

## Things to Remember:

- You are not alone...there is always someone who can help.
- Be flexible, your plans, programs, activities with the girls can be changed. Use your Quick Guide to help you do this.
- Be safe and **HAVE FUN!!!**



02-1761  
06/10



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# NEW LEADER Quick Guide

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# NEW LEADER Quick Guide

# Welcome

This booklet was designed with the new Leader in mind. Its purpose is to guide you through some basic events that occur throughout Girl Scouting.

Be sure to ask questions. There are many people in Girl Scouts available to help you.

There are several ways that you can make this a doable job. The most important one is to ask for help. The next is to HAVE FUN! Remember to keep it simple - sometimes less is more. Don't let things overwhelm you.

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# Raising \$ for Troops

When a Troop is planning an activity or trip that costs more than current Troop funds, the Troop may participate in Money Earning Activities.

- The Council wide Cookie Program offers an excellent opportunity for girls to support their troop and council with funding.
- Check **Safety-Wise/Volunteer Essentials** for Money Earning Activity guidelines.
- Check *GSCM* Council Policies to ensure you are adhering to policies.
- Be sure to have all permission-to-sell and parent/guardian permission forms signed. You can get these forms from the Volunteer Resource Center (VRC) or download from [www.gscm.org](http://www.gscm.org).
- Raising money is voluntary.
- Funds earned by girls belong to the Troop, not individual girls.
- Troop funds stay with the Troop.
- Ask: Is this age appropriate? What are we using the money for?

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## Who's Who

- ☎ Service Unit Manager (SUM) - usually lives in your area & is the manager of all the Troops/Groups in your Service Unit.
- ☎ My SUM's name and phone: \_\_\_\_\_
- ☎ Service Unit Team - team of adults that assist the SUM in managing your Service Unit.
- ☎ Troop or Level Coordinator - experienced adult who helps Leaders with specific age levels and organizing Troops.
- ☎ Membership & Community Development Specialist - is the Girl Scout staff member assigned to a Service Unit that is available to guide you and answer questions
- ☎ Seton Service Center-4806 Seton Dr. Baltimore., MD 21215, 410-358-9711.
- ☎ VRC - Volunteer Resource Center 410-358-9711 ext 201 - provides forms, patch packets, library, other resources and flyers on Council events.

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# First Girls' Meeting

First time girls get together as a Troop/Special Interest Group

- Plan meeting with flexibility, girls are going to be excited.
- Check **Safety-Wise** book for safety guidelines for meetings.
- As girls gather, let them talk and use up "excess energy". With younger girls you may want to do an active game to help use up excess energy.
- Do a little quiet opening/welcoming "ceremony" to mark the start of the meeting. EX: have them introduce themselves and tell their favorite color, music, performer or movie.
- Plan an activity, game or craft to do with the girls. Have all your supplies ready before the meeting.
- Have a short business meeting to find out what the girls want to do this year as a Troop/Group, (this helps the girls to plan for the year).
- Close with friendship circle and girls telling what they liked best about the meeting

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# Program on Wheels! Boxes

These boxes contain a program activity, the materials and resources you need to complete an activity.

- Program on Wheels! Resource box information can be found at in the Volunteer Resource Center.
- Reservation forms will be available at the VRC (Volunteer Resource Center) or online at [www.gscm.org](http://www.gscm.org) forms download #01-281.
- Fill out the reservation form #01-281 *completely*, and mail it to the VRC noting the particular box and dates of interest.
- Get your request in as early as possible, to better ensure availability.
- Submit request at least 45 days prior to date needed.
- It's a good idea to call before picking up box. 410-358-9711 ext 201.

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# Troop Camping

Troop camping is an opportunity to take your Troop/Special Interest Group to one of our Council's campsites for an overnight or weekend stay.

- Check the Guide to Council Properties for Troop camp information.
- Check Council Policies for requirements for camping.
- Completely and carefully fill out the Request for Use of Council-Owned Site form.
- Be sure you have all the necessary qualified personnel and required signatures on form before sending in. Without the correct information, your request may be delayed.
- Follow instructions found on Request for Use of Council-Owned Site about lead time required for your request.
- If you want to camp at a **non-Girl Scout property** be sure to follow **Safety-Wise/Volunteer Essentials**.

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# First Parent's Meeting

Meeting held at the beginning of the Girl Scouting year to meet with & inform parents of girls' plans for the year.

- Take a look at what help you will need for the year.
- Make a simple checklist to handout to the parents so they can choose some ways they can help.
- Decide on date, time, location, if you are having refreshments or not, etc. Send out invitations.
- Check your *Grade Level Leader's Guide* or *GSCM Leadership in GS* booklet under "parents' meeting" for ideas.
- **DON'T BE AFRAID** to ask for help. Many parents will be grateful that you have taken leadership and will be willing to help.
- Check ***Safety-Wise/Volunteer Essentials*** for safety guidelines for meetings.
- Great time for parents to fill out girl's health forms and *GS* registration if not already done.

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# Ceremonies

A way to celebrate special events in Girl Scouts.

- Decide the purpose of the ceremony: invest new members into Girl Scouts, present earned awards, or just a time to celebrate something special the girls have done.
- Invite appropriate participants and guests.
- Plan ceremony with girls and involve them in the actual ceremony.
- Check your handbook or GSUSA website for ideas for your celebration. ([www.girlscouts.org](http://www.girlscouts.org) under GS Central)
- Flag ceremonies can be found in most of your Girl Scout handbooks or Leader Guides and are excellent for starting your troop/group meeting.

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# Traveling With Girls

GSCM Trip Application Process/Guidelines

- Follow the steps↑ for OUTSIDE ACTIVITY/DAY TRIP.
- Follow the procedures in the Girl Scout Resource Packet for Trips and Travel.
- Have Application for Girl Scout Trip approval signed by SUM.
- Does transportation meet **Safety-Wise/Volunteer Essentials** guidelines.
- Carry with you: girls' health forms, accident insurance forms, parent permission slips and Procedure for Serious Accident card.
- Give drivers a sealed envelope containing copies of permission slip and health form (in case of an accident and separation) for each girl in the vehicle.

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## Outside Activity/Day Trip

"An activity that occurs away from Troop/Group meeting place or at a time different than usual meeting."

- Decide what the girls want to do. Is it age appropriate?
- Check your budget to see if it is affordable.
- Check the *Safety-Wise/Volunteer Essentials* for safety guidelines for the specific activity, additional adults needed and other pertinent info.
- Plan the activity with the girls and keep them informed on progress.
- Read the Council's Girls Scout Resource Packet for Trips and Travel before planning for procedures and timelines.
- Be sure appropriate training has been taken by adults and that all necessary certifications are current.
- If applicable, have application for Girl Scout Trip approval 04-828 signed by SUM.
- Get parent's permission slips signed and returned for trip.
- Does transportation meet *Safety-Wise/Volunteer Essentials* guidelines?
- Carry with you: girls' health forms, accident insurance form, parent permission slips and Procedure for Serious Accident card.

## Year End Meeting

The last Troop meeting for the Girl Scout year can be a special event. It can be as grand or small and personal as the girls want.

- Ask girls about their preference: a regular meeting, an opportunity to go somewhere special, a party? Let them contribute their ideas.
- Plan for the meeting well ahead of time.
- List what you as the Leader/Advisor want to accomplish.
- Do you want to begin to get plans in place for next year, do you want to do Early Bird registration.
- If you invite parents/guardians, take this opportunity to share the direction the Troop/Group would like to take and get support and help from them.
- Any summer trips or activities? Get the final information to girls and parents, get permission forms signed and monies collected.

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# Service Unit Meetings

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## Meetings held by Service Unit Manager (SUM)/Team - usually monthly

- Especially beneficial meeting for new Leaders to learn more about being a Leader/Advisor.
- Informs Leaders/Advisors of upcoming events.
- Provides help and support for Leaders/Advisors.
- Pass along pertinent Council information
- Plan Service Unit events, ex: encampment, activities, etc.
- This is an opportunity to get new ideas from other Leaders/Advisors and even collaborate with other grade levels.
- Excellent opportunity to network with other Leaders/Advisors.
- Ideal time to have trip or camping approval forms signed.
- Opportune time to pick up forms needed for Troop/Group.

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# Registering Girls for Programs

## Girl Program activities that will supplement your Troop/Group planning.

- Check the GS 411 or Online GSCM's Event Calendar for girl programs, especially opening registration dates. After finding age appropriate programs, ask your girls which activities they want.
- Completely fill out reservation form online or in the GS 411.
- Mail, fax or bring in form and correct amount of money due, so it arrives on opening date for reservations.
- Programs are filled on First Come, First Served basis. Register as close to opening date as possible to avoid disappointment.
- Before the event, be sure to get proper paperwork in to SUM and have parent permission slips signed.
- Check **Safety-Wise/Volunteer Essentials** to assure you have the correct number of adults to accompany girls to the program.

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## Taking Council Trainings

Council trainings are required for several positions in Girl Scouts. These are mandatory for Troop/Group leaders.

- Check with your Service Unit Manager (SUM) or Membership Specialist to find out the trainings needed for your position.
- Look online for Adult Trainings at [www.gscm.org](http://www.gscm.org) or click on **Online Registration** then Adult Trainings for the training calendar, or request the current class schedule from the Volunteer Resource Center (VRC).
- After you decide which training you'll need, fill out the registration form online or request form 08-1466 from the VRC and mail it, promptly.
- Be sure to include a check for the total amount due for the course.
- Register early, trainings do fill up.

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## In Case of Emergency

An emergency situation occurs whenever a girl or adult is in danger. Council support is always available, be sure to follow procedures.

- **Serious Accident**, car accident and/or injury: First and foremost, provide appropriate care for any injured.
- Follow directions found on Emergency Procedure card (00-006a&b).
- **Child abuse**: If you suspect that a girl is being abused, follow the Council procedure for reporting abuse.
- It is of utmost importance that we all provide a safe, caring and nurturing environment for girls.
- Before any activity or event, be sure to check **Safety-Wise/Volunteer Essentials** and Council Policies.
- Again REMEMBER that you are not alone. Call the Council emergency phone number (410-421-0025) when appropriate in an emergency.

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# Girl Scout Registration

Girl Scouts is a membership organization. All adults in leadership and girls must be registered to participate in our programs.

- Girl Scout membership year begins Oct 1<sup>st</sup> and ends Sept 30<sup>th</sup> of the next year.
- Early registration begins May 1<sup>st</sup> and ends June 30<sup>th</sup>. This is a pre-registration so girls are ready for the next Girl Scout year.
- New Troops/Groups can get information on how to register from your Service Unit or Membership Specialist.
- Girls must be registered to participate in any Girl Scout activity or meeting to be covered by GS insurance.
- Completed registrations must be submitted to the Service Unit before the event.

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# Cookie Program, Etc

Council-wide Product sales programs are available through our Girl Scout Service Center. These programs teach girls goal setting and budgeting.

- Girls participating in the Cookie Program must be a registered Girl Scout before selling.
- Parent permission is required for any girl to participate in the voluntary Cookie Program.
- Money earned for the Troop/Group stays with the Troop/Group.
- Sales information will be available annually through your Service Unit Cookie Manager.
- This is a money earning opportunity for both your Troop and for the Council to provide continued services.
- Girls will learn how to set goals for their Troop/Group, earn recognitions and incentives for participation and make the world a better place.
- Be sure to follow current guidelines for the Cookie Program.

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