

## Chapter 2: Troop Start Guide

### Understanding Your Role as a Girl Scout Volunteer

Your most important role as a Girl Scout volunteer is to be excited about everything this opportunity affords you: a chance to help girls succeed, play a critical role in their lives, and watch them blossom! You also want to be someone who enjoys the activities you'll be embarking on with the girls—whether you're volunteering at a camp, working with girls who are traveling, or partnering with girls on a short-term series on a topic that interests you.

As a Girl Scout volunteer, you'll serve as a partner and role model to girls. You'll also work closely with a co-volunteer, because two adults, one of which is female, must be present at all times when working with girls, and at least two of those volunteers **must not be related**. Remember to also check the adult-to-girl ratios in the "Safety-Wise" chapter of this handbook.

There are three important troop leader designations. The 01 is the Leader and the 02 is/are the Co-Leader/s. These are positions that require training and are all referred to as leaders. The 03 is a volunteer position within a troop. All adults serving a troop must have been cleared. At least one adult **MUST** have completed Council Orientation before a troop meeting may occur and one adult must have taken topic-specific training for certain activities (e.g. Overnight Camping).

### Steps to Becoming a Leader



There are three simple steps to becoming a troop leader or co-leader. Join Girl Scouts by paying the \$15 membership fee to Girl Scouts of USA. The next step includes completing a volunteer application and background screening\*. Once you have cleared, you will receive a clearance email from our Customer Care department. The last step is to complete our online Council Orientation training. The training available is an online module available on our online training site and runs approximately 17 minutes. Remember, if you are an existing member, but would like to take over for the current leader or co-leader, you must be an approved volunteer\*\*.

\*Please note, background screening must be completed with the approved GSGLA vendor. Background or fingerprint screenings completed with non-GSGLA entities, including other Girl Scout councils, will not be accepted.

**\*\*Being an approved volunteer means that you are a registered member, have a volunteer application and a cleared background screening on file (within the last three years), and have completed position related training.**

## Your Responsibilities

Your other responsibilities as a Girl Scout volunteer include:

- Accepting the Girl Scout Promise and Law
- Understanding the Three Keys to Leadership that are the basis of the Girl Scout Leadership Experience: Discover, Connect, and Take Action
- Sharing your knowledge, experience, and skills with a positive and flexible approach
- Working in a partnership with girls so that their activities are girl-led, allow them to learn by doing, and allow for cooperative (group) learning; you'll also partner with other volunteers and GSGLA staff for support and guidance
- Organizing fun, interactive, girl-led activities that address relevant issues and match girls' interests and needs
- Providing guidance and information regarding Girl Scout group meetings with girls' parents or caregivers on a regular and ongoing basis through a variety of tools, including email, phone calls, newsletters, blogs, other forms of social media, and any other method you choose
- Processing and completing paperwork, such as parent permission forms, health history, etc.
- Communicating effectively and delivering clear, organized, and vibrant presentations or information to an individual or the group
- Overseeing with honesty, integrity, and careful record-keeping the funds that girls raise
- Maintaining a close connection to your Service Unit team
- Facilitating a safe experience for every girl

### 10 Essential Elements for Creating the Girl Scout Experience

#### ESSENTIAL ELEMENTS

<b>WELCOME FAMILIES TO THE GIRL SCOUTS OF THE USA</b>	Girl Scouting helps girls become leaders in their daily lives and in the world. Let girls know about all the fun they'll have—and tell families what Girl Scouts does and why it matters.
<b>SHOW GIRLS THEY BELONG TO A BIG SISTERHOOD</b>	Help girls make the connection between their troop and the millions of girls around the country and the world who share a mission to make the world a better place.
<b>GUIDE GIRLS TO DEVELOP AS LEADERS</b>	Use the national leadership curriculum to help girls experience the three keys of leadership—Discovering self, Connecting with others, and Taking Action—in the world.
<b>EMPOWER GIRLS TO TAKE ACTION IN THEIR COMMUNITIES</b>	Girls want to know they can make a difference in the world. Help girls identify a problem they want to solve, reach out to others who can help, and put together their Take Action project.
<b>SUPPORT GIRLS TO BUILD SKILLS THROUGH PROFICIENCY BADGES</b>	Girls feel proud and confident when they've learned a new skill through earning a badge. Show girls the badges available at their grade level and guide them as they earn the ones that interest them most.
<b>EXPAND GIRLS' VIEW OF THE WORLD</b>	Give girls the opportunity to go to new places, meet new friends, and talk to experts in various fields. This expands their horizons and helps them imagine all kinds of new possibilities for their futures.
<b>CELEBRATE WITH CEREMONIES AND TRADITIONS</b>	Hold award ceremonies to celebrate what girls have learned; enjoy beloved Girl Scout traditions, such as flag ceremonies, sing-alongs, and campfires; or come together at bridging ceremonies to mark the moment when girls move to the next level in Girl Scouting.
<b>USE A GIRL-FRIENDLY APPROACH</b>	Girls have fun when they can shape their own experiences, do hands-on activities, and work together as teams. Help make this happen by using Girl Scouts' three processes: Girl-led, Learning by Doing, and Cooperative Learning.
<b>ENCOURAGE GIRLS TO EARN AND LEARN THROUGH THE GIRL SCOUT COOKIE PROGRAM</b>	Coach girls to develop five key skills—Goal Setting, Decision Making, Money Management, People Skills, and Business Ethics—by taking part in the largest girl-led business in the world.
<b>INSPIRE GIRLS TO CONTINUE GROWING THROUGH GIRL SCOUTS</b>	Girl Scouting helps girls become leaders in their daily lives and in the world. Let girls know about all the fun they'll have—and tell families what Girl Scouts does and why it matters.

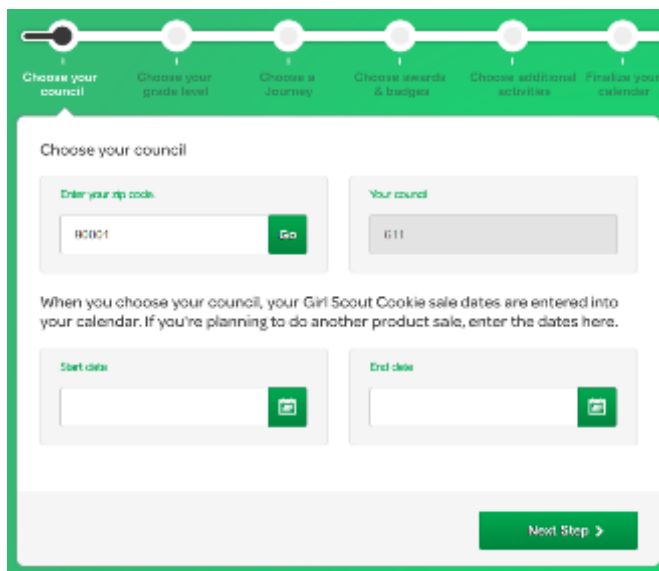
# Planning in a Girl-Led Environment

To start planning your time with girls, visit <https://www.girlscouts.org/mycalendar/index.html#welcome/>. There, you'll consider the following questions and begin to map out your Girl Scout year:

- How many times each month will you meet? When do you plan to break for holidays?
- How many weeks do you need to allocate for the Girl Scout Cookie Program?
- Will you have time in your schedule for guest speakers and other visitors?
- If you've worked with this group before, what are their preferences: Badge work? Field trips? Other activities? For specific ideas on how to incorporate badges, trips, and other Girl Scout traditions into a Journey, check out the online <http://www.girlscouts.org/program/journeys/maps.asp> for the grade level of the girls you're partnering with.

If your group will be meeting for less than a year (such as at a resident camp or during a series), you'll be able to adjust the calendar to suit your needs. In the same way, if you're planning a multi-year event (such as a travel excursion), add one or two more years to the framework.

After you've drafted a loose framework, ask the girls what they think. Or, create the online calendar together! Remember that you want girls to lead, but younger girls will need more guidance, while older girls will require much less. Seniors and Ambassadors may not even want you to draft a calendar in advance, so if they balk at what you've done, and let them take the reins. (Journeys for older girls include planning pages specifically designed to help them customize their Journey.) Daisies and Brownies, on the other hand, may enjoy your calendar and just fill in a few ideas here and there, which will clue you in to their interests.



As your group starts its Journey, get a discussion (or debate!) going on the Journey's theme and what it means to the girls. Probe to find out what they're most interested in accomplishing during their time together and then help them connect those interests to their Journey.

## Letting Girls Lead

Many troops employ a democratic system of governance so that all members have the opportunity to express their interests and feelings and share in the planning and coordination of activities. Girl's partner with you and other adults, and you facilitate, act as a sounding board, and ask and answer questions. Girls from Daisies through Ambassadors will gain confidence and leadership skills when given the opportunity to lead their activities, learn cooperatively as a group, and learn by doing instead of by observing.

The following are some traditions troops have used for girl-led governance, but these are just examples. National Leadership Journeys offer examples of team decision-making, too.

- **Daisy/Brownie Circle:** While sitting in a circle (sometimes called a ring), girls create a formal group decision-making body. The circle is an organized time for girls to express their ideas and talk about activities they enjoy, and you play an active role in facilitating discussion and helping them plan. Girls often vote to finalize decisions. If girls are talking over each other, consider passing an object, such as a talking stick, that entitles one girl to speak at a time.
- **Junior/Cadette/Senior/Ambassador Patrol or Team System:** In this system, large troops divide into small groups, with every member playing a role. Teams of four to six girls are recommended so that each girl gets a chance to participate and express her opinions. Patrols may be organized by interests or activities that feed into a Take Action project, with each team taking responsibility for some part of the total project; girls may even enjoy coming up with names for their teams.

- **Junior/Cadette/Senior/Ambassador Executive Board:** In the executive board system (also called a steering committee), one leadership team makes decisions for the entire troop. The board's responsibility is to plan activities and assign jobs based on interests and needs, and the rest of the troop decides how to pass their ideas and suggestions to the executive board throughout the year. The executive board usually has a president, vice president, secretary, and treasurer and holds its own meetings to discuss troop matters. Limit the length of time each girl serves on the executive board so all troop members can participate during the year.
- **Junior/Cadette/Senior/Ambassador Town Meeting:** Under the town meeting system, business is discussed and decisions are made at meetings attended by all the girls in the troop. As in the patrol and executive board systems, everyone gets the chance to participate in decision-making and leadership. Your role is to act as a moderator, who makes sure everyone gets a chance to talk and that all ideas are considered.

## Looking at a Sample Troop Year

Here is just one example of how you and the girls could set up your troop year.

- Hold a parent/caregiver meeting.
- Open a troop checking account.
- Register all the girls and appropriate adults in the troop.
- Meet together for the first time, allowing the girls to decide how they can learn each other's' names and find out more about each other.
- Kick off a Journey with the opening ceremony recommended in the first sample session, or a trip or special event that fits the theme. Have the girls brainstorm and plan any trip or event.
- Enjoy the full Journey, including its Take Action project.
- Along the way, add in related badge activities that girls will enjoy and that will give them a well-rounded year.
- Have the girls plan, budget for, and "earn and learn" in the Girl Scout Fall Product and Cookie Program.
- Help girls plan a field trip or other travel opportunity.
- Encourage girls to plan a culminating ceremony for the Journey, including awards presentations, using ideas in the Journey girls' book and/or adult guide.
- Pre-register girls for next year during the Early Bird registration period.
- Enjoy the outdoors by taking a walk, a hike, a day trip, or by even camping out!
- Participate in a GSGLA-wide event with girls from around your region.
- Have the girls plan and hold a bridging ceremony for girls continuing on to the next Girl Scout grade level.



Please be advised that certain activities require additional volunteer training. Please consult GSGLA online training site at <http://gs glaonline training.org/login/index.php> for available trainings.

# Understanding How Many Volunteers You Need

In an effort to make the Troop Pathway to Girl Scouts fun for girls, easier for leaders, and still meet the goals set by Girl Scouts of the USA, Girl Scouts of Greater Los Angeles has established a minimum troop size for new troops, by program level, effective Oct. 1, 2014. To organize your troop, you will need:

Program Level	Minimum number of girls per troop
Girl Scout Daisy, grades K–1	10
Girl Scout Brownie, grades 2–3	12
Girl Scout Junior, grades 4–5	12
Girl Scout Cadette, grades 6–8	8
Girl Scout Seniors, grades 9–10	5
Girl Scout Ambassador, grades 11–12	5

Troops may start with less than the minimum while working in conjunction with the service unit team and GSGLA staff to meet the minimum standards. Existing troops that are below the minimum should be open to taking more girls as placement is needed. We recognize that as girls age out, move, or leave for personal reasons, a troop may fall under the minimum. In this case, the troop simply needs to remain open to new placement as needed, but may still meet and function as a troop.

## **Troops must have:**

- A minimum of two adult leaders who are not related to each other (by blood or marriage) and do not live in the same household, of which one is female.
- Any adults serving in a ratio or volunteer capacity for a troop must be an approved volunteer\*, e.g., troop leaders, drivers, chaperones, product sales volunteers, treasurers, first-aiders, camp advisors, etc.

## **To Go on an Activity:**

- All adults serving in a ratio or volunteer capacity for a troop must be approved volunteers\*.

**\*Being an approved volunteer means that you are a registered member, have a volunteer application and a cleared background screening on file (within the last three years), and have completed position related training.**

Girl Scout groups are large enough to provide a cooperative learning environment and small enough to allow development of individual girls. The following group sizes are recommended:

- Girl Scout Daisies: 10–12 girls
- Girl Scout Brownies: 12–20 girls
- Girl Scout Juniors: 12–25 girls
- Girl Scout Cadettes: 8–25 girls
- Girl Scout Seniors: 5–30 girls
- Girl Scout Ambassadors: 5–30 girls

Girls and adults participating in troops can meet once a week, once a month, or twice a month for several months—how often is up to you and the girls. Troops can meet just about anywhere, as long as the location is safe, easily accessible to girls and adults, and within a reasonable commute (“reasonable” having different definitions in different areas: in rural areas, a one-hour drive may be acceptable; in an urban area, a 30-minute train ride may be too long). In each meeting, girls participate in fun activities that engage them in the Girl Scout Leadership Experience (GSLE).

Troops provide a flexible way for girls to meet. Some ideas include:

- Fourteen Girl Scout Brownies who meet twice a month from November through March at a local community center
- Seven girls who are homeschooled and meet weekly as a Girl Scout Cadette troop
- Girls who meet together once a week at their juvenile detention center to participate in Girl Scout activities

Girl Scouts' adult-to-girl ratios show the **minimum** number of adults needed to supervise a specific number of girls. These supervision ratios were devised to ensure the safety and health of girls—for example, if one adult has to respond to an emergency, a second adult is always on hand for the rest of the girls. It may take you a minute to get used to the layout of this chart, but once you start to use it, you'll find the chart extremely helpful.

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

**NOTE:** If you are a multi-level troop (consisting of two or more levels e.g. Brownie and Junior) the ratio is based on the youngest member of the troop.

Here are some examples: If you're meeting with 17 Daisies, you'll need three adults, at least two of whom are unrelated (in other words, not your sister, in-law, spouse, parent, or child), and do not live in the same household. If this isn't making sense to you, follow the chart: You need two adults for 12 Daisies and one more adult for up to six more girls. You have 17, so you need three adults. If, however, you have 17 Cadettes attending a group meeting, you need only two unrelated adults (by blood or marriage) and who do not live in the same household (because, on the chart, two adults can manage up to 25 Cadettes).

In addition to the adult-to-girl ratios, please remember that adult volunteers must be at least 18 years old and must be approved volunteers.

Girls are never to be left alone with any adult who is not a screened and cleared GSGLA volunteer. (Example: a taxi cab driver or ski instructor.) Adult supervision for all girls also extends to any online activity. For additional information on online safety, please consult:

- The "Computer/Online Use" Safety Activity Checkpoint
- Girl Scout Internet Safety Pledge

You'll want to involve other adults in the troop—there's no need to go it alone or depend on too few adults! Many hands make light work, and the role is more fun when it's shared. Think about the people you know whom you admire, who can connect with girls, who are dependable and responsible, and who realistically have time to spend volunteering. Remember that these adults will need to register as Girl Scout members, fill out volunteer application forms, take online learning sessions, and review written resources. Consider business associates, neighbors, former classmates, friends, and so on.

If you have trouble finding reliable, quality volunteers, to assist, talk to your Service Unit team for advice and support. And feel free to use the sample welcome letter and friends and family checklist in the Girl Scout Daisy, Brownie, and Junior Leadership Journeys to assist you in expanding your troop's adult network.

**Remember:** Be sure every volunteer reviews and follows the 12 Girl Scout Safety Guidelines available in "Chapter 4 Safety-Wise" in this handbook.

## Practice the Buddy System

Girl Scouts practice the buddy system to help protect members while on activities. Groups/pairs of girls are set up at the beginning of an activity and sometimes buddies change along the way. This is used as a precautionary measure, e.g., should a girl need to use the restroom she goes with her buddy, never alone. The buddy system can also be effective with adults needing to step away, when enough adults remain with the girls.

- All girls whether in buddy groups or not need to have adult supervision. We do recognize there is a difference between girls of any age being in a public environment and a closed Girl Scout environment. Any time girls are in public, whether attending an activity, or event, or traveling, where the public has a high interaction opportunity, an adult needs to be with each buddy group.
- If the girls are in a closed Girl Scout environment such as a service unit camporee, Villages, or event that is not open to the public, where attendance is limited and monitored, then depending on the age of the girls and circumstances they may be allowed to explore the immediate area or use the restrooms in their buddy groups without an adult. Our main priority is the safety of girls at all times.

## Screening and Clearing of Adult Volunteers

GSGLA requires an initial background screening, including a check of sex-offender registries, for volunteers working directly with girls and a repeated screening every three years.\* This includes the following volunteer positions:

- Volunteers fulfilling the adult requirement of the adult-to-girl ratio by grade level as detailed in *Volunteer Essentials* and *Safety Activity Checkpoints*; and the troop leader and co-leaders.
- Volunteers attending overnight trips with troops, groups, or sponsored events. This is applicable whether sleeping is involved or not.
- Drivers of planned Girl Scout field trips and other activities—outside the normal meeting time and place—in which a group will be transported in private vehicles. Drivers must also maintain a good driving record, a valid license, and a registered and insured vehicle.
- First-aiders serving in troop or council capacity.
- Administrative volunteers who handle large amounts of money and/or product. *This will include a minimum of one designee per troop who is responsible for handling, receiving, and depositing product sales proceeds (i.e., the troop cookie or fall product chair or service unit manager), the troop or service unit treasurer, and any signers on the troop or service unit bank accounts.* This does not mandate that all parents handling money for their daughter during the product sales or boothing activities be screened, although as a general practice troops may insist all parents be cleared.

\*Note: Not every adult needs to be cleared. Ex. Your troop emergency contact, a special guest, field trip guide...

While completing the volunteer application, applicants must answer the following questions.

**Failure to disclose the following information may result in disqualification of volunteer status.**

1. Have you ever had any arrests, allegations, pleadings of "no contest," dismissals, or convictions of a crime other than a minor traffic offense (including DUIs, misdemeanors, or felonies)?
2. Have there ever been allegations, complaints, or reports regarding your involvement in child molestation, child abuse, or neglect (regardless of whether the incident was confirmed or denied)?\*
3. Are you or a member of your household a registered sex offender?\*
4. As of this date, do you have any pending criminal charges against you?

***\*GSGLA does not appoint any volunteer who is a registered sex offender or has a registered sex offender in their household. Nor do we appoint anyone who has a record of any offense against children. Failure to truthfully disclose such information will result in suspension. GSGLA also reserves the right to dismiss or exclude from affiliation with the organization any employee or volunteer who is found guilty of child abuse or neglect or has been convicted of child abuse or neglect. GSGLA will comply with all applicable regulations governing child abuse and reporting standards. This means that GSGLA would cooperate with criminal prosecution.***

## Steps to Becoming a Cleared Volunteer

**Step 1: Complete the on-line volunteer application** [http://girlscoutsla.org/pages/about/join\\_volunteer.html](http://girlscoutsla.org/pages/about/join_volunteer.html).

**Step 2: Complete the background Screening.** Once the Volunteer Application has been submitted you will receive a link and password that will enable you to complete the background screening. (Please note, background screenings can take up to two weeks) The cost for background screenings range between \$7.95 and \$13.50, depending on various factors (such as the counties that need to be searched and any former names) with the average cost being \$12.95.

**Step 3: Final step:** Once your application has been received and your background screening has been cleared you will receive a clearance email from GSGLA's customer care department. Please forward your clearance email to your troop leader or designee for record keeping and to facilitate your attendance with girls at the next event.

\*Please note – Being cleared is one step in becoming an approved volunteer. Being an approved volunteer means that you are a registered member, have a volunteer application and a cleared background screening on file (within the last three years), and have completed position related training.

## Forming Your Troop Committee

### Your Troop Support Team

In your role as a Girl Scout volunteer, you will team up with co-volunteers, parents/caregivers, members of the community, GSGLA staff, and others who have expressed interest in working alongside you. The adult guide of each Journey gives you tips and guidance for creating a friends-and-family network to support you all along the way.

The other volunteers on your support team may help by:

- Filling in for you
- Arranging meeting places
- Being responsible for communicating with girls and parents/caregivers
- Locating adults with special skills to facilitate a specialized meeting
- Assisting with trips and chaperoning
- Managing group records

If you have a large support team, the first thing you will want to do is meet with this group and discuss what brought each of you to Girl Scouts, review your strengths and skills, and talk about how you would like to work together as a team. You might also discuss:

- When important milestones will happen (Girl Scout cookie activities, field trips, travel plans, events, dates for other opportunities) and how long the planning process will take
- When and where to meet as a group of volunteers, if necessary
- Whether, when, where, and how often to hold parent/caregiver meetings
- Whether an advance trip to a Destination, event site, or camp needs to happen

Remember to call on your Service Unit team. This team can help you observe a meeting, assign you a buddy, help with registration forms, assist you with opening a bank account, plan your first meeting, and so on. Also plan to attend SU/Leader meetings—usually held several times throughout the year—that provide excellent opportunities to learn from other volunteers.

## Troop Volunteer Opportunities

Set up roles that work for you and draw on other volunteers who possess skill sets that you may lack. When you're ready to invite parents, neighbors, friends, colleagues, and other respected adults to partner with you, send them a letter and invite them to their first troop committee meeting.

Some possible volunteer opportunities include:

- **Troop helper** – (sometimes called a parent helper, but doesn't have to be a parent) – provides an extra pair of hands or additional supervision and support at troop meetings, as needed.
- **Troop activity guest(s)** – Shares information and hands-on skills related to a hobby, skill, or career the girls are interested in, typically at a troop meeting.
- **Trip/field trip chaperone** – Spends from several hours to several days accompanying a troop on a close-to-home field trip, or—as the girls get older—on weekend or school-break trips, or even to another country.
- **Journey/badge activity instructor** – Teaches girls a skill or leads an activity that will help girls complete an award requirement; this could happen over several troop meetings, or at a lock-in or camping trip. Is in charge of needed materials; assists girls in learning and completing the designated activity and in evaluating or reflecting on the skill they've learned and how they will use it in the future.
- **Trained troop camper** – Completes GSGLA-sponsored troop camping training, then trains girls and other adults and accompanies them to camp. Might also help girls with related proficiency badges.
- **Troop writer/scribe** – Assists troop adults and/or girls in writing e-newsletters or other troop communication pieces, and sharing troop news with GSGLA. Or, is responsible for all troop forms and paperwork. Must be able to meet deadlines.
- **First-aider** – Serves as the required adult first-aider; is currently certified in first aid, CPR, and AED (or a doctor, nurse, paramedic, first responder, etc.) Training for this certification is available through the GSGLA Training department.
- **Troop cookie chair/fall product chair** – Is a registered member and cleared volunteer of GSGLA; attends service unit Cookie/Fall Product Program training, coordinates the delivery and storage of cookies/nuts for the troop, complete Girl Scout Cookie and Fall Product Program reports, and distributes girl rewards.
- **Troop photographer** – Photographs/helps girls photograph troop events and activities, including trips and ceremonies; teaches girls how to preserve their photographs.
- **Cookie booth chair** – Supervises Girl Scouts, merchandise, and money collection at a Girl Scout Cookie Program booth sale.
- **Family Partnership champion** – Communicates benefits of the Family Partnership campaign to troop parents, secures enough donations to meet troop goal, and reports information to service unit team.
- **Transportation coordinator** – The volunteer you'd look to whenever you need to transport girls for any reason; this person would have volunteers available to drive and chaperone.
- **Record keeper** – A treasurer/secretary rolled into one person—someone to keep track of the money and keep the books.

## Arranging Meetings with Parents/Caregivers or a Friends-and-Family Network

A parent/caregiver meeting, or a meeting of your friends-and-family network (as encouraged in many of the leadership Journeys), is a chance for you to get to know the families of the girls in your group. Before the meeting, be sure you and/or your co-volunteers have done the following:

- For younger girls, arranged for a parent, another volunteer, or a group of older girls to do activities with the girls in your group while you talk with their parents/caregivers (if girls will attend the meeting too)
- Practiced a discussion on the following: Girl Scout Mission, Promise, and Law; benefits of Girl Scouting for their daughters, including how the Girl Scout Leadership Experience (GSLE) is a world-class system for developing girl leaders; all the fun the girls are going to have; expectations for girls and their parents/caregivers; and ideas of how parents and other caregivers can participate in and enrich their daughters' Girl Scout experiences (See below for possible discussion topics)
- Determined when product sales (including Girl Scout cookie activities) will happen at GSGLA; parents/caregivers will absolutely want to know
- Determined what information parents should bring to the meeting

- Used the Friends and Family pages provided in the adult guides for many of the Journeys, or create your own one-page information sheet (contact information for you and co-volunteers and helpers, the day and time of each meeting, location of and directions to the meeting place, what to bring with them, and information on how to get Journey resources—books, awards, and keepsakes—and other merchandise like sashes, vests, T-shirts, and so on)
  - Gathered or created supplies, including a sign-in sheet, an information sheet, Parent Permission Forms ([http://www.girlscoutsla.org/documents/GSGLA\\_Parent\\_Permission\\_Form\\_Fillable\\_PDF.pdf](http://www.girlscoutsla.org/documents/GSGLA_Parent_Permission_Form_Fillable_PDF.pdf)) for parents/caregivers (also available from GSGLA), health history forms (as required by GSGLA { [http://www.girlscoutsla.org/documents/2016\\_17\\_GSGLA\\_Health\\_History\\_Form.pdf](http://www.girlscoutsla.org/documents/2016_17_GSGLA_Health_History_Form.pdf) }) and GSUSA registration forms
- Prepared yourself to ask parents and caregivers for help, being as specific as you can about the kind of help you will need (the Journey's Friends and Family pages will come in handy here)

You're free to structure the parent/caregiver meeting in whatever way works for you, but the following structure works for many new volunteers:

- As the girls and adults arrive, ask them to sign in. If the girls' parents/caregivers haven't already registered them online, you'll want to provide information so they can do so. It is best if you can have a laptop computer available at the meeting site to facilitate eBiz account activation and online membership registration. For more information on activating eBiz accounts, visit the GSGLA website and click on the eBiz tab, which will direct you to <https://gsusa.ebiz.uapps.net/vp/default.aspx?pid=52>. You may also want to email or hand out a brief information sheet before or at this meeting.
- Open the meeting by welcoming the girls and adults. Introduce yourself and other co-volunteers or helpers. Have adults and girls introduce themselves, discuss whether anyone in their families has been a Girl Scout, and talk about what Girl Scouting means to them. Welcome everyone, regardless of experience, and let them know they will be learning about Girl Scouts today. (If you're new to Girl Scouting, don't worry—just let everyone know you'll be learning about Girl Scouting together!)
- Ask the girls to go with the adult or teen in charge of their activity and begin the discussion.
- Discuss the information you prepared for this meeting:
  - When and where the group will meet and some examples of activities the girls might choose to do
  - That a parent/caregiver permission form is used for activities outside the group's normal meeting time and place and the importance of completing and returning it
  - How you plan to keep in touch with parents/caregivers a Facebook page or group, Twitter, email, text messaging, a phone tree, or fliers the girls take home are just some ideas
  - The Girl Scout Mission, Promise, and Law
  - The Girl Scout program, especially what the GSLE is and what the program does for their daughters
  - When Girl Scout cookies (and other products) will go on sale and how participation in product program teaches life skills and helps fund group activities
  - The cost of membership, which includes annual GSUSA dues, troop dues, optional uniforms, and any resources parents/caregivers will need to buy (such as a girl's book for a Journey)
  - The availability of financial assistance for membership registration.
  - That families can also make donations to GSGLA's Family Partnership —and why they might want to do that!
  - That you are looking for additional volunteers, and in which areas you are looking (be as specific as possible!)
  - All the fun girls are going to have!
- Remind the group of the next meeting (if you'll have one) and thank everyone for attending. Hold the next meeting when it makes sense for you and your co-volunteers—that may be in two months if face-to-face meetings are best or not at all if you're diligent about keeping in touch with parents/caregivers via Facebook, Twitter, text messages, email, phone calls, or some other form of communication.
- After the meeting, follow up with any parents/caregivers who did not attend, to connect them with the group, inform them of decisions, and discuss how they can best help the girls.

## Financial Assistance

Girl Scouts of Greater Los Angeles is committed to helping all girls participate in Girl Scouting. No girl will be denied membership in Girl Scouts for financial reasons. The financial assistance fund was created for membership and program opportunities in and beyond the troop activities for girls and adults. Financial assistance is carefully considered and the amounts offered are based on available funds in the annual Financial Assistance Budget.

This year our financial assistance is limited to the \$15 Membership Registration. Limited funds are available for GSGLA Events. Girl Scout troops are encouraged to budget for financial assistance for activities, girl membership registration fee, awards/recognition, and adult leadership enrichment from their Fall Product and Cookie proceeds.

### Requesting Financial Assistance

Parent communicates request to Troop Leader. Troop leader determines if troop funds are available for Membership Registration. If troop funds are not available, troop leader may contact service unit to see if SU funds are available. If SU funds are not available, Girl Scouts of Greater Los Angeles will assist. Troop leader contacts Customer Care line 213-213-0123 or emails [troopsupport@girlscoutsla.org](mailto:troopsupport@girlscoutsla.org) for process. For assistance with GSGLA Program Event fees contact Customer Care Hotline 213-213-0123. For girls not in troops, parent, may contact the Customer Care line 213-213-0123 or email [troopsupport@girlscoutsla.org](mailto:troopsupport@girlscoutsla.org) for process.

## Registering Girls in Girl Scouting

Every participant in Girl Scouting (girl or adult) must register and become a member of Girl Scouts of the USA (GSUSA). GSUSA membership dues are valid for one year. Membership dues (currently \$15) are sent by GSGLA to GSUSA; no portion of the dues stays with GSGLA. Membership dues may not be transferred to another member and is not refundable.

Girls Scout membership year is from Oct. 1 to Sept. 30 of the following year. Pre-registration for the upcoming membership year occurs in the spring. Girls are encouraged to register early to avoid the fall rush. Early registration helps ensure uninterrupted receipt of forms and materials from GSGLA, helps girls and councils plan ahead, and gets girls excited about all the great stuff they want to do as Girl Scouts next year. Girl Scout grade level is determined by the current membership year beginning Oct. 1.

Lifetime membership is available at a reduced rate for Ambassador Girl Scouts whom are completing 12<sup>th</sup> grade. A lifetime member must be at least 18 years old (or a 17-year-old high-school graduate) and agree to the Girl Scout Promise and Law.

### Online Registration with eBiz

eBiz is a web-based system hosted by GSUSA that allows for members to register for membership online. eBiz allows for fast, convenient, and real-time collection of member information and payment of registration dues. A member can log into the eBiz site at any time during the year to update their personal information, including lifetime members.

## Troop Management - Manage your Troop Members and Information

Troop volunteers registered as "01" troop leaders (one per troop) have access to the eBiz Troop Management module, a system that allows them to register all members of their troop in one payment as well as update troop meeting details and member contact information. Troop leaders have the ability to register their troop online for the upcoming membership year until Sept. 23, as this is when the current membership year expires. However, troop leaders can always access their troop's information and make updates year-round as well as add new members throughout the year. Troop volunteers, and parents of girl members, can still re-register themselves or their daughter(s) online until re-registration in Troop Management ends at 8:59 p.m. (PST) on Sept. 23. Registered members will automatically show on the troop leader's roster when they log into eBiz and access Troop Management.

### eBiz Payment Options

Payments can be made with credit cards, debit cards, or even a prepaid debit card.

## eBiz System Requirements

All you need to register online is access to the website and an email address. Don't have an email address? Go to Gmail, Hotmail, or Yahoo! to sign up for an email address today!

## eBiz Donations Online (see Family Partnership section for further campaign information)

GSGLA has implemented the ability for members and troop leaders to make Family Partnership donations via the eBiz system. An individually registering member, new or returning, will now be able to add a donation "product" to the same order when they purchase their membership. Likewise, a troop leader will now be able to add donation "products" to orders when registering new or returning members in eBiz. Adding Family Partnership donations to membership orders allows the member or troop leader to pay for both with one easy payment, again using a credit card, debit card, or prepaid debit card. Because the donations are tied directly to each member's order, this ensures that each girl and parent receives credit for their contribution.

## Family Partnership Payment Options (see section on Family Partnership for further information)

Select Donation Amount or Enter Other Amount

- Be sure to add a donation "product" to your cart for each member
- You can also add donation "products" for members who are currently registered

## eBiz Hotline

Girl Scouts of Greater Los Angeles has a Customer Care Hotline at 213-213-0123 with trained staff that is extremely knowledgeable when it comes to all things eBiz. Feel free to contact them with your questions. You can also access Registration Cheat Sheets and eBiz FAQ document and video tutorials on the eBiz site. Follow this link to access eBiz: <https://gsusa.ebiz.uapps.net/vp/default.aspx?pid=52>. Instructions are also available by reviewing the *Membership Registration and Renewal Quick Start Guide* in our Resources section.

## Record Retention

As Troops go through the year they will have accumulated a bundle of miscellaneous paperwork and sensitive documents such as: registrations, parent permission forms, medical information, etc. Sensitive documents should remain in the custody of the leader after each membership year and be destroyed after five years by shredding. These documents may contain signatures, private information about members and need to be disposed of in a safe manner. If a troop disbands, paperwork should be sent to their service center for storage. Make arrangements with a staff support member to pick up or for your delivery of all troop paperwork for storage at a service center. Contact [TroopSupport@girlscoutsla.org](mailto:TroopSupport@girlscoutsla.org) for assistance.

## Your GSGLA Support Team

A team of volunteers and staff provides you with local support, learning opportunities, and advice. As a volunteer, you will have the most contact with your volunteer Service Unit team. Never hesitate to contact them, because your support team will guide and assist you in all things Girl Scouting. If you have questions about the Girl Scout program, working with girls, resources in the National Program Portfolio (National Leadership Journeys and *The Girl's Guide to Girl Scouting*), or selling Girl Scout cookies and other products, go to your team for answers and ongoing support.

## The Customer Care Hotline 213-213-0123

When you need Girl Scout "customer service" support or advice and you are not sure who to call—call the Customer Care Hotline! A customer care specialist will either answer your question directly or direct you to a resource or the staff person who can provide the assistance you need. The Customer Care Hotline does not replace training, service unit meetings, your service unit team, or the website, but it is available for tips, guidance, resource ideas, and those times when you are just simply not sure who to call first. The Customer Care Hotline is staffed Monday through Friday from 8:30 a.m. to 5 p.m. Contact the Customer Care Hotline at 213-213-0123 or via email at [customercare@girlscoutsla.org](mailto:customercare@girlscoutsla.org). All GSGLA locations, GSGLA stores, and the Customer Care Hotline are closed the second and fourth Mondays of the month. After hours, leave a message and you will be contacted the next business day.

## Emergency Hotline / 1-877-ICE-GSLA (1-877-423-4752)

GSGLA has established a 24 hour emergency line with operators trained to answer and connect callers with GSGLA staff in case of a genuine emergency. An emergency that would require immediate attention may be property-related such as leaking pipes and flooding, broken locks, etc. The emergency may be a car accident or a lost camper. An emergency may involve media attention or needing a trained spokesperson to speak for GSGLA. Situations such as these should be reported to 1-877-GSGLA (1-877-423-4752). Always secure your people and environment first. Call 911, Police or Fire Dept. when faced with imminent danger. When safe, report your emergency to “The ICE Number” and our trained, supervising staff will handle the situation. This team is prepared to talk you through next steps and offer full GSGLA support and resources during these unplanned moments.

During weekday business hours, the Customer Care Team is the most direct contact number for help: 213-213-0123. When at a loss for what to do next at a time of crisis involving Girl Scouts, dial 1-877-ICE-GSLA.

## The Service Unit and the Service Unit Team

The service unit is the geographic unit within the Greater Los Angeles council jurisdiction that provides support to members participating in the troop pathway and to individually registered girls referred to as Juliettes. A service unit is made up of a number of different troops of different levels and adult members. The goal of the service unit is to provide additional program opportunities for the troops it serves as well as enrichment and meeting opportunities for its leaders and adults.

Service units are led by a group of trained adult volunteers, known as the service unit team, which oversees activities within the geographical area. The service unit team works together to recruit, retain, and support girls and volunteers in the service unit area. The team is prepared to provide you with assistance in managing the activities of working with girls as well as the opportunity to attend meetings with other leaders and adult volunteers. These volunteers should always be the first people you contact when you are in need of assistance. While your service unit is one of the first places to go, volunteers and staff can be found everywhere to help you find your way.

## Adult Educators

Adult educators (AEs) have the unique role of offering learning opportunities to our volunteers as they travel their own pathway. AEs are volunteers that have special training and experience and possess a desire to share this knowledge with our members. An AE can be any adult who is able to express themselves well, have a positive attitude toward Girl Scouting, and has a great desire to share their knowledge and experience. We have many areas of expertise that our AEs can specialize in; how to conduct troop meetings and work with girls of every grade level, the outdoors, travel, and running special events. Contact Kay Chilson if you are interested in becoming an adult educator at [training@girlscoutsla.org](mailto:training@girlscoutsla.org).

## Go Teams

Go Teams are volunteer-led teams dedicated to a specific topic that research best practices and implement new procedures GSGLA-wide to help improve the adult volunteer experience. Go Teams meet virtually and bring experience and ideas from all regions of GSGLA. Topics such as the Adult Educators, Adult Recognitions, Alumnae, Communications, Cookie Program, Family Partnership, Finance, Gold Award, Outdoor Program, Recruiting, Special Events and Money Earning, Travel, Troop Support, and Health and Safety are our most active and productive Go Teams. To get more information on Go Teams go to our website at [http://www.girlscoutsla.org/pages/for\\_volunteers/GoTeams.html](http://www.girlscoutsla.org/pages/for_volunteers/GoTeams.html) or email us at [goteams@girlscoutsla.org](mailto:goteams@girlscoutsla.org).

# Meeting with Girls for the First Time

When you meet with the girls for the first time you will want to get to know the girls and give them a chance to get to know one another. This meeting may also include parents and caregivers, or you may decide to hold a separate meeting for just the adults.

Icebreaker games that let girls share simple details about themselves are a great way to start off your first gathering. Journeys often start with such an icebreaker, so if you're digging into a Journey right away, you'll be all set. You can also check GSGLA's resources or search the Internet for "icebreakers for kids" to find more ideas.

- [www.creativekidsathome.com/games/ice\\_breaker\\_games](http://www.creativekidsathome.com/games/ice_breaker_games)
- [www.ultimatecampresource.com/site/camp-activities/ice-breakers.html](http://www.ultimatecampresource.com/site/camp-activities/ice-breakers.html)

Some leaders like to include games and activities about Juliette Gordon Low (founder of Girl Scouts in the USA) at their first meeting, or do games, crafts and/or activities about the Girl Scout Promise and Law.

Your next step will depend on whether you are a troop, series, travel, camp, or other pathway. For example, if you already know which Journey the girls want to do, you'll find it useful to accomplish some of the following during this meeting.

(Note: All these points are detailed in the adult guide for each Journey, too). If your girls haven't chosen a Journey yet, you can spend time during the first meeting talking about the themes of the three Journeys that are available for their grade level and find out which one the group would like to do. You can then discuss these points in the next meeting, if you run out of time.

1. **Introduce the Journey, its theme, and its ties to leadership.** Each Journey's adult guide gives you ideas for talking with girls and their parents/caregivers about the Journey's theme and the Three Keys to Leadership.
2. **Find out what interests the group (and be sure to include the other adult volunteers), so that you and the girls can begin to customize the Journey.** Do the girls want to dig deeper into a particular aspect of the Journey? Without promising anything (yet!), ask the girls to talk about what they're passionate about, what they've always wanted to do, and how they would spend their time if money and other barriers were no object. Build off the ideas shared, but be sure to include opinions from **all** the girls. Ask direct questions of those who seem to be holding back or are unsure about answering, so everyone is included.
3. **Get the girls talking about how they want to schedule their time together.** Use the planning pages from their Journey (referring to your draft calendar only as needed, so that the girls lead). Consider questions like these:
  - Can girls organize and plan a field trip or longer travel opportunity that will allow them to learn more about a particular Journey topic or theme?
  - Is there an event that meshes with this topic or area of interest?
  - Can the girls locate and communicate with an expert in the field via email or social media?
  - Can they invite a guest speaker to answer questions or demonstrate particular skills?
  - Which badges can the group choose to work on that will deepen their skills in this particular area?
  - If they are Juniors or older, are they interested in pursuing their Girl Scout Bronze, Silver, or Gold Awards?
  - Do they have ideas for activities that will involve younger or older girls?

## Transporting Girls to and from Troop Meetings

How parents decide to transport girls between their homes and Girl Scout meeting places is each parent's decision and responsibility. For planned Girl Scout field trips and other activities—outside the normal meeting time and place—in which a group will be transported in private vehicles see the "Transporting Girls" section of "Chapter 4: Safety-Wise" in this handbook.

## Troop Meetings

Based on girls' program levels and abilities, girls may decide and plan opening and closing activities, bring and prepare treats, teach songs or games, and clean up. As girls grow, they can show and teach younger members about Girl Scouting. They can also assist you in preparing materials for activities. For trips, campouts, parent meetings, and multi-troop events, girls may be responsible for shopping, packing equipment, handing out programs, cleaning up, gathering wood, and so on. As long as you pay attention to program level and maturity, what girls can do is endless!

## Holding Troop Meetings

The sample sessions in the leadership Journey adult guides will give you ideas about how to plan and hold successful troop meetings that allow girls to Discover, Connect, and Take Action as they have fun with a purpose. (See the “Girl Scouting as a National Experience” chapter of this handbook for more on the three processes). Many volunteers find it helpful to think of meetings having six parts, as outlined below, but feel free to structure the meeting in a way that makes sense for you and the girls.

<b>As Girls Arrive</b>	Start-up activities are planned so that when girls arrive at the meeting they have something to do until the meeting begins. For younger girls, it could be coloring pages; teen girls might jot down a journal entry or just enjoy a little time to talk. Have the kaper chart visible for the girls to see who has which assignments throughout the troop meeting. Kaper chart assignments rotate responsibilities so each girl has the opportunity to participate in each kaper for the meeting.
<b>Opening</b>	The opening focuses the meeting and allows girls to start the meeting. Each troop decides how to open their own meeting—most begin with the Girl Scout Promise and Law, and then add a simple flag ceremony, song, game, story, or other ceremony designed by the girls. Girl Scout Brownies, for example, might create a new tradition by skipping in a circle while singing a song. Ceremonies, even when brief or humorous, make Girl Scout time special. The Journey adult guides contain ideas about openings that correspond to Journey themes.
<b>Business</b>	Troop business may include taking attendance, collecting dues, making announcements, and planning an upcoming event or trip. This is a good time for girls to take turns leading, especially as they grow up! These are good jobs for the older girls to handle with adult supervision. (Some troops may move the business portion of the meeting to an earlier or later slot.)
<b>Activities</b>	Activities will depend on what the girls want to do in their troop and how they want to spend their collective time. This is a good time to work on badges, service projects, crafts, or planning future activities. A well rounded troop has plenty of time for play for girls of all ages, time to create, and time to reflect. Outdoor time is important, so encourage the girls to do an activity in a park or forest. If girls are interested in animals, encourage the girls to plan a visit to a zoo or animal shelter. As you engage in one of the three National Leadership Journeys, review the “Sample Sessions at a Glance” in the adult guide for Journey activity ideas. Be sure to consult the Girl’s Guide to Girl Scouting, Skill Builder badge packs as well as the Journeys for activities.
<b>Snack</b>	Treats are an option some troops decide to include in their meetings and range from a bottle of soap bubbles or a jump rope to a food snack. If girls choose to include snacks, guide them to consider the health of a potential snack, as well as possible food allergies. Enlist the help of parents or caregivers by asking them to sign up and bring a treat. You’ll also find plenty of snack ideas and signup forms in the adult guide of most Leadership Journeys.
<b>Clean-up</b>	Clean-up is part of the troop meeting. Everyone is responsible for cleaning up, but the kaper girl or patrol is responsible for making sure the job is done! Kaper chart assignments rotate responsibilities so each girl has the opportunity to participate in each kaper for the meeting.
<b>Closing</b>	The closing lets the girls know that the troop meeting is ending. Many troops choose to close with the friendship circle, in which each girl stands in a circle, puts her right arm over her left, and holds the hand of the girl standing next to her. The friendship squeeze is started by one girl, and then passed around the circle until it comes back to the girl who started it. When the squeeze is finished, girls twist clockwise out of the circle lifting their arms and turning around and out of the circle. In addition, you may find some helpful, Journey-related closing ceremony ideas in the Journey’s adult guide.

## Kaper Charts

“Kapers” is the traditional Girl Scout word for the jobs or chores that need to be done at troop meeting, at camp, or for a ceremony, party, or other special event. A kaper chart divides and rotates the jobs fairly among the girls. A kaper might be done by an individual girl, by “buddies” or by a patrol, team, or committee. Typical kapers for a Daisy, Brownie, or Junior troop meeting might include:

- **Attendance taker/secretary:** Girl marks attendance sheet at each meeting (younger girls might use a poster).
- **Dues collector/treasurer:** Girl collects dues, if brought to troop meetings; adds up total (with adult help, if needed) and reports to rest of troop during business portion of troop meeting. This could be combined with taking attendance.
- **Opening ceremony:** Girl or small group chooses and/or leads opening activity, which might be a flag ceremony, a song or poem, the Girl Scout Promise and Law, or something created by the girls; it could also be the opening activity from the Journey Sample Session.
- **Note taker/recorder/secretary (Girl Scout Juniors):** Takes notes or “minutes” during meetings or discussions, and reads them back to the group. Fourth graders may need an adult “helper” when it comes to spelling! During brainstorming or troop planning sessions, writes ideas on newsprint while someone else facilitates the discussion.
- **Clean-up manager(s):** Everyone is involved in clean-up! At the end of the meeting or session, the manager or clean-up team ensures tables and chairs are put in order, all trash is put in the correct place and all lights are turned off – or whatever needs to be done at your meeting place. Girl Scouts ALWAYS leave a site better than they found it!
- **Closing ceremony girl:** or small group chooses and/or leads the closing, which could be a Friendship Circle, good-bye song or activity, or the closing activity from the Journey Sample Session.

## “Kapers” for Older Girl Scouts

A large Cadette troop may still need a kaper chart to divide work fairly, but it is the responsibility of the girls to determine what jobs go on the chart, and who will make and maintain the chart (usually the troop secretary.) By middle and high school, girls may prefer to elect troop officers who serve for two or three months or longer: president, vice president/sergeant-at-arms, secretary, treasurer, and others as needed; or in a small troop, a town meeting moderator, recorder, and clerk. Seniors and Ambassadors generally prefer to work out their own methods of dividing up jobs – often just working together to get things done.



*Sample Kaper Chart*

Kaper	<u>Sept. 6</u>	<u>Sept. 20</u>	<u>Oct. 4</u>	<u>Oct. 18</u>
<b>Start- Up Game</b>	Judy	April	Cindy	Ellen
<b>Opening</b>	Ellen	Judy	April	Cindy
<b>Flag Ceremony</b>	Cindy	Ellen	Judy	April
<b>Take Notes</b>	April	Cindy	Ellen	Judy
<b>Closing</b>	Judy	April	Cindy	Ellen
<b>Clean Up</b>	Ellen	Judy	April	Cindy

## Changes in Troop Leadership

- Let the service unit manager and service unit support specialist know of the troop leadership change as soon as possible.
- Let troop parents know they will not be returning, and hold a meeting to see if any parents would like to volunteer as leaders. If parents volunteer, the leader should notify the service unit manager and give names and contact information for the potential replacements.
- If there are no volunteers, notify the service unit manager, who will try to find new leadership for the troop or new troops for the girls.

## Disbanding a Troop (includes troops graduating out)

If the service unit manager cannot find leadership and it becomes necessary to disband the troop, ideally troop funds will be used as planned by the girls in the troop prior to its disbanding. The girls must be part of the decision on how to use or distribute the troop's funds. If a troop is disbanding, the troop leader and co-leader should talk with the girls about their options regarding troop funds. The leaders should let the parents know what the girls decide before the funds are completely utilized. The girls can do the following:

- Consider how they would like to continue their Girl Scout experience (e.g. series, Juliette, camp, etc)
- Carry out their original plans before Sept. 30.
- Have a final event or project that utilizes all their funds.
- Make a donation to GSGLA to help fund other girls to become Girl Scouts.
- Make a donation to a sister troop, a new troop to help them get started, or to the service unit.

The troop may not give girls cash from the treasury account. The funds are not, and may not, become the property of any individual, girl, or adult. The troop treasury is meant to be used in program activities for the girls. If a troop disbands, before the troop year ends on Sept. 30, and when all checks have cleared the bank, the bank account must be closed.

A final Troop/Group Finance Report <http://www.girlscoutsla.org/documents/Finance-Report-Autofill-Ledger-Workbook.xlsx> should be completed within 30 days of the last meeting or event along with a completed disband notice [http://www.girlscoutsla.org/documents/Troop\\_Group\\_Disband\\_Notice.pdf](http://www.girlscoutsla.org/documents/Troop_Group_Disband_Notice.pdf). A statement on how the troop funds were distributed must be on the Troop Finance report. The report should be signed the leaders and treasurer. This report is then given to the service unit manager. The best way to submit the disbanding paperwork is electronically through the Finance Submittal e-form <https://www.gsglavolunteerapps.org/gsglafinancereportsubmittal/>.

All remaining troop resources (camping equipment, books, or materials) should be either divided equally among the receiving troops (if girls are joining other troops) or given to the service unit manager. Service unit managers generally use funds and resources from disbanded troops to help start new troops.

Note: Troops disbanding at the end of the year are still required year-end finance reports.

## When One Troop Becomes Two Troops

Occasionally, with agreement among troop volunteers, parents and girls, one troop will decide to split into two troops. Before the troop divides, there must be a clear understanding about what happens to existing troop funds and materials/supplies. They may either be used as planned before the new troop is formed, or be evenly distributed between the old and new troops, using a pro rata per girl share. At no time are troop funds given to an individual girl or adult. The final Troop Finance report from the original troop must indicate how the funds were distributed. The completed report is submitted electronically.

Please note the following:

- If an individual girl and her parents, or a group of girls and their parents, choose to leave one troop and join or start a new troop (as opposed to a mutual agreement to split a troop, as above,) there is NO money due.
- When one troop becomes two, and a fair and equitable solution is unattainable, troop funds and materials/supplies will be surrendered to GSGLA and delivered to the nearest service center. Distribution of troop funds, materials and/or supplies will be at the discretion of GSGLA.
- If the troop has been saving money for an extended trip, travel, or plans, and a girl or girls leave before the trip has taken place, all funds earned shall remain with the original troop.

# Uniforms

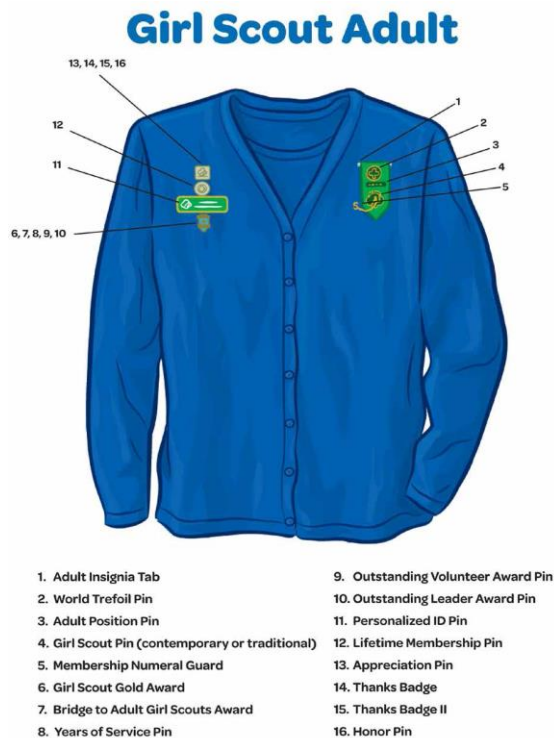
Uniforms have been a Girl Scout tradition since 1912, where the first uniforms offered girls and adults freedom of movement and helped cover social and economic class differences. Today, uniforms are a symbol of membership, one that links Girl Scouts across the country and around the world.

The official Girl Scout uniform for girls is a white shirt (either their own or the official Girl Scout polo shirt for their program level), their own khaki pants or skirt, and the official program level tunic, vest, or sash. Girl Scout Daisies and Brownies may wear the khaki and white uniform, or they may wear official Girl Scout uniform components for their program level, such as the Daisy or Brownie beanie, shirt, skirt, leggings or other official components. As a link with Girl Guides and Girl Scouts from other WAGGGS member countries, Girl Scout Seniors and Ambassadors have an official, neckerchief-style scarf to wear with their uniform.

The recommended uniform for Girl Scout adults is their own navy business attire, worn with an official Girl Scout scarf for women or official Girl Scout tie for men, and the Girl Scout Membership Pin and World Trefoil Pin.

Girl Scout adults are encouraged to wear the official uniform at ceremonies and when they are representing the Girl Scout Movement (meeting with community leaders, for example.) Having a uniform is not required for Girl Scout membership, but wearing the uniform may be required for participating in certain events.

The different level Girl Scout pins, and the World Trefoil pin, should always be worn with the Girl Scout uniform, but may be worn on other clothing as well. They are always worn on the left, above the heart. For a detailed description of “where things go”, look in the *Girl’s Guide to Girl Scouting* (girls) or online at [www.girlscouts.org/program/basics/for\\_volunteers/where\\_to\\_place/](http://www.girlscouts.org/program/basics/for_volunteers/where_to_place/)



Note: If an adult has received more than one special recognition (e.g., Appreciation pin), the last one received is generally the one worn on the uniform.

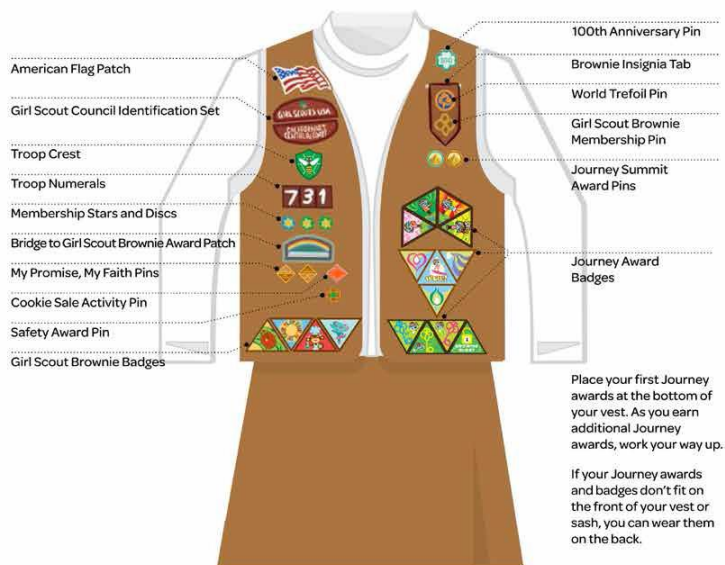
## Girl Scout Daisy Vest



## Girl Scout Daisy Tunic



## Girl Scout Brownie Vest



## Girl Scout Brownie Sash



## Girl Scout Junior Vest



## Girl Scout Junior Sash



## Girl Scout Cadette Vest



## Girl Scout Cadette Sash



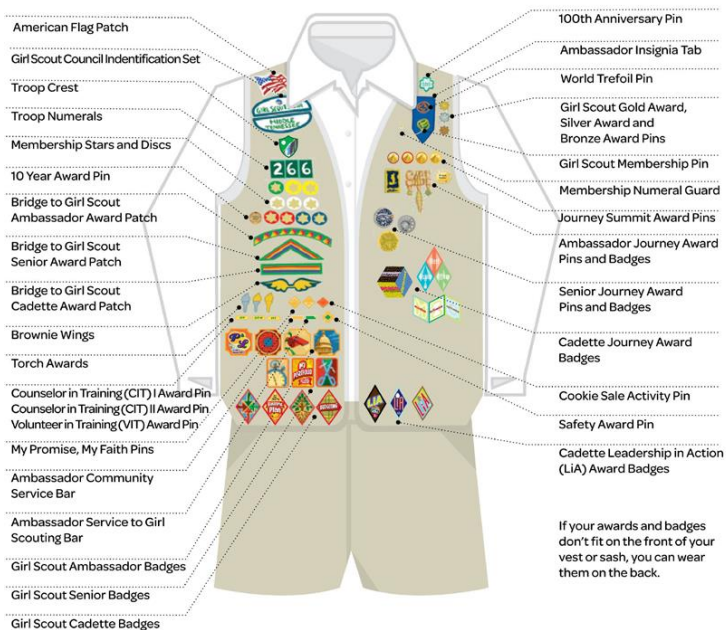
## Girl Scout Senior Vest



## Girl Scout Senior Sash



## Girl Scout Ambassador Vest



## Girl Scout Ambassador Sash

