____

Date revised _____

(Most of the information for this section may be copied from the girl's application or parent consent form)

(This record is kept by the troop leader, assistant troop leader, or group coordinator)

Name _____ ID # _____ Date of birth _____

Address _____ Telephone # _____

Changed address _____ Telephone# _____

Changed address _____ Telephone# _____

Parent's or guardian's name(s): _____

Any health conditions that might limit or affect participation in Girl Scout activities _____

Registration Record* (Most of this information may be copied from the Troop/Group Membership Registration Roster, form 33)

Registration date	Expiration Date (year)	Registration			Troop/Group #	Age Level	School Name	Grade	Age	Date of last health exam
		New	Rereg same	Rereg Diff.						
	10/									
	10/									
	10/									
	10/									
	10/									
	10/									
	10/									
	10/									
	10/									
	10/									
	10/									
	10/									
	10/									
	10/									
	10/									
	10/									
	10/									
	10/									

Reason for leaving Girl Scouting _____ Date _____

Camping				Girl Scout Service Record	
Experience (most of this information should be secured from the girl)				List here service given	
Year	Name of Camp	Type of camp **	Total Days Attended		

*The entries for this registration record should correspond to the entries made on the Troop/Group Membership Registration Roster

** Core, day, or established camp

IMPORTANT: This record should be forwarded as the leadership of the troop/group changes, when the girl transfers from one troop/group to another, or to the council if the girl drops out of Girl Scouting.

(Over)

COMMENTS:

What seemed to have contributed most to the success of the activities, such as places visited, people helping, girls' interest, girls' ability to work together?

RECOMMENDATIONS:

What would you do differently another time?

GIRLS' EVALUATION OF ACTIVITIES:

TROOP/GROUP ATTENDANCE RECORD

Troop/Group number _____

Year _____

(This record is kept by the troop leader, group coordinator, or by a troop/group member.)

Names	Month																									
	Week	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
1																										
2																										
3																										
4																										
5																										
6																										
7																										
8																										
9																										
10																										
11																										
12																										
13																										
14																										
15																										
16																										
17																										
18																										
19																										
20																										
21																										
22																										
23																										
24																										
Total Registered																										
Total not Registered																										
Total Visitors																										
Total Attendance																										

IMPORTANT

This record, or copy of it, should be forwarded as the leadership of the troop/group changes. This record is the property of the troop/group to which the record applies and is not the property of the person who keeps the record.

At the end of each month, a vertical line may be drawn in red.

TROOP/GROUP DUES RECORD

(This record is kept by the troop leader, group coordinator, or the treasurer where the troop/group collects dues from its members.)

Troop/Group Number _____ Year _____

Names	Month															Year					
	Week	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
12																					
13																					
14																					
15																					
16																					
17																					
18																					
19																					
20																					
21																					
22																					
23																					
24																					
Totals																					

HOW TO USE THIS FORM

The following method may be used to indicate that the dues are paid in full (X); in part (record actual amount paid); or not at all (leave the square blank). When, in the case of non-payment or partial payment, the balance is paid, the (X) may be used to cover the amount already recorded as a partial payment or to fill the blank space. At the end of each month, a vertical line may be drawn in red.

IMPORTANT

This record, or a copy of it, should be forwarded as the leadership of the troop/group changes. This record is the property of the troop/group to which the record applies and is not the property of the person who keeps the record.

