

# New Leader Handbook



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# Girl Scout New Leader Handbook

*We're excited you've decided to become a Girl Scout troop leader!*

This New Leader Handbook is intended to help you get started with your new Girl Scout troop! Below you'll find a basic new leader checklist that walks you through how to start your Girl Scout troop. Consider this page your quick reference guide to the first steps for becoming a troop leader.

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

## Steps for Getting Started

1

### ***Complete your volunteer application and background check***

- ☐ [Submit](#) the volunteer application online form \_\_\_\_\_(Date)
- ☐ Complete your background screening online \_\_\_\_\_(Date)
  - Link is received upon submittal of volunteer application
- ☐ Receive a clearance email from Customer Care (print/save for your records) \_\_\_\_\_(Date)
- ☐ [Create an eBiz account](#) \_\_\_\_\_(Date)
- ☐ Purchase a \$15 Girl Scout annual membership through your [eBiz](#) \_\_\_\_\_(Date)

Completion of this process can take up to 10 business days.

For questions regarding your application status, contact Customer Care at 213-213-0123 or email [CustomerCare@girlscoutsla.org](mailto:CustomerCare@girlscoutsla.org).

For help with these steps, visit our [online training site](#) for these two training modules: Volunteer Screening and Becoming a Registered Member.

Reminder: Leaders (01) and assistant leaders (02) must be approved as volunteers (they must successfully complete a volunteer application and background screening) and complete their first required training (Council Orientation). All troops must have two unrelated, cleared female adults in leadership role.

2

### ***Start your required training***

You can access these trainings on our online training site [here](#).

- ☐ *Council Orientation* \_\_\_\_\_(Date) [Online](#)
- ☐ Leader Training\*  
Method of completion (circle one): Classroom   Webinar   [Online](#) \_\_\_\_\_(Date)

\*Visit our [online training site](#) to find online new leader training. Start by creating an account, logging in, click on your troop level under "Be a Troop Leader" on the Homepage, and complete all modules marked required. You can also find a complete list of modules required on page 11. We recommend that you use the same password that you created for your [eBiz](#) account to make it more convenient to remember the password for both sites.

### 3

#### ***Decide on a troop meeting place and time***

- ☐ Meeting place: \_\_\_\_\_
- ☐ Date(s): \_\_\_\_\_
- ☐ Time: \_\_\_\_\_


Schedule your troop meetings for when you are available. As much as possible, you should take into account family needs, scheduled events, religious holidays, and availability of your meeting place. Troops meet at many locations, including **schools, churches, and local community centers**. If the location you select requires a Certificate of Insurance please email [COI@girlscoutsla.org](mailto:COI@girlscoutsla.org) with your request.

Visit the [GSGLA online training site](#) to learn more about safety and responsibilities for you, parents and caregivers, and the girls. View these Safety-Wise trainings: Responsibilities, Approaching Activities, and Be Prepared.

### 4

#### ***Hold your parent/ caregiver meeting***

- ☐ Meeting place: \_\_\_\_\_
- ☐ Date: \_\_\_\_\_
- ☐ Time: \_\_\_\_\_

The parent/caregiver meeting should be held at least two weeks prior to your first Girl Scout meeting. For more information and ideas on what to cover in your parent meeting, refer to the agenda in this handbook. Also view Meeting with Parents and Caregivers, Getting Adults to help, and Managing Troop Registrations at our [online training site](#). Your parents and caregivers are welcome to set up their own online training account to view the Volunteer Screening, Becoming a Registered Member, and the Troop Driver  safety trainings.

### 5

#### ***Attend your service unit meeting and contact other volunteers***

Your official Girl Scouts of Greater Los Angeles welcome letter will have information about your assigned service unit. Your service unit will be the best source of information for you as a new leader. At the meetings, you will meet service unit team members and experienced leaders who will be able to answer your questions about activities. You will also meet new leaders like yourself! *For more information on a service unit and service unit support refer to pages 15-16 of this handbook.*

- ☐ Service Unit Name & Number: \_\_\_\_\_
- ☐ My service unit manager (SUM) is: \_\_\_\_\_
  - My SUM's email is: \_\_\_\_\_
  - My SUM's phone number is: \_\_\_\_\_
- ☐ Meeting Details: \_\_\_\_\_  
(Date, time, location)
- ☐ Asked to be added to your service unit's communication (email list, website, Shutterfly, etc.).



## **Get to know your resources**

- ☐ [Volunteer Essentials](#)
- ☐ [Safety Activity Checkpoints](#)
- ☐ [Journey](#) books and [The Girl's Guide to Girl Scouting](#)
- ☐ [Girl Scouts of Greater Los Angeles website](#)
- ☐ [GSGLA's online training site](#)
  - Grade level trainings like Girl Characteristics, a Year in a Girl-Led Environment, Meetings, Uniforms and Awards, GS First Aider



## **Set up a troop bank account**

All Girl Scout troops must have a bank account. For steps on how to set one up, see page 8 and new trainings Opening Your Bank Account and Money Matters at our [online training site](#).



## **Recruit girls to your troop**

- ☐ At least five girls in my troop (see Volunteer Essential, Ch. 2, Page 33, for troop size)
- ☐ Contact your assigned recruitment specialist and troop support specialist and ask for help with recruiting girls.
  - My recruitment specialist is: \_\_\_\_\_
- ☐ OPTIONAL: Canvass local schools, churches, community centers. Some recruitment ideas are:
  - Ask the school/ church/community center for permission to post fliers/recruit girls
  - Create or print a recruitment flier for interested girls (templates available [here](#))
  - Hold informational meetings at schools/churches/community centers
  - Have a sample Girl Scout meeting with interested girls
  - Have registration and eBiz workshops to encourage interested girls/parents/caregivers to register







# Getting Organized for Girl Scouts







# Getting Organized is Easier Than You Think!

*Need help getting organized?* These pages are intended to give you a rough outline for organizing your Girl Scout materials. Feel free to develop and use your own system, too!

*Grab a binder, some divider tabs, and let's get started!*

## Section 1: Troop Information

### ☐ *Calendar*

Keep a calendar that runs with your troop year. Make sure all your meetings and field trips are listed on the calendar. You may even use your calendar to keep track of which registered adults are helping with meetings and who is responsible for bringing snack.

### ☐ *Attendance Sheet*

Make sure to keep attendance at every meeting; this way, you will always know who is present at your meeting.

### ☐ *Troop Dues Record*

Please refer to page 16 in this handbook.

### ☐ *Earned Recognition Sheets*

These forms can be used to track what recognitions the girls have earned. You may also choose to keep a sheet for every girl individually.

### ☐ *User Agreements & Certificate of Insurance (COI)*

Many places require you to complete a user agreement and/or submit a Certificate of Insurance (COI). Contact [COI@girlscoutsla.org](mailto:COI@girlscoutsla.org) for contract user agreement approval requests and requests for Certificates of Insurance.

## Section 2: Girl Information

### ☐ *Troop Roster*

Keep a copy of your troop roster, for all girls registered in your troop. To obtain your troop roster log into your eBiz account and go to your 'Troop Management' tab.

### ☐ *Health Information and Release Forms*

It's very important to have this form on hand at all times! You'll know who has allergies, asthma, or other medical conditions. A new form does not need to be completed each year, however, parents/caregivers should review it annually and update it whenever there are changes to a girl's medical information.

### ☐ *Phone Tree or Email Distribution List*

Make a phone tree for your troop or distribute an email contact list so parents/caregivers can be notified quickly if there is an emergency or a sudden change of plans.

## Section 3: Trips/Events

### ☐ [Parent Permission Forms](#)

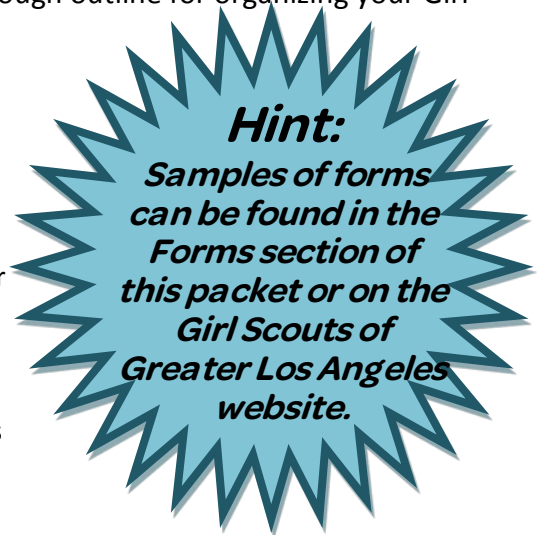
When you're going on a field trip, make sure you have parents sign permission forms for their daughter(s).

### ☐ [Activity Insurance](#)

If you purchased **activity insurance** for tagalongs for your event or travel, keep a copy of the information in this section.

### ☐ [Accident/Incident Report Forms](#)

You can never be too careful! Keep several blank copies of the accident/incident report form so you can make sure to document any accidents, injuries, or incidents.



### ***Hint:***

***Samples of forms  
can be found in the  
Forms section of  
this packet or on the  
Girl Scouts of  
Greater Los Angeles  
website.***

## Section 4: Adult Information

### ☐ Adult-to-Girl Ratios

Check to ensure you are meeting the minimum number of adults needed to supervise a specific number of girls.

	Group Meetings		Events, Travel, and Camping	
	<i>Two</i> unrelated female adults for this number of girls:	Plus <i>one</i> additional adult for each additional number of this many girls:	<i>Two</i> unrelated female adults 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

### ☐ Adult Registration Information

Keep all contact information for your registered adults on hand. Troop leaders (01), assistant troop leaders (02), and support volunteers (03) (and support volunteers in specific positions) must be registered and complete the volunteer application, background check, and (01) & (02) must complete council orientation. Request a copy of their clearance email to keep in your records.

### ☐ Adult Volunteer Forms

Have parents/caregivers complete this form at your parent/caregiver meeting when you start each year. Let them share their talents. [Parent Volunteer Survey](#) and [Parent/Gardian Meeting Agenda](#).

### ☐ Troop Trip Driver Policy

Going on a trip? All drivers must have completed the Girl Scouts of Greater Los Angeles volunteer application, background check, and [troop trip driver online training](#) prior to transporting girls other than their own. Make sure to keep a copy of all troop drivers' license and insurance card in your records. Request a copy of their clearance email to keep in your records.

### ☐ Certifications

You may have parents/caregivers in your troop that possess certifications that will be helpful during troop activities. Licensed nurses, doctors, EMTs, dentists, or adults certified in first aid and CPR are among those who can serve as the troop first-aider. Certification in archery, canoeing, or troop camping may prove helpful with other troop activities. Keep copies of their certification on file in your troop records.

## Section 5: Finance

### ☐ Envelope for receipts

### ☐ Copy of your bank account email confirmation

### ☐ Bank statements

### ☐ Troop financial report & ledger

### ☐ Financial report submittal confirmation email

How to Use eBiz

## What is eBiz?

eBiz is Girl Scouts of Greater Los Angeles' online registration system. Only adults 18 or older can log in to eBiz. An email address is necessary to activate an account. Through eBiz you can:



- Register as a new member or renew your annual membership
- Update your account, including your contact information and address
- Manage your troop(s) online if you are the registered troop leader (01)
- Manage your family information online if you are the family manager
- Register your troop or individual girls for council-sponsored programs
- Register for adult trainings and enrichment opportunities
- Pull troop rosters at any given time if you are the troop leader (01). Leaders have the ability to email all of the troop's parents/caregivers at one time using the *My Troops* section in eBiz.

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## Creating an account for new users

- If you have never been a Girl Scout before it is more than likely that Girl Scouts of Greater Los Angeles does not have a record of you in the system and you will need to create an account.

*\*Note: If you have ever been a registered member of Girl Scouts of Greater Los Angeles (or one of the legacy councils), it is likely that you have a customer account and you should activate your existing account. The customer accounts are attached to membership information. You may need to contact GSGLA's Customer Care at 213-213-0123 or your previous Girl Scout council to determine if you have an existing account.*

## Important things to think about before creating an account:

- Each adult, even within the same family, must create her/his own account with a unique user name and password, as each person has a unique record and GSUSA ID# in the system. One adult member of the family (Guardian 1 or caregiver) will have family management rights.
- Parents/caregivers should "add a family member" to their account in order to register their child. When the account is created, parents/caregivers are giving their permission for their child to join Girl Scouts.



## Financial assistance is available!

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 at 213-213-0123 or emails [troopsupport@girlscoutsla.org](mailto:troopsupport@girlscoutsla.org) for process. For assistance with GSGLA Program Event fees contact Customer Care 213-213-0123. For girls not in troops, parent, may contact Customer Care 213-213-0123 or email [troopsupport@girlscoutsla.org](mailto:troopsupport@girlscoutsla.org) for process.

# How to Create a New Online Account



## Step 1

Go to [the eBiz page](#) and click on New Online Account on the right side of the screen. You can also find helpful tutorials on the log-in page.

## Step 2

After selecting this option, the system prompts the customer to supply the following required information:

Name  
Address  
Date of Birth  
Gender

This basic information will allow the system to search for your record and help check if you already exist in our database.

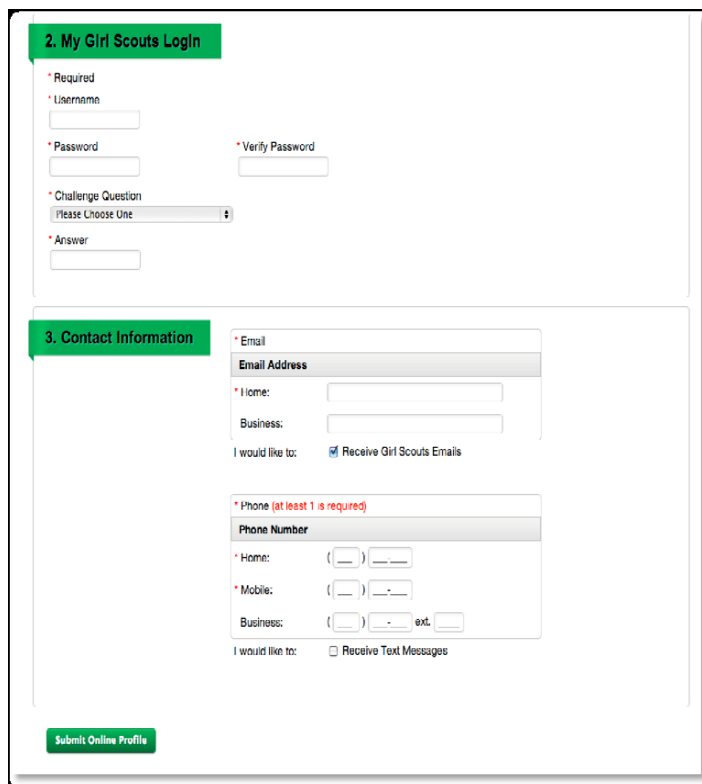
## Step 3

One of the following will apply:

- If the system finds you in the database you will receive a message that asks you to contact GSGLA in order to proceed. Please call the Customer Care hotline at 213-213-0123 or email [CustomerCare@girlscoutsla.org](mailto:CustomerCare@girlscoutsla.org) and someone will help you retrieve your eBiz information.
- If the system does not find you in the database you will be prompted to provide additional information to create your profile.

You can always call Customer Care at 213-213-0123 or email [customercare@girlscoutsla.org](mailto:customercare@girlscoutsla.org) for assistance. We are here to help!

*Need to know your member ID?* Follow these [instructions](#) to retrieve your member ID.



## My eBiz login information:

Username:\_\_\_\_\_

Password:\_\_\_\_\_

# Troop Finances

Planning and budgeting the finances of the troop or group is an ongoing process that requires input from the girls, parents/caregivers, adult troop support, and leaders.

For the most part, troop/ group budgets are built on dues and profits from the annual cookie and fall product program and troop money earning activities. Girls should be involved in troop finances including planning the budget, estimating costs of activities and materials, and management of the troop funds/bank account, when age-appropriate.



## Establishing a Troop Bank Account

Because troop/group funds are owned collectively by the troop, proper handling and accounting of the funds is imperative. *All troop funds must be placed in a bank account.* The following will help you establish a troop bank account:

### Did you know:

- ◆ Each troop/group must annually submit both a Mid-Year and Year-End Financial Report.
- ◆ The Troop/Group Financial Report form asks you to document all income and expenses for your Girl Scout year.
- ◆ At any time, parents/caregivers may ask to see the troop finances.
- ◆ Girls can learn to keep track of the troop finances and make decisions on how the money should be spent.
- ◆ Troop funds are the property of the troop and should be used for troop activities.

- 1) The three signers for the checking account must be cleared and registered adult members of Girl Scouts. This includes having completed a volunteer application and background screening.
- 2) Our preferred banks for GSGLA troop checking accounts are Wells Fargo, Pasadena Federal Credit Union, and California Credit Union. In approaching a bank look for a zero to low service fee. Ask your Service Unit if they have any bank recommendations.
- 3) Each troop checking account should be opened as a non-profit account and must have three signers who must be unrelated and should not live in the same household.
- 4) Request a bank letter at [this link](#).
- 5) Take the Girl Scout *bank letter* and other documentation (attached to your bank letter) to the bank when opening your account.
- 6) All Troops are authorized to have checks and a debit card.
- 7) All troop funds must be deposited in a bank account titled, "Girl Scouts of Greater Los Angeles Troop \_\_\_\_\_" and the address of the leader or one of the signers must be on the checks.

Please refer to the forms sections of this packet and *Volunteer Essentials*, "Managing Group Finances" (Ch. 5), for additional information on troop finance guidelines.

**Important:**  
Keep your bank informed of changes to names and addresses!

# Ins and Outs of Managing the Troop/Group Funds

Managing your troop/group bank account and finances is not unlike managing your own business and personal checking account. Your troop/group will have income (from dues, money-earning activities, and fall product and cookie sales) and expenses (program fees, supplies, food, and event costs). The best way to keep track of this is through your troop/group bank account. Document the income and expenses as they happen. Below are a few simple tips to help you successfully manage the ins and outs of the troop/group account. GSGLA recommends using the Autofill Ledger to record troop bank account transactions.

<b>Income (Ins)</b> As money comes into the troop/group, be sure to do the following:	<b>Expenses (Outs)</b> Record your expenses in a similar way as your income:
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Deposit all troop funds into the troop bank account within 1-3 days.</li> <li><input checked="" type="checkbox"/> Document the income in the deposit/credit column of the checkbook ledger. Be sure to write a description of the income in the description column of the checkbook and the date of the deposit.</li> <li><input checked="" type="checkbox"/> Keep all bank receipts and any other income receipts with troop/group financial records.</li> <li><input checked="" type="checkbox"/> When bank statements are received, check the statement against the documented income of the month.</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Document expenses on the payment/debit line in the checkbook as soon as you are able. Write a description of the expense in the memo section. Select the appropriate category in the pull-down section.</li> <li><input checked="" type="checkbox"/> Label all receipts from any expenses. For example, if you bought markers for the troop to use during meetings, label the receipt, "troop supplies." If you went camping and have a receipt for food, label it "camping food."</li> <li><input checked="" type="checkbox"/> When bank statements are received, check the statement against your documented expenses of the month.</li> </ul>

## Organizing for Success

The following tips will help you successfully complete the troop finance report:

- Get organized from the start. Have a file/envelope for expenses and one for income. (See examples below.)
- Review the Troop Financial Report Form at the beginning of the Girl Scout troop year.

## Financial Organization Ideas

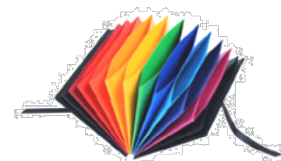
### Organizing with an envelope

- Take an envelope and write "Troop Income" on the front of it.
- Put all bank receipts and any other income receipts in this envelope.
- Label a second envelope with "Troop Expense" on the front of it.
- Put all expense receipts in this envelope.
- Follow the steps in the chart above for documenting.



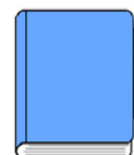
### Organizing with an accordion folder

- Label the tab with a month of the year.
- Place each month's receipts in the corresponding slot.
  - Example: All May receipts go in May's slot in the accordion folder.
- Follow the steps above for documenting.



### Organizing with a binder

- Label tabs with: Deposits, Expenses, Bank Statements, Product Sales, Money Earning
- Place documentation in appropriate tab.
- Follow the steps above for documenting.





# TROOP FINANCE PROCEDURES

Girl Scouts of Greater Los Angeles has established a process with several area banks to provide troops/groups and service units with **nonprofit checking** accounts that have zero to low monthly fees and simplify the document requirements resulting from the Patriot Act. Outlined below are the procedures to open, change and close a troop or service unit checking account.

## OPENING A NEW GIRL SCOUT TROOP/GROUP CHECKING ACCOUNT

When a new troop/group is established, the **Girl Scout Leader** (position code 01) **and at least two other unrelated adults who are approved and actively registered with Girl Scouts of Greater Los Angeles** (position code 02 or Treasurer) **must complete and take the following steps to open a new troop checking account:**

1. The troop leader should complete a [Bank Letter Request](#).
2. Take the Girl Scout *bank letter* and other documentation (attached to your bank letter) to the bank when opening your account.

### BANK LETTER REQUEST E-FORM

- ◆ Indicate you are opening a new account or making a change to your existing account.
- ◆ Select the branch of the approved bank you will be using. Some recommended banks are:
  - Wells Fargo
  - Pasadena Federal Credit Union
  - CA Credit Union
  - Bank of the West
  - Union Bank
  - First Bank
  - Malaga Bank
  - Farmers and Merchants Bank
- ◆ Fill in your troop/group or service unit number—the title on all accounts must be Girl Scouts of Greater Los Angeles Troop \_\_\_\_\_.
- ◆ Fill in the information of all three bank signers.

## COMPLETION OF A TROOP/GROUP FINANCIAL REPORT

All Girl Scout troops are required to submit information regarding the troop's finances twice a year (January 15 and June 15) as part of the appointment and reappointment process. Girl Scout leaders will not be eligible for reappointment the following year if there are not current financial records on file with Girl Scouts of Greater Los Angeles.

The *Troop/Group Financial Report* form can be accessed, completed, and [submitted online](#).

## CHANGING AN EXISTING CHECKING ACCOUNT

When changes need to be made to existing accounts, the troop/group will need to complete a new [Bank Letter Request](#) within 21 days of any leadership change or change in signers.

## **CLOSING A TROOP/GROUP CHECKING ACCOUNT**

When a troop/group disbands, by rights the funds revert to GSGLA. It is our practice, however, that when a troop disbands, the girls should vote on what to do with troop funds, using the following guidelines. Monies may be:

- Given to the troop's service unit to benefit its program activities or projects for girls.
- Donated to GSGLA to support troops/members with financial hardships.
- Donated to GSGLA's Family Partnership to fund our general operations. (GSGLA underwrites an average of \$325 per member per year.)
- Donated to the Juliette Low World Friendship Fund to support Girl Scouting world wide.
- Donated to a local charity whose mission is in keeping with Girl Scout principles.

Troops must submit a final [Troop Finance Report](#), [Troop Disband Notice form](#), closing bank statement, check of remaining proceeds payable to GSGLA, and troop's supplies and inventory to the service unit manager or designee within 30 days of the last meeting date. The group leader signs the final report and submits it to the service unit manager with a copy of the most recent bank statement. As when closing a personal account, be sure all checks and other debits have cleared the account before you close it, and realize that you may have to close the account in person. The Service Unit Manager must review and sign the report and submit to GSGLA within 10 days. The report must indicate how the funds were distributed.

**If girl(s) are moving to a new troop(s),** they relinquish any claim on troop money.

**\*Under no circumstances may remanding funds be distributed to individual troop members or leaders.**



# Product Sales and The Girl Scout Leadership Experience

Girl Scout Cookie and Fall Product Programs are an integral part of the Girl Scout Leadership Experience, built around financial literacy. In fact, according to *Volunteer Essentials*, the Girl Scout Cookie Program is the leading entrepreneurial activity for girls. No university has produced as many businesswomen as the Girl Scout Cookie Program.

Girls who participate in the Girl Scout Fall Product Program and Girl Scout Cookie Program not only earn money for their troop so they can discover, connect, and take action; they also learn skills that will help them grow into leaders in their own lives, leaders in business, and leaders in the world. There are five identified leadership benefits to participating in Girl Scout product sales:

Goal Setting  
Money Management  
Business Ethics

Decision Making  
People Skills



Thin Mints Character is a trademark of the Kellogg NA Co.

**Troop leaders: Encourage the girls in your troop to build courage, confidence, and character by participating in Girl Scout Fall Product and Cookie Programs!**

**As a Girl Scout leader, your primary responsibilities for Girl Scout product programs are to:**

- Recruit a troop fall product chair and a cookie chair.
  - It's okay for the leader to also be the troop product chair—but remember that you have a lot to do already. It's suggested that you first see if another adult with the troop would be willing to take on this position.
- Communicate with parents/caregivers and encourage their involvement.
- Guide girls in budgeting, planning, and goal setting.
- Conduct training with girls and parent/caregivers, emphasizing the importance of safety.

## What do I do once I have a volunteer?

When someone volunteers as troop product chair, give their name, address, and phone number to your service unit product sale chair. Please make sure that your volunteer is registered with GSGLA as soon as possible and has completed the background screening and application process. Request a copy of their clearance email and keep it in your records.

If you have any questions, please call Customer Care at 213-213-0123 or email [CustomerCare@girlscoutsla.org](mailto:CustomerCare@girlscoutsla.org).

*\*See Volunteer Essentials (Ch.5) for more information on the fall product & cookie programs.*

# Basic Leader Online Training Modules

The following Online Training Modules most closely resemble topics covered in Basic Leader Training. Complete these modules to satisfy the Basic Leader Training requirement. These trainings can be completed at your leisure, in your home or on the go! We're mobile friendly. **Completing all of these modules is about 1 hour & 50 minutes vs a 3.0 hour webinar or face-to-face class.**

- 🌿 Starting Your Troop (8:25)
- 🌿 Registering Your Troop (4:18)
- 🌿 Meeting with Parents (10:10)
- 🌿 Getting Adults to Help (9:02)
- 🌿 Managing Troop Registrations (4:21)
- 🌿 Safety-Wise (3 Modules) (24:19)
- 🌿 Girl Scout Leadership Experience (8:36)
- 🌿 Creating an Inclusive Safe Space (5:04)
- 🌿 Opening Your Troop Bank Account (8:06)
- 🌿 Troop Treasurer Webinar (27:54)



Log on to [www.gsglaonlinetraining.org](http://www.gsglaonlinetraining.org) to start! Once you've logged on, simply click on your troop level under "Be a Troop Leader" on the Homepage.

**Need Help? Contact Us at [Training@girlscoutsla.org](mailto:Training@girlscoutsla.org)**

## Grade Level Online Training Modules

The following Online Training Modules most closely resemble topics covered in our Grade Level Trainings. Complete these modules to satisfy the Grade Level Training requirement. Keep in mind that each grade level has its own set of modules, and some levels may have additional modules created to help you better serve your girls.

- 🌿 Characteristics (8:36)
- 🌿 Girl's Guide to Girl Scouting (3:48)
- 🌿 Journeys (5:14)
- 🌿 Uniforms & Awards (5:22)
- 🌿 Creating an Inclusive Safe Space (5:04)
- 🌿 Meetings (10:52)
- 🌿 Planning Your Year in a Girl-Led Environment (7:14)
- 🌿 Behavior Management (Juniors +) (5:41)
- 🌿 Troop Government (Juniors +) (16:27)
- 🌿 Keeping Your Troop Girl-Led (Cadettes +) (10:55)

Log on to [www.gsglaonlinetraining.org](http://www.gsglaonlinetraining.org) to start! Once you've logged on, simply click on your troop level under "Be a Troop Leader" on the Homepage.

**Completing all of these modules is about:**

- New Daisy/Brownie leaders: 45 minutes
- New Junior Leaders: about 65 minutes
- New Cadette/Senior/Ambassador leaders: about 75 minutes

Versus a 3.0 hour live webinar or face-to-face class

**Need Help? Contact Us at [Training@girlscoutsla.org](mailto:Training@girlscoutsla.org)!**



# Support For Troop Leaders





# Gaining Adult Volunteer Support

The initial parent/caregiver meeting is critical to you as a troop leader. Parents/caregivers can provide much needed time, experience, and talent to a Girl Scout troop; however, you need to ask for help from the beginning.

A parent/caregiver meeting provides an opportunity to:

- Inform parents/caregivers about the Girl Scout Leadership Experience and its benefit to girls.
- Ask for parent/caregiver support, assistance at troop meetings, and expectations of girls and leaders.
- Direct parents/caregivers to eBiz to complete the Girl Scout membership registration process for their child and themselves, and pay the \$15 Girl Scouts of the USA membership registration.
- Have parents/caregivers complete the Health Information and Release Form and other appropriate forms and turn them in to you.



You are encouraged to ask an experienced Girl Scout volunteer (i.e., service unit manager, service unit troop consultant, service unit recruitment chair) or your GSGLA staff team for guidance with:

- ☐ Setting the time and date and securing a location for the meeting
  - Limit your meeting time to one hour or less.
- ☐ Inviting all parents/caregivers to attend
  - Choose a time that will be accessible for most parents/caregivers.
- ☐ Organizing appropriate Girl Scout materials for parents/caregivers packets:
  - Ways Adults Can Help Form/Adult Volunteer Survey
  - Any permission/health & safety related forms
  - Troop phone/email list if you have the information in advance
  - Troop meeting schedule with your contact information (if these are already set)
- ☐ Finalizing the meeting agenda

## Form a troop committee!

- **Be Direct!** Ask parents/caregivers for their help and have them join the committee. (Think of it like a PTA for your troop.)
- **Use The Ways Adults Can Help or Adult Volunteer Survey** forms, found in the back of this packet, to identify each parent's interest in helping.
- **Assign specific responsibilities** to the committee and individual parents/caregivers.

## Benefits of Parent/Caregiver Involvement:

There are many benefits when parents/caregivers are involved with Girl Scouting. Consider the following:

- Parents/caregivers know their children better than anyone else. They can provide insight and will be helpful when it comes to planning and problem solving.
- Involving parents/caregivers can help keep girls interested in the troop and troop activities.
- Parents/caregivers can ease the workload. One of the top reasons why people do not volunteer is because no one asked them. Ask them to be involved.
- Parents/caregivers benefit from their involvement—they become closer to their child, develop an extended social network, and can actively contribute to the community.



# Sample Agenda for Girl Scout Parent/Caregiver Meeting

## Welcome/Introductions

- Introduce yourself and any other Girl Scout adults present. Ask parents/caregivers to introduce themselves and their potential Girl Scout.
- Explain to parents/caregivers the process of becoming a leader (that you completed an application, background screening, provided references, and will participate in at least two required training courses).
- Explain your role as a troop leader and possible activities. The troop will do activities based on what the girls decide. Explain the Girl Scout Mission and how the Girl Scout Leadership Experience engages girls in discovering self, connecting with others, and taking action to make the world a better place.



## Registration

- Each girl must be registered in order to participate in Girl Scouts. Give instructions on how parents/caregivers can register both girls and themselves on eBiz.
- Explain that a \$15 Girl Scout registration fee is paid when registering, which is paid to Girl Scouts of the USA and covers each girl in Girl Scout activity insurance. Share that financial assistance is available for the membership fee if needed.

## Health Information Release Form, Over The Counter Form, and Permission Forms

- Ask each adult to fill out the Health Information Release Form, Over the Counter Form, and Permission Forms for their girl. This allows the girl to be treated if anything should happen. It also lets you know if they have any allergies or other issues/conditions. This form is very important and must be turned in to you by the first meeting.

## Phone List and Meeting Dates

- Ask the adults to review the phone/email list to ensure their information is correct. This list is for Girl Scout purposes only and should not be given to anyone outside of the troop or group.
- Review the meeting schedule and ask if there are conflicts that would prevent a girl from attending regularly scheduled meetings. If there are, then they may have to move to another troop.

## Getting Parent/Caregiver Support

- Ask adults to look at the Ways Adults Can Help Form. Let them know that troop leaders and parents/caregivers will need to work together to support the troop.
- Ask for help in transporting girls on trips, bringing snacks, sharing special talents with the troop or by attending troop meetings. Let them know the troop cannot meet unless you have the appropriate number of adults in attendance (refer to *Volunteer Essentials*).

## Program Information

- Let adults know that troop activities are supported through troop dues and money-earning activities. Explain what troop dues are and agree on an amount and how often girls will pay dues (every meeting, once a month or once a year).
- Inform parents/caregivers that while it is not mandatory for girls to have an individual copy of *The Girl's Guide to Girl Scouting* handbook, it is a valuable resource for both girls and their parents/caregivers.
- Uniforms are also optional. The official Girl Scout insignia is the Girl Scout pin, which most troops provide to girls.

## Closing

- Thank parents/caregivers for coming. Collect all the forms and ask if there are any questions.



# Helpful Tips to Get You Started

## 1. Keep parents/caregivers in the loop

It will be helpful for you to keep your parents/caregivers informed and up-to-date on news and information about the troop. Keeping parents/caregivers updated helps them to feel like they are participants in their child's activities, and may increase the likelihood of getting them to help with the troop. There are several ways to do this: email, phone, newsletter, website, or Facebook.



Even if you're not tech-savvy, you can easily use online tools and technology to help you manage information. Some troop communication tools we recommend are:

- Shutterfly: [www.shutterfly.com](http://www.shutterfly.com)
- Yahoo Groups: [www.groups.yahoo.com](http://www.groups.yahoo.com)
- Box: [www.box.com](http://www.box.com)
- Google Groups: [www.groups.google.com](http://www.groups.google.com)
- Wiggio: [www.wiggio.com](http://www.wiggio.com)
- Dropbox: [www.dropbox.com](http://www.dropbox.com)

## 2. How to determine troop dues

There is no set amount or magical number for troop dues. Each troop must decide what is best based on the needs of the troop and the financial situations of the girls' families. Some questions to consider when setting troop dues are:

- What is a reasonable amount for parents/caregivers or girls to give each meeting?
- How much do you need based on the activities your troop wants to do?
- What are the troop's plans for earning recognitions?
- Would you prefer parents/caregivers to pay a small one-time dues fee at the beginning of the year and then supplement with Product sales, or have them pay a small amount each meeting?

All troop activities, earned recognitions, pins, and materials should be paid from troop funds. Troop leaders are not expected to support the troop with their own funds.

## 3. Organize your troop's earned recognitions (Journeys, badges, petals)

You may find that your troop is earning so many recognition badges that you are having a hard time keeping track of which ones you have already earned. In this situation, it is helpful to set up a tracking system to help you stay organized. You can devise your own system, or you can use the badge-tracking chart. Samples of these charts are available at the end of this packet.

## 4. Establish troop guidelines/behavior agreements

Girls should be involved in the development of the troop's guidelines so they will take ownership of their behavior and actions. Use the Girl Scout Law as a guideline for behavior standards. Work with the girls to come up with a Troop Agreement of behavior.

## 5. Use a kaper chart

Kaper is the Girl Scout word for chore. A kaper chart is a system for rotating chores and responsibilities. Getting girls to participate in the running of the troop meeting is an important step to a successful troop.

## 6. Find start-up supplies

When starting a new troop, you'll need some basic supplies to get you started. Here are some suggestions on how to acquire supplies for your troop:

- Parents/Caregivers:** Ask them to donate items they have around the house.  
**Businesses:** Ask them to donate specific supplies needed.  
**Birthday Party:** Girl Scout Founder Juliette Low's birthday is Oct. 31. Ask girls to donate needed resources to Juliette's birthday party.



## 7. Identify your resources

It is important for you to be aware of the valuable resources that Girl Scouts of Greater Los Angeles offers to volunteers. The resources listed below are available online at our website.

### ***Volunteer Essentials***

Girl Scouts of Greater Los Angeles' *Volunteer Essentials* is the primary resource for all volunteers. It provides information about Girl Scouts of Greater Los Angeles, the Girl Scout Leadership Experience, council policies, volunteer personnel policies, financial procedures, volunteer staff structure, service unit structure, emergency procedures, and much more. [Click here](#)

### **Girl Scout of Greater Los Angeles Website**

[www.girlscoutsla.org](http://www.girlscoutsla.org)

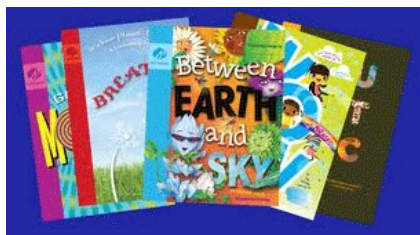
Offers a wealth of information about programs, learning opportunities, events and product programs scheduled throughout the council.

### **Girl Scouts of the USA Website**

[www.girlscouts.org](http://www.girlscouts.org)

The national Girl Scout website provides information about Girl Scout programs, including the Girl Scout Journeys and other helpful resources addressing issues that girls and volunteers face in today's world.

### **Girl Scout Leadership Journeys**



Girl Scout Leadership Journeys are program materials that help girls explore a theme through a sequence of fun and challenging experiences. Journeys also help girls to develop leadership skills, explore their interests, try new things, meet different people and make the world a better place. There are three Journey series available for all grade levels: It's Your World—Change It!, It's Your Planet—Love It!, and It's Your Story—Tell It! More information can be found at [here](#).

### ***The Girl's Guide to Girl Scouting***

Each grade level has a *Girl's Guide to Girl Scouting*, which is the official handbook for all Girl Scouts. The guide includes three sections: Grade Level Handbook; Requirements for Grade Level Badges; and My Girl Scouts, a section for girls to document their experiences that includes pages to scrapbook, draw, and journal or save special moments. The link below will provide additional information, as well as a colorful

handout, that shows how the Girl Scout Journeys and *The Girl's Guide to Girl Scouting* work together. This is a great resource to share with parents/caregivers!



### ***Safety Activity Checkpoints***

When preparing for any activity with girls, always begin by reviewing the *Girl Scout Safety Activity Checkpoints* written about that particular activity. *Safety Activity Checkpoints* can be found [here](#).

### **GSGLA Social Media**

Follow GSGLA on Facebook, Twitter, Instagram, and Pinterest.

 [www.facebook.com/GSGLA](https://www.facebook.com/GSGLA)  @GirlScoutsLA  @girlscoutsla  [www.pinterest.com/girlscoutsla](https://www.pinterest.com/girlscoutsla)

### **GSGLA Newsletters**

GSGLA offers a variety of newsletters that help you stay up-to-date on current GSGLA events, deadlines, and news. You can subscribe to the GSGLA newsletters [here](#).



# Service Unit Support

Girl Scouts of Greater Los Angeles is divided into 78 geographic areas called service units, which exist to support each leader in implementing the Girl Scout Leadership Experience as designed within her troop. Your service unit consists of girls and adults from your neighborhood and surrounding schools.

**Service Unit Information:** Name: \_\_\_\_\_ Service Unit #: \_\_\_\_\_

**Monthly Meeting:** Day: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

## Purpose of the service unit:

The service unit is a support system in the local community that assists volunteers in providing the Girl Scout Leadership Experience to girls and adults. It is the embodiment of the Girl Scout Movement within the local community. The service unit fulfills its role by ensuring that:

- Messages and activities of the service unit reflect the Girl Scout Mission and council goals.
- The service unit engages volunteers in developing plans that meet their needs and interests through a variety of methods.
- Volunteers will receive ongoing coaching and education that equip them to be successful in their role.
- The service unit volunteers ensure that troops are compliant based on the parameters set forth in *Volunteer Essentials*.



## What is a service unit team?

A service unit team is a group of administrative volunteer appointed by staff (in your regional greater Los Angeles area) and the service unit manager to support the delivery of services in the service unit.

## Who is part of the service unit team?



### Service Unit Manager (SUM)

The service unit manager ensures the service unit team is functioning as an effective team, supporting new and existing volunteers in all pathways, and fulfilling each committee role throughout the Girl Scout year. The SUM will guide the team by sharing information provided by the council and facilitating service unit meetings.

Name: \_\_\_\_\_  
Phone/Email: \_\_\_\_\_

### Troop Organizers

The troop organizers extend membership within an assigned geographic area by recruiting new girls and adults to all pathways, organizing troops/groups, and placing adults within the framework of the Girl Scout Leadership Experience.

Name: \_\_\_\_\_  
Phone/Email: \_\_\_\_\_

## Communications Coordinator

The communications coordinator manages and communicates service unit information to service team members and leaders in a timely manner. She/he often runs the service unit website or social media pages.

Name: \_\_\_\_\_  
Phone/Email: \_\_\_\_\_

### Troop Consultant

The troop consultant facilitates retention and development of volunteers and girls in all pathways by ensuring adult preparedness, clear and timely communication, and support to provide a quality Girl Scout Leadership Experience.

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

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

### Product Chairs

The product chairs ensures troop fall product and cookie program chairs adhere to procedures and timelines, and assists the coordinators and troop cookie managers with problem solving.

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

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

### What are service unit meetings?

Service units hold monthly leader meetings to support leaders by providing them with information and resources. This meeting also provides time for interaction between troop leaders to share ideas and support. **As a leader, it's very important that you attend your service unit meetings to get accurate and timely local and council-wide information.**

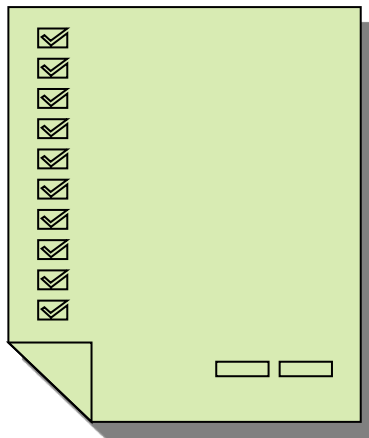
## Staff Support

The council staff includes professionals who provide support to service units and volunteers with the Girl Scout program. Girl Scout service centers are open 8:30 a.m. to 5 p.m., Monday–Friday. All GSGLA offices and shops are closed the second and fourth Monday of the month. The following are the addresses and telephone numbers for each service center:

<b>Service Center Locations</b> <b>Highlight the one nearest you! Share it with parents/caregivers</b> <i>Check GSGLA Service Centers' Hours of Operations <a href="#">here</a>.</i> <i>Shop hours available <a href="#">here</a>.</i>	
<b>Arcadia</b> 101 E. Wheeler Ave. Arcadia, CA 91006 Phone: 213-213-0123	<b>Montclair</b> 9525 Monte Vista Ave. Montclair, CA 91763 Phone: 213-213-0123
<b>Marina Del Rey</b> 4551 Glencoe Ave., Ste 140 Marina del Rey, CA 90292 Phone: 213-213-0123	<b>Woodland Hills</b> 20931 Burbank Blvd., Suite A Woodland Hills, CA 91367 Phone: 213-213-0123
<b>Long Beach</b> 4040 N. Bellflower Blvd. Long Beach, CA 90808 Phone: 213-213-0123	<b>Palmdale</b> 41307 12th Street West, Suite 105 Palmdale, CA 93551 Phone: 213-213-0123
<b>Santa Clarita</b> 21515 Soledad Canyon Road, #118 Santa Clarita, CA 91350 Phone: 213-213-0123	

## SECTION THREE

# Forms



The forms found in this section are often used by leaders. Please feel free to make copies to use for your records and activities.

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### Forms included in this section:

- ☐ Troop/Group Attendance Record
- ☐ Summary of Complete Recognitions
- ☐ Girl's Record
- ☐ Health History Information Form
- ☐ Over the Counter Form (OTC)
- ☐ Provided Prescription and/or Provided OTC Medication Form
- ☐ Ways Adults Can Help & Adult Volunteer Survey (Same Purpose, Different Formats)
- ☐ Permission Form
- ☐ Troop Finance Procedures
- ☐ Helpful Links



Girl Scouts of Greater Los Angeles

TROOP/GROUP ATTENDANCE RECORD

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

Troop/Group number: \_\_\_\_\_ Year: \_\_\_\_\_

Names Month/Day																			
1																			1
2																			2
3																			3
4																			4
5																			5
6																			6
7																			7
8																			8
9																			9
10																			10
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17																			17
18																			18
19																			19
20																			20
21																			21
22																			22
23																			23
24																			24
Total registered																			
Total not registered																			
Total visitors																			
<b>Total attendance</b>																			

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

# Girl Scouts of Greater Los Angeles

## TROOP/GROUP ATTENDANCE RECORD

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

Year: \_\_\_\_\_

Names	Month/ Day																		
1																			1
2																			2
3																			3
4																			4
5																			5
6																			6
7																			7
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19																			19
20																			20
21																			21
22																			22
23																			23
24																			24
Total registered																			
Total not registered																			
Total visitors																			
Total attendance																			

**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.

## SUMMARY RECORD OF COMPLETED RECOGNITIONS

[illegible]

**This worksheet is to be used to summarize all recognitions completed by the troop/group.**





# GIRL'S RECORD

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

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Date of birth: \_\_\_\_\_

(month) (year)

Address: \_\_\_\_\_ Telephone number: \_\_\_\_\_

(Street and Number)

(Apt. No.)

(City/Town)

(State)

(Zip Code)

(area code)

Changed address \_\_\_\_\_ Telephone number: \_\_\_\_\_

(area code)

Changed address: \_\_\_\_\_ Telephone number: \_\_\_\_\_

(area code)

Parents or caregivers name(s): \_\_\_\_\_

Any health condition that might limit or affect participation in Girl Scout activities: \_\_\_\_\_

## Registration Record\*

Registration Date	Expiration Date (year)	Registration			Troop/Group Number	Age Level	School		Age	Date of last Health Examination
		New	Rereg. Same	Rereg. Diff.			Name	Grade		
	10/									
	10/									
	10/									
	10/									
	10/									
	10/									
	10/									
	10/									
	10/									
	10/									
	10/									
	10/									
	10/									
	10/									
	10/									

Reason for leaving Girl Scouting \_\_\_\_\_

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

\*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 the council if the girl drops out of Girl Scouting.

**Name of Girl:** \_\_\_\_\_

[illegible]

# Girl Scouts of Greater Los Angeles

## Health History Information Form

To be completed and reviewed annually by parent/caregiver. This form should be kept with the troop/group records and accompany the troop/group leader on all troop/group activities. It is designed to provide the troop/group leader with the information needed to access medical care for your child. It should be reviewed and updated (as needed) when information changes.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Troop/Group #: \_\_\_\_\_

### PART I: PARENT/ Caregiver INFORMATION AND RELEASE

The above Girl Scout is under the custodial care of:

\_\_\_\_\_ Both Parents \_\_\_\_\_ Mother only \_\_\_\_\_ Father only \_\_\_\_\_ Caregiver \_\_\_\_\_

**Mother/Caregiver Name** \_\_\_\_\_

Address (if different than girl): \_\_\_\_\_

Phone (day): \_\_\_\_\_ Phone (evening): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

**Father/Caregiver Name** \_\_\_\_\_

Address (if different than girl): \_\_\_\_\_

Phone (day): \_\_\_\_\_ Phone (evening): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

### PART II: EMERGENCY CONTACT AND RELEASE INFORMATION

In the event that I cannot be reached in an emergency, the following are authorized to act in my behalf:

Name: \_\_\_\_\_ Relationship to Participant: \_\_\_\_\_

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

Name: \_\_\_\_\_ Relationship to Participant: \_\_\_\_\_

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

### ADDITIONAL RELEASE INFORMATION:

In addition to the above parent(s)/guardian(s) and emergency contacts, this participant may also be released to the following persons:

Name: \_\_\_\_\_ Relationship to Participant: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Participant: \_\_\_\_\_

### PART III: HEALTH CARE INFORMATION:

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Dentist's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Is the participant covered by family medical/hospital insurance? ☐ Yes ☐ No

If so, indicate carrier or plan name: \_\_\_\_\_ Policy or Group #: \_\_\_\_\_

Name of insured & #: \_\_\_\_\_ Relationship to participant: \_\_\_\_\_

**PART IV: HEALTH CONDITIONS** (Check those that apply.)

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Asthma                     | <input type="checkbox"/> Bed Wetting        | <input type="checkbox"/> Bleeding/Clotting Disorders     | <input type="checkbox"/> Constipation              |
| <input type="checkbox"/> Convulsions/Seizures       | <input type="checkbox"/> Diabetes           | <input type="checkbox"/> Emotional/Behavior Disturbances | <input type="checkbox"/> Ear Infections            |
| <input type="checkbox"/> Fainting                   | <input type="checkbox"/> Hearing Impairment | <input type="checkbox"/> Heart Defect/Disease            | <input type="checkbox"/> High Blood Pressure       |
| <input type="checkbox"/> Hypertension               | <input type="checkbox"/> Menstrual Cramps   | <input type="checkbox"/> Musculoskeletal Disorders       | <input type="checkbox"/> Motion Sickness           |
| <input type="checkbox"/> Sick Cell Trait or Disease | <input type="checkbox"/> Nosebleeds         | <input type="checkbox"/> Rheumatic Fever                 | <input type="checkbox"/> Special Dietary Regimen   |
| <input type="checkbox"/> Sleep Disturbances         | <input type="checkbox"/> Urinary Infections | <input type="checkbox"/> Visual Impairment:              | <input type="checkbox"/> Wears Glasses or Contacts |
| <input type="checkbox"/> Allergies (specify): _____ |   | <input type="checkbox"/> Other (specify): _____          |  |

Please explain any items that are checked above. Indicate any information that would be useful to the adult in charge in relation to any of these health conditions. Also, indicate any activities to be discouraged or restricted.

**PART V: IMMUNIZATION HISTORY**

Immunization	Year Primary Series Completed	Year of Last Booster	Which of the following has the participant had?
DTP (Diphtheria; Tetanus; Whooping Cough)			<input type="checkbox"/> Chicken Pox
Hepatitis B			<input type="checkbox"/> German Measles
MMR (Measles/Mumps/Rubella)			<input type="checkbox"/> Hepatitis
Oral Polio			<input type="checkbox"/> Measles
TD (Tetanus/Diphtheria)			<input type="checkbox"/> Mumps
Tuberculin Test (most recent) Result			
Others:			

**PART VI: MEDICATION** (For day outings or overnights only.)

Over-the-counter medication, such as Sunscreen, Insect Repellent, Pain Relievers, Antibiotic Ointment, Antiseptic Wipes, etc. is not administered by Girl Scout Leaders unless the Over-The-Counter Form is completed and signed by a parent/caregiver.

- ☐ Permission Granted (see attached Over-the Counter Form)  
☐ Permission Not Granted (no form attached)

In addition, if a Girl Scout is required to carry or regularly receive Prescription or Over-the-Counter medications (including Epi-Pens and Inhalers) that will be provided by a parent/caregiver, said parent/caregiver must complete and sign the Provided Prescription and/or Provided Over-The-Counter Medication Form.

- ☐ Medication Required (see attached Provided Prescription and/or Provided Over-the Counter Medication Form)  
☐ Medication Not Required (no form attached)

**EMERGENCY MEDICAL AUTHORIZATION:** This health history is correct to the best of my knowledge, and the person herein described has permission to engage in all prescribed troop/group activities except as specifically noted.

**AUTHORIZATION FOR TREATMENT:** In the event reasonable attempts to contact me at the above listed phone numbers have been unsuccessful, I the undersigned, do hereby authorize the officers, leaders or agents of Girl Scouts of Greater Los Angeles, to consent to any x-ray examination, anesthetic, medical or surgical treatment and hospital care to be rendered to said minor under the general or special supervision and upon the advice of a physician or surgeon licensed under the provisions of the Medical Practice Act, or to consent to any x-ray examination, anesthetic, dental or surgical diagnosis or treatment and hospital care rendered to said minor by a dentist licensed under the provisions of the Dental Practice Act. It is further understood that permission is hereby granted to the officers, leaders or agents of Girl Scouts of Greater Los Angeles to obtain and administer such medical aid or assistance as might, in their judgment, be required for the immediate care of your daughter. In the event of such help, Girl Scouts of Greater Los Angeles, its officers, leaders and agents will not be held liable for any first aid treatment or hospital care rendered drugs, medicine or surgical procedures performed pursuant to this consent. This consent supersedes all prior authorization.

If you do not consent to the care or treatment set forth herein, describe in detail what is or is not allowed/permitted and sign below:

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



# Over-the-Counter (OTC) Form

First aider should customize their troop/group first-aid kit to fit the group.  
 \*Parents/Caregivers are required to fill out a NEW OTC Form if anything changes.\*

Child's name: \_\_\_\_\_ Age: \_\_\_\_\_ Weight: \_\_\_\_\_

**Child allergies:** \_\_\_\_\_ Troop #: \_\_\_\_\_

Please help us keep your child safe by informing us of what you do not want your child to be given and include unmentioned medicines we should avoid. All medication must be in its original containers with a readable label and clear expiration date. It must be handed over in a clear resalable bag identified with the child's name on it.

**MEDICINE NOT to be used** (if not listed below): \_\_\_\_\_

Medication	Dosage according to the mfr. label	Usage	Can be used?	
Acetaminophen, Tylenol	1 or 2 tab, 250mg each	minor aches, pains, cramps, fever	YES	NO
Antacid, Tums, Rolaids Under 12 years <b>INITIALS needed:</b> _____	According to label	indigestion, gas	YES	NO
Antihistamine, Benadryl topical & oral, Caladryl/Calamine lotion, Sting/Bite wipes, Hydrocortisone	According to label	Stings, bites, colds, allergies, itch relief	YES	NO
Burn gel or cream		burn relief	YES	NO
Eye wash, contact lens solution		Irritation of the eye	YES	NO
Hand sanitizer		hand sanitation	YES	NO
Ibuprofen, Advil, Motrin (NON-aspirin)	1 or 2 tabs, 200mg each	minor aches, pains, cramps, fever	YES	NO
Midol, Pamprin, Aleve	1 or 2 tabs, various	minor aches, pains, cramps	YES	NO
Petroleum jelly, lip balm		dry skin, dry nose	YES	NO
Neosporin foam, wound cleaner, BZK towels	Small dab to area, wipes	wound cleaning treatment	YES	NO
Sunscreen PBA-FREE, Aloe vera gel/lotion	8 SPF, 15 SPF, 30 SPF, or 50 SPF	sun protection, sun burn relief	YES	NO
Insect repellent	Non DEET	insect repellent	YES	NO
Throat lozenges / cough drops	According to label	sore throat	YES	NO
Triple antibiotic/ Polysporin/Neosporin		wound care	YES	NO
Other:				

I give permission for my child (named above) to receive products listed on an as-needed basis. I understand that the troop/group isn't expected to carry all of the following items in their first-aid kit \_\_\_\_\_ (**Initials**). To the best of my knowledge, my child is not allergic to those mentioned. Unless otherwise directed, the medications will be administered as directed by package labeling.

**Parent/caregiver signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print name: \_\_\_\_\_ Phone # to reach adult: \_\_\_\_\_

When going on **outings** with a troop/group, if prescription medication or over-the-counter (OTC) medications are needed or provided by a parent/caregiver for the child, these **must** be given to the First Aider and parents/caregivers need to fill out a Provided Prescription and/or Provided OTC Medication Form.

## Provided Prescription and/or Provided OTC Medication Form

Child's name: \_\_\_\_\_ Troop #: \_\_\_\_\_

Parent/caregiver: Please complete, sign, and submit this form to the troop leader/first aider for each trip your child takes or when changes occur. This is required for the adult to assist with any prescription or administer over-the-counter medication **you provide** to the troop.

All medications **must** be kept in the possession of the adult first aider -- the **only** exceptions are: birth control, Epi Pens®, bronchial inhalers, or diabetes medication which may be carried by the child.

All medication; prescription and parent/caregiver provided, must be in its original container with original label, dose and expiration date. Prescription labels must include child's name, physician's name, and phone number. These **must** be handed over in a clear resalable bag identified with the child's name on it.

**My child takes the following medication(s) on a DAILY basis and will need them with her while in your care:**

Please indicate those also carried by the child.

Medication Name	Dose	Frequency	Time Administered/Taken

Special instructions:

**Medications I have already given my child today:**

Medication Name	Dose	Frequency	Time Administered/Taken

**My child is currently taking the following medication/s on a temporary basis and will need to use them while in your care:**

This area is for antibiotics and/or any medication the parent/caregiver deems allowable to the child.

Medication Name	Dose	Frequency	Time Administered/Taken

Special instructions:

Parent/caregiver signature: \_\_\_\_\_ Date: \_\_\_\_\_

## WAYS ADULTS CAN HELP

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

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

Address \_\_\_\_\_

(Include Street Address, City, State, & Zip)

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

E-mail \_\_\_\_\_ Cell Phone \_\_\_\_\_

Girl's Name \_\_\_\_\_

### I would like to (please check all areas of interest):

#### HELP THE TROOP:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Help at one or more meetings         | <input type="checkbox"/> Help with the fall product sale                   | <input type="checkbox"/> Help with the cookie program                        |
| <input type="checkbox"/> Help with troop money earning        | <input type="checkbox"/> Help manage the troop budget                      | <input type="checkbox"/> Help with communications                            |
| <input type="checkbox"/> Provide childcare                    | <input type="checkbox"/> Drive on trips and outings                        | <input type="checkbox"/> Provide a meeting place                             |
| <input type="checkbox"/> Help for a hike, cookout, or trip    | <input type="checkbox"/> Provide a place for outdoor activities            | <input type="checkbox"/> Provide occasional snacks for meetings              |
| <input type="checkbox"/> Provide space for storage, equipment | <input type="checkbox"/> Be a first-aider (or be willing to take training) | <input type="checkbox"/> Be a camping adult (or be willing to take training) |
|   |  | <input type="checkbox"/> Be the emergency contact.                           |
| <input type="checkbox"/> Other _____                          |  |  |

#### TEACH THE GIRLS:

- |   |   |                                     |                                      |                                    |
|---|---|-------------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Songs              | <input type="checkbox"/> Crafts         | <input type="checkbox"/> Sewing     | <input type="checkbox"/> Sports      | <input type="checkbox"/> First Aid |
| <input type="checkbox"/> Music              | <input type="checkbox"/> Camping Skills | <input type="checkbox"/> Nature     | <input type="checkbox"/> Cooking     | <input type="checkbox"/> Drama     |
| <input type="checkbox"/> Financial Literacy | <input type="checkbox"/> Science        | <input type="checkbox"/> Games      | <input type="checkbox"/> Gardening   | <input type="checkbox"/> Dance     |
| <input type="checkbox"/> Fitness            | <input type="checkbox"/> Computer       | <input type="checkbox"/> Animals    | <input type="checkbox"/> Photography | <input type="checkbox"/> Nutrition |
| <input type="checkbox"/> My Hobby           | <input type="checkbox"/> My Career      | <input type="checkbox"/> My Culture | Other _____                          |                                    |

**SPONSOR:** I belong to an organization/agency that might be interested in sponsoring a troop or event. Please give me more information.

#### **Potential Sponsor**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Girl Scouts of Greater Los Angeles

# Adult Volunteer Survey

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

Dear Parents/Caregivers,

In order to provide the Girl Scout program to your child, some help and lots of cooperation are needed. Please use the checklist below to let us know how you can help us and your child. Not everyone can help during meetings, but there are many things that can be done on your own time.  
THANK YOU!



I	Spouse/Partner	
_____	_____	I will be an emergency contact for troop outings.
_____	_____	I have a skill I could share at a meeting. _____
_____	_____	I am eligible and willing to drive on outings.
_____	_____	Driving children anywhere drives me up a wall, but I will <i>organize</i> the transportation for outings.
_____	_____	I would love to be a leader or assistant leader.
_____	_____	I have a little one at home; I could babysit the leaders' young children during troop meetings.
_____	_____	I can balance a checkbook; I will be your troop treasurer.
_____	_____	I will serve as the product sales-fall Chair (nuts & magazines).
_____	_____	I will serve as the cookie program chair.
_____	_____	I can help at a meeting once a month (or once in a while).
_____	_____	I will coordinate the snack schedule for meetings and give a reminder phone call to families three days before each meeting.
_____	_____	I love nature! I'll take the necessary trainings and help prepare the girls for camping trips.
_____	_____	Arts & crafts are my middle name(s). I'll help shop for and prepare supplies as needed.
_____	_____	Make the volunteer schedule for troop meetings.
_____	_____	Find information on potentially interesting service projects.
_____	_____	Teach Girl Scout songs and games.
_____	_____	Coordinate drivers and chaperones for field trips.
_____	_____	I have another idea: _____
_____	_____	[fill additional lines in as your leadership team sees needs]

Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone (day) \_\_\_\_\_

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



# GSGLA PARENT/GUARDIAN PERMISSION FORM

**This form is REQUIRED for EVERY activity or trip,  
for EACH girl, whether parents/guardians attend or not.**

**EMERGENCY: (877) 423-4752**

1. Please refer to [What I Need For My Girls to Attend A...](#) for more information
2. For Extended Overnights (3+ nights) or High Risk Activities – Also fill out the [Extended Travel and/or High Risk Application](#) for GSGLA approval

TOP portion is for parent/guardian information to keep. BOTTOM portion to be returned signed to Leader.

- ☐ **Regular Troop/Group Meetings (One form yearly, list or attach dates)** – for meetings at the regular day and time but at a different location, only advance written notification to parents/guardians is required.
- ☐ **Day Trips** – other than regular meeting day or time, send Permission Form to SUM/Designee at least 2 weeks prior.
- ☐ **Short Overnight Trips – (1-2 nights)** SUM/Designee approval required prior to sending Permission Form to parents
- ☐ **High Risk – (See Safety Activity Checkpoints)** SUM, Go-Team, GSGLA approval required
- ☐ **Extended Overnight Trips – (3+ nights)** SUM, Go-Team, GSGLA approval required
- ☐ **Product Sale Boothing (One form yearly, list or attach dates)**

## Activity Information

Date: \_\_\_\_\_ Activity Description: \_\_\_\_\_

Destination Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Transportation to Destination: ☐ Walk ☐ Parent/Guardian Private Vehicle ☐ Troop Carpooling ☐ Other \_\_\_\_\_

Drop Off Location: \_\_\_\_\_ Time: \_\_\_\_\_ Pick up Location: \_\_\_\_\_ Time: \_\_\_\_\_

Troop/Group Pays: \_\_\_\_\_ Family Pays: \_\_\_\_\_ Purpose of Fee: \_\_\_\_\_

Please Bring: \_\_\_\_\_

## Troop Information Required

Troop/Group #: \_\_\_\_\_ Level(s): ☐ D ☐ B ☐ J ☐ C ☐ S ☐ A Service Unit: \_\_\_\_\_

Leader/Adult in charge: \_\_\_\_\_ Phone: \_\_\_\_\_

Second Leader/Adult in charge: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

(Adult who is not attending event/activity)

Name of First Aider: \_\_\_\_\_ Certification Expiration Date: \_\_\_\_\_  
(Valid certification in First Aid/CPR/AED trained Adult attending)

**Special Training or Certification needed for this activity**

- ☐ N/A ☐ Name of Indoor Overnight Trained adult attending: \_\_\_\_\_ Training Date: \_\_\_\_\_  
☐ N/A ☐ Name of Camping Skills Trained adult attending: \_\_\_\_\_ Training Date: \_\_\_\_\_  
☐ N/A ☐ Name of Domestic Travel Trained adult attending: \_\_\_\_\_ Training Date: \_\_\_\_\_  
☐ N/A ☐ Name of International Travel Trained adult attending: \_\_\_\_\_ Training Date: \_\_\_\_\_  
☐ N/A ☐ Name of Private Certified Lifeguard: \_\_\_\_\_ Certificate Exp.: \_\_\_\_\_ ☐ Using Lifeguard(s) on site  
☐ N/A ☐ Name of Other Certified Specialist: \_\_\_\_\_ Certificate Exp.: \_\_\_\_\_ ☐ Using Specialist(s) on site  
☐ N/A ☐ A contract agreement is needed and required by site for this activity and has been submitted to coi@girlscoutsla.org  
☐ N/A ☐ Non-member Insurance obtained

☐ I have reviewed Girl Scout procedures for this activity and agree to comply with *GSGLA Volunteer Essentials* and *Safety Activity Checkpoints*, and have completed required training/online modules.

**Leader or Adult signature in charge during activity:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Overnight Approval for this activity

**SUM/Designee signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian, please complete, sign and return only this bottom portion to Leader**

Activity Description \_\_\_\_\_ Date: \_\_\_\_\_ My daughter \_\_\_\_\_ has my permission to participate with this troop/group in the above activity on this date and time. During the activity, I can be reached by phone at: \_\_\_\_\_

If I cannot be reached contact: \_\_\_\_\_ Phone \_\_\_\_\_

- ☐ My daughter cannot participate in: \_\_\_\_\_
- ☐ My daughter is in good health. If she has a known complicating medical problem or has had an operation, serious illness, or convulsive disorder since her last health examination, I understand that written permission from a doctor must accompany this form for my daughter to participate in water sports, horseback riding, skiing, hiking, sports, and other physically demanding activities.
- ☐ I have discussed appropriate behavior with my daughter. Also, I will make sure she does not participate if not feeling well.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## Parent/Caregiver Sign in Sheet

(Enter Intro text here: For Example, "Thank you for attending the Parent/Caregiver Meeting for Troop 00111. Please provide your contact information so we can contact you throughout this exciting Girl Scout Year")

Name: Phone Number: Email Address: Preferred Contact Method: <input checked="" type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Email	Name: Phone Number: Email Address: Preferred Contact Method: <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Email
Name: Phone Number: Email Address: Preferred Contact Method: <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Email	Name: Phone Number: Email Address: Preferred Contact Method: <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Email
Name: Phone Number: Email Address: Preferred Contact Method: <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Email	Name: Phone Number: Email Address: Preferred Contact Method: <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Email
Name: Phone Number: Email Address: Preferred Contact Method: <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Email	Name: Phone Number: Email Address: Preferred Contact Method: <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Email
Name: Phone Number: Email Address: Preferred Contact Method: <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Email	Name: Phone Number: Email Address: Preferred Contact Method: <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Email
Name: Phone Number: Email Address: Preferred Contact Method: <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Email	Name: Phone Number: Email Address: Preferred Contact Method: <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Email

(Optional) Enter Your Contact Information here for Parents/Caregivers to write down

Leader Name:

Phone Number

Email Address:



## HELPFUL LINKS

Bank Letter Request e-form:

<https://www.gsglavolunteerapps.org/gsglabank-letter-request-form/>

eBiz:

<https://gsusa.ebiz.uapps.net/vp/default.aspx?pid=52>

Extended Travel/High Risk e-form:

<https://www.gsglavolunteerapps.org/extended-travelhigh-risk-application/>

Girl Scout Journey Books:

<http://gsbooks.docpit.com/>

GSGLA Newsletter Subscription Link:

[http://visitor.constantcontact.com/manage/optin?v=001SJ0VA3zU47mbhZs1QQ5V7igjoJHsjNWe9qR8UjasliiRmbqfOtcw584X3gbvoc99laGvJEqZWalmjq4-vygHE\\_O1fghWea5u](http://visitor.constantcontact.com/manage/optin?v=001SJ0VA3zU47mbhZs1QQ5V7igjoJHsjNWe9qR8UjasliiRmbqfOtcw584X3gbvoc99laGvJEqZWalmjq4-vygHE_O1fghWea5u)

GSGLA Online Training Website:

<http://www.gsglaonlinetraining.org/>

GSGLA Shop Website:

<http://www.girlscoutsla.org/pages/shop/index.html>

GSGLA Volunteer Resources:

[http://www.girlscoutsla.org/pages/for\\_volunteers/resources.html](http://www.girlscoutsla.org/pages/for_volunteers/resources.html)

GSGLA Website:

[www.girlscoutsla.org](http://www.girlscoutsla.org)

How to find my Member ID?

<https://www.gsglavolunteerapps.org/memberid/>

Journey Resources:

<http://www.girlscouts.org/program/journeys/>

Recruitment Tools:

[http://www.girlscoutsla.org/pages/for\\_volunteers/Cool\\_Tools.html#Recruitment](http://www.girlscoutsla.org/pages/for_volunteers/Cool_Tools.html#Recruitment)

Safety Activity Checkpoints:

[http://www.girlscoutsla.org/documents/All\\_Safety\\_Activity\\_Checkpoints.pdf](http://www.girlscoutsla.org/documents/All_Safety_Activity_Checkpoints.pdf)

Service Centers' Hours of Operation:

<http://www.girlscoutsla.org/pages/about/contact.html>

Troop Finance Report Submittal e-form:

<https://www.gsglavolunteerapps.org/gsglafinancereportsubmittal/>

Troop Finances Ledger:

[http://www.girlscoutsla.org/documents/Finance-Report-Autofill-Ledger-2014-2\\_9.18.14.xls](http://www.girlscoutsla.org/documents/Finance-Report-Autofill-Ledger-2014-2_9.18.14.xls)

Volunteer Application:

<https://www.gsglavolunteerapps.org/>

Volunteer Essentials:

[http://www.girlscoutsla.org/pages/for\\_volunteers/resources.html](http://www.girlscoutsla.org/pages/for_volunteers/resources.html)

Find additional helpful links, forms, and resources at [http://www.girlscoutsla.org/pages/for\\_volunteers/Cool\\_Tools.html](http://www.girlscoutsla.org/pages/for_volunteers/Cool_Tools.html)