Troop Leader Start-Up Guide

A quick-reference guide for becoming a troop leader.
Office Locations

Leadership Center
4610 Eisenhower Blvd.
Tampa, FL 33634
Phone/Fax: (813) 281-4475
800-881-4475
Council Hours: Monday-Friday 8:30am-5:30pm
Store: (813) 262-1793
(Please see the website for store hours)*

Camp Wildwood Store
9583 County Road 223
Wildwood, FL 34785
800-881-4475 x2001
Store Hours:
(Please see the website for store hours)

*Please see our website www.gswcf.org for the most up-to-date information.
Troop Leader Start-Up Guide

We’re excited you’ve decided to become a Girl Scout Troop Leader!

This Troop Leader Start-Up Guide is intended to help you get started with your new Girl Scout troop! Below you’ll find a basic checklist that walks you through how to start your troop. Consider this page your quick reference guide for the first steps to getting started as a Troop Leader.

Let’s get started!

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

Steps for Getting Started

1. Congratulations!

You’ve already completed Step 1! After completing your Girl Scout registration, background screening, and orientation video you are now ready to become a Girl Scout volunteer. Please keep in mind that troops must have two approved unrelated adults as leaders.

2. Start your training*

Trainings must be completed within 3 months of appointment:

- Girl Scouting 101 - 45-minute, self-paced online orientation to Girl Scouting. _____ Date
- Managing Troops/Groups - 20-minute online webinar _____ Date
- New Leader Orientation Part 1: Video - 20 minute online introduction to GSWCF _____ Date
- New Leader Orientation Part 2: In-Person – Meeting with a Service Unit Volunteer _____ Date
- Working with Daisies/Brownies/Juniors/Cadettes/Seniors/Ambassadors _____ Date
- Traveling Troops – Is a 20-minute online webinar _____ Date

*For course options and information, or to register for training, please visit http://www.gswcf.org/en/volunteers/adult-training.html. These trainings are free and give you a lot of information to help you be successful as a leader.

*Be sure to print or keep a digital copy of all your training certificates.

3. Get to know the Volunteer Toolkit and other resources

- Volunteer Toolkit (VTK) – The web app that helps you make the most of every troop meeting! Refer to SECTION FOUR of this booklet to learn how to use the VTK.
- Volunteer Essentials - Detailed volunteer manual and operating procedures
- Safety Activity Checkpoints – Safety requirements/guidelines by activity

Other resources available:

- Journey books and The Girl’s Guides to Girl Scouting. Refer to SECTION FIVE of this booklet for more information.
- GSWCF Patch Programs – Patches girls earn through connections with local organizations
- Program & Camp Guides - Mailed to all registered Girl Scout households and can be found on our website
- Resource Center - Program resource library
- Girl Scout Store in Tampa, at Camp Wildwood, and online at www.gswcf.org (Shop button)
- Girl Scouts USA website: www.girlscouts.org

Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.
Connect with your Service Unit, fellow volunteers, & GSWCF staff

Your Service Unit will be the best source of information for you as a new leader. At the monthly meetings you will meet experienced leaders who will be able to answer your questions about activities, money-earning, traditions, and much more. You will also meet new leaders like yourself! For more information on your Service Unit and Service Unit support, refer to SECTION ONE of this booklet.

- GS Service Unit: ___________________________ SU# __________________
- Service Unit Manager: _______________________ Email: __________________
- Troop Consultant: ___________________________ Email: __________________
- Meeting Details: ____________________________
  (date(s), time, location)

GSWCF staff

Staff is available to assist you with finding and registering new members, connecting you to your Service Unit team and providing additional information or support.

- Community Membership Manager: ____________________________
  Email: ____________________________ Phone: __________________
- Troop Support Specialist(s): ____________________________
  Email: ____________________________ Phone: __________________
- Membership Cultivation Specialist: _________________________
  Email: ____________________________ Phone: __________________

Troop meeting place and time

- My Troop number is: ___________ Service Unit Name: __________________
- Meeting place/Address: ____________________________________________
  ____________________________________________
  Date(s): ____________________________ Time: _______________________

Troops meet at many locations, including schools, churches and local community centers. Girl Scout Daisies, Brownies, and Juniors may not meet in private homes. There may be times when meeting in a private home is appropriate for Girl Scout Cadettes, Seniors, and Ambassadors; however, these occurrences must be reviewed and pre-approved by a council staff member – most likely the Community Membership Manager. If requested by the meeting place, a copy of the Certificate of Liability Insurance can be obtained by contacting the Customer Connections Team at customerconnections@gswcf.org or 813-281-4475.
Financing the troop

All Girl Scout troops must have a bank account. Refer to SECTION TWO in this booklet for some helpful hints on planning the troop budget, organizing troop finances, and the Budget and Finance Report Form which must be submitted at the end of the Girl Scout membership year and prior to starting the next Girl Scout year. The Accounting Coordinator on your Service Unit Team will assist you with setting up your bank account and will inform you of any other financial reporting requirements.

- Accounting Coordinator: ________________________ Email: ________________________

Hold your parent/guardian meeting

- Meeting place ________________________ Address: _________________________________
- Day/Date ________________________ Time _________________________________

For more information and ideas on what to cover in your parent meeting and how to engage parental support, refer to SECTION THREE in this booklet. Each Journey Leader’s Guide also has tips for Parent Meetings and involving parents. Most importantly, GET THE PARENTS INVOLVED from the start! Set the expectation that parents are an important part of the Girl Scout experience. You may even be able to recruit one or two of the parents to co-lead the troop with you.

Meet with your troop!

See SECTION FOUR of this booklet for troop management information including tips for getting started and some examples of forms you might find useful.

Girl Scout Program

The National Program Portfolio has two main parts – the National Leadership Journeys and The Girl’s Guide to Girl Scouting. Complemented by the Girl Scout Product Sales Program, and Girl Scout Awards, the National Program Portfolio is designed to help girls develop as leaders and build confidence by learning new skills. It also ensures that Girl Scouts at every level are sharing a powerful, national experience—girls together changing the world! Please see SECTION FIVE for details and Girl Scout Program resources.

Getting organized

Check out SECTION SIX for tips on getting organized!

Girl Scout Lingo

See SECTION SEVEN for commonly used Girl Scout terminology.
Service Unit Team

Girl Scouts of West Central Florida is divided into 49 geographic areas called Service Units (SU) which exist to support each leader in implementing the Girl Scout Leadership Experience. Your Service Unit consists of girls and adults from your neighborhood and surrounding schools.

What is a Service Unit Team?
A SU Team is a group of administrative volunteers who are appointed by the Council staff and the Service Unit Manager to support the delivery of services within the SU.

Purpose of the Service Unit:
The Service Unit refers to a geographic area of Girl Scout volunteers and troops. It is a support system, led by a team of volunteers, who assist other volunteers in providing the Girl Scout Leadership Experience to girls and adults. It is the embodiment of the Girl Scout movement within the local area. The Service Unit fulfills its role by ensuring that:
• Messages and activities of the SU reflect the Girl Scout Mission and Council Goals.
• The SU 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 Girl Scout Program is represented and supported in the local area and continues to grow.

What are Leader’s Meetings?
Service Units hold monthly leader’s meetings to support Troop 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 Leader’s Meetings to get accurate and timely local and council-wide information.

Who is part of the Service Unit Team?

Service Unit Manager:
The volunteer Service Unit Manager assumes the key administrative responsibility of Girl Scouting within the SU. The major focus of the Service Unit Manager is to ensure that girls and Girl Scout volunteers receive the support they need to effectively deliver the Girl Scout Leadership Experience. They communicate Girl Scout policies and procedures and facilitate program delivery and volunteer development.
Name: ________________________________
Phone/Email: ____________________________

Troop Consultant:
The Troop Consultant provides new and experienced Troop Leaders with help and guidance with respect to policy, processes, procedures, safety, and program support including educating volunteers about the Girl Scout Leadership Experience.
Name: ________________________________
Phone/Email: ____________________________
**Product Program Organizers:**
The Coordinators for the Fall Product Program and the Cookie Program for the SU trains and supports the Troop Product Program Coordinators.
Name: _____________________________________________________________
Phone/Email: __________________________________________________________________

**Recruiter:**
The Recruiter is responsible for year-round recruitment of new girls and adult volunteers. The Recruiter builds Girl Scout membership through events, schools, and other opportunities by highlighting the benefits of Girl Scouts to girls and adults. Recruiter educates potential volunteers about the volunteer position, and assists them with starting the Troop Leader/Volunteer registration process.
Name: _____________________________________________________________
Phone/Email: __________________________________________________________________

**Accounting Coordinator:**
The Accounting Coordinator assists with opening the troop bank accounts, receives/reviews troop bank statements, collects the year-end troop Finance Reports and also handles the SU funds.
Name: ________________________________
Phone/Email: ____________________________

**Camping and Event Coordinator:**
Coordinates the SU-wide events, encampments, and programs. They develop and implement these programs in alignment with the Girl Scout Leadership Experience (GSLE).
Name: _____________________________________________________________
Phone/Email: __________________________________________________________________

**Family Partnership Champion:**
Coordinates the volunteer fundraising program which benefits council-wide programs and camp properties.
Name: __________________________________________________________________
Phone/Email: _____________________________________________________________

**PR and Social Media Coordinator:**
Manages the SU social media account, assists with getting new leaders access to those accounts.
Name: _____________________________________________________________
Phone/Email: __________________________________________________________________
Financing for the Troop

Planning and budgeting the finances of the troop is an ongoing process that requires input from the girls, parents, adult troop support and leaders. For the most part, troop or group budgets are built on dues and profits from the annual cookie and fall product programs (if the girls choose to participate), and troop fundraising 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 girls, proper handling and accounting of the funds is imperative. **All troop funds must be placed in a troop bank account.** Please contact your Service Unit Accounting Coordinator for information on opening your troop bank account. They will walk you through the steps of properly opening the troop account.

Accounting Coordinator: _______________________________________________________

Email: ___________________________ Phone: _________________________

Did you know?

♦ Each troop must annually submit a Troop Finance Report by June 30.

♦ You can utilize the Finance Tab on the Volunteer Toolkit to keep track of your finances throughout the year and submit the Finance Report.

♦ The Finance Report asks you to document all income and expenses for your Girl Scout year. (Save your receipts!)

♦ At any time, parents/guardians 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 – not individual girls – and should only be used for troop activities and expenses.

Please refer to the forms sections of this packet and Volunteer Essentials, Managing Group Finances section, for additional information on troop finance guidelines.

Remember:

Keep your bank informed of changes to names and addresses!
Ins and Outs of Managing the Troop Funds

Your troop 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 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 account.

<table>
<thead>
<tr>
<th>Income (Ins)</th>
<th>Expenses (Outs)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>As money comes into the troop/group, be sure to do the following:</strong></td>
<td><strong>Record your expenses in a similar way as your income:</strong></td>
</tr>
<tr>
<td>✓ Deposit all troop funds into the troop bank account.</td>
<td>✓ Document expenses on the “payment/debit” line in the checkbook. Be sure to write a description of the expense in the “description” column.</td>
</tr>
<tr>
<td>✓ 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.</td>
<td>✓ 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.”</td>
</tr>
<tr>
<td>✓ Keep ALL bank receipts and any other income receipts with troop financial records.</td>
<td>✓ When bank statements are received, check the statement against the expenses recorded in the checkbook and the receipts in the envelope.</td>
</tr>
<tr>
<td>✓ When bank statements are received, check the statement against your documented income on the checkbook ledger and the receipts in the envelope.</td>
<td></td>
</tr>
</tbody>
</table>

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 Finance 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 envelop.
- Follow the steps in the chart above for documenting.

OR

Organizing with an accordion folder
- Label the tab with a month of the year.
- Place each month’s receipts in the corresponding slot.
- Follow the steps above for documenting.
**TROOP FINANCE REPORT**

**Troop #:** ___________  **Service Unit:** _______________  **Date:** ___________  **Mem Year:** ___________

Is your troop returning for the following year?  □ Disbanding  □ Returning  □ Other (specify)
Specify:

### FINANCIAL DETAIL AND SUMMARY

<table>
<thead>
<tr>
<th>Category</th>
<th>Income</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>National membership Dues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Troop dues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Product Sales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cookie Sale</td>
<td></td>
<td></td>
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<tr>
<td>Supp. Money Earning (fundraisers)*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supp. Money Earning (High Awards)*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsorships *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Money Earning (Donations)*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Income*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Partnership</td>
<td></td>
<td></td>
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<tr>
<td>Juliette Low WFF</td>
<td></td>
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<tr>
<td>Service Projects *</td>
<td></td>
<td></td>
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<tr>
<td>Troop Camping</td>
<td></td>
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<tr>
<td>SU Encampment and Events</td>
<td></td>
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</tr>
<tr>
<td>Field Trips *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceremonies and Celebrations</td>
<td></td>
<td></td>
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<tr>
<td>General Meeting and Craft Supplies</td>
<td></td>
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<tr>
<td>GS Materials and Awards</td>
<td></td>
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<tr>
<td>Office Supplies/secretarial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Training and Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banking and Credit Card fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unsold cookies</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If your troop balance is over $300.00, please explain your plans for the remaining funds:

---

**ACCOUNTING INFORMATION**

**NAME OF BANK & BRANCH**

**ACCOUNT # (Last Four Digits):**

**NAME OF AUTHORIZED SIGNERS**

(must be four (4): 2 Troop; 2 Service Team)

- Troop Signer #1 (Print)
- Troop Signer #2 (Print)
- SU Signer #1 (Print)
- SU Signer #2 (Print)

**REPORT PREPARED BY**

Signature:  
Print:  
Date:  

**INCOME NOTES**

* Please specify details

**EXPENSE NOTES**

* Please specify details

---

Did you add any attachements? If so, how many?
Gaining Parent/Guardian Support

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

A parent/guardian meeting provides an opportunity to:
- Inform parents/guardians about the Girl Scout Leadership Experience and its benefit to girls.
- Ask for parent/guardian support, assistance at troop meetings and set expectations of girls and leaders.
- Have parents/guardians complete the Health Examination Form and other appropriate forms.
- Register and background screen parents/guardians as Troop Helpers.

Planning the Parent/Guardian Meeting:

You are encouraged to contact your Service Unit Troop Consultant for guidance about the parent meeting.

- Set the time and date and secure a location for the meeting. Limit your meeting time to 1 hour or less.
- Invite all parents/guardians to attend. Choose a convenient time to ensure attendance.
- Organize appropriate Girl Scout materials for parents/guardians packets:
  - Ways Adults Can Help Form
  - Health Examination Form (required for all girls)
  - Girl Permission Form (required for all girls)
  - Troop phone/email list if you have the information in advance.
  - Troop meeting schedule with your contact information (if these are already set).
- Finalize the meeting agenda.

Benefits of Parent/Guardian Involvement:

There are many benefits when parents are involved with Girl Scouting. Consider the following:
- Parents/guardians 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/guardians can help keep girls interested in the troop and troop activities.
- Parent/guardian assistance can ease the workload. Be sure to ask each parent/guardian to be involved. One of the top reasons why people do not volunteer is because no one asked them. Ask them to be involved.
- Parents/guardians benefit from their involvement—they become closer to their daughter, they develop an extended social network, and they can actively contribute to the community.
Sample Agenda for Girl Scout Parent/Guardian Meeting

Welcome/Introductions
- Introduce yourself and any other Girl Scout adults present. Ask parents/guardians to introduce themselves and their Girl Scout.
- Explain to parents/guardians the process of becoming a leader (that you completed an application, background check, and will participate in required training courses).
- Explain that the troop leaders’ role is to work with the girls, but it is the girls’ troop. The troop will do activities based on what the girls choose. 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/guardians can register both girls and themselves at www.gswcf.org. Encourage parents/guardians to register and complete a background screening so they can fully participate in their daughter’s Girl Scout experience.
- Explain that Girl Scout membership dues of $25 are 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 new girl membership dues if needed.

Health Examination Form/Girl Permission Form
- Have each adult complete the Health Examination Form 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 special needs. Parents must also complete a Girl Permission Form. These forms are 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.

Getting Parent/Guardian Support
- Ask adults to look at the Ways Adults Can Help Form. Let them know that troop leaders and parents/guardians 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 for ratios). Note: If transporting girls, adults must also complete the Safe Driver Pledge.

Program Information
- Let adults know that troop activities are supported through troop dues and money-earning activities. Explain what troop dues are and that the girls will agree on an amount and how often they will pay dues (every meeting or once a month).
- Inform parents/guardians 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/guardians. Purchase your guide prior to the meeting so that you can show parents the benefits of it.
- While uniforms are not mandatory, they are strongly encouraged, especially for younger girls. The official Girl Scout insignia is the Girl Scout pin. See “Insignia Placement” on the gs store website for a complete uniform diagram. It would be helpful to have these printed to distribute to the parents.

Closing
- Thank parents/guardians for coming. Collect the Health Examination Forms, Girl Permission Forms, and Ways Adults Can Help Forms. Ask if there are any questions.
A GUIDELINE FOR GIRL SCOUT TROOPS

We the girls, parent/guardians, troop volunteers, and Girl Scout troop leaders of Girl Scout Troop _____________ united by the belief in the Girl Scout Promise and Law, do hereby agree to the following:

**Girl members of Girl Scout Troop are expected to:**
- Live by the Girl Scout Promise and Law.
- Attend and actively participate in troop meetings.
- Bring required items (dues, paperwork, etc.) to troop meetings when due.
- Listen and follow your leaders’ instructions and suggestions.
- Practice safety skills.

**Parents/Guardians and other adult troop volunteers are expected to:**
- Support their Girl Scouts’ involvement in the troop by ensuring that they attend troop meetings, arrive and are picked up on time, and participate in troop activities.
- Read all communication from the Troop Leader, the Service Unit and the council (GSWCF) and ask for clarification if needed.
- Communicate with your Girl Scout Troop Leader if your Girl Scout is unable to attend meetings or other functions.
- Ensure that your Girl Scout has the needed items (paperwork, permission slips, dues, etc.) for all troop activities.
- Work cooperatively with the troop leaders to provide a positive example for the girls.
- Understand that chaperone spots for troop activities may be limited and agree to abide by the troops’ practices of determining which parents/guardians take part in these events.
- Complete volunteer registration and background check in order to be allowed to volunteer with the troop and provide troop leader with verification of completion.
- Follow all GSWCF policies and safety rules while participating in Girl Scout activities.

**Girl Scout Troop Leaders are expected to:**
- Live by the Girl Scout Promise and Law.
- Take trainings for position held and follow GSWCF policies and procedures.
- Celebrate diversity and be a positive role-model for all Girl Scouts.
- With input from girls, create a calendar of events for the troop.
- Communicate with troop families in a timely manner regarding troop matters and troop finances.
- Attend or send a troop representative to monthly Service Unit Meetings. Keep communication with Service Unit Team Members.
- Submit finance reports to the Service Unit Team in a timely manner.

**The Girl Scout Promise**

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

**The Girl Scout Law**

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

Girl Signature and Date: ________________________________
Parent/Guardian Signature and Date: ________________________________
Leader Signature and Date: ________________________________
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Girl Scouts of West Central Florida

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!

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

HELP THE TROOP:
☐ Help at one or more meetings
☐ Help with troop fundraising
☐ Purchase supplies
☐ Help for a hike, cookout, or trip
☐ Provide space for storage, equipment
☐ Help with the fall product sale
☐ Help manage troop budget
☐ Drive on trips/outings (complete Safe Driver Pledge on back)
☐ Provide a place for outdoor activities
☐ Be a first aider (or be willing to take training)
☐ Help with the cookie sale
☐ Do telephoning
☐ Provide a meeting place
☐ Provide or coordinate snacks for meetings
☐ Be a camping adult (or be willing to take training)

☐ Other __________________________

TEACH THE GIRLS:
☐ Songs
☐ Music
☐ Math
☐ Fitness
☐ My Hobby:
☐ Crafts
☐ Camping Skills
☐ Science
☐ Computer
☐ My Career
☐ Sewing
☐ Nature
☐ Games
☐ Animals
☐ My Culture
☐ Sports
☐ Cooking
☐ Gardening
☐ Photography
☐ First Aid
☐ Drama
☐ Dance
☐ Nutrition
☐ My Career
☐ My Culture
☐ Sports
☐ Cooking
☐ Gardening
☐ Photography
☐ First Aid
☐ Drama
☐ Dance
☐ Nutrition

☐ Other __________________________

SPONSOR: I belong to an organization/agency that might be interested in sponsoring a troop or event.

Potential Sponsor
Name: __________________________________________
Street Address: __________________________________________
City: __________________________ State: ______ Zip: __________
Phone: __________________________ Email: __________________________
Safe Driver

As a volunteer driver for a Girl Scout activity, I understand it is my responsibility to transport girls safely to the scheduled activity and back to their parents or guardians. To ensure the safety of the girls, I pledge to:

- Make sure that the vehicle is in safe operating condition before the trip.
- Confirm that everyone is wearing a seat belt any time the vehicle is moving.
- Drive within posted speed limits.
- Use turn signals for all turns and traffic lane changes.
- Yield to all oncoming traffic and be extra careful when making left turns.
- Keep at least a three-second interval between my vehicle and the vehicle in front of me when highway driving.
- Drive with extra caution during hours of darkness and any other time visibility is reduced or road conditions worsen.
- Plan extended trips to avoid riding in the dark.
- Never drive when sleepy.
- Take a rest break every two hours.
- Alternate drivers when I need a break.
- Drive no more than six hours a day.
- Never use a cell phone while driving. I will pull over and stop and put the vehicle in park before dialing.
- Refrain from smoking in the vehicle in the presence of girls.

I certify that I have a current driver’s license and proof of vehicle insurance.

______________________________

Driver’s Name

Date
Girl Scouts of West Central Florida
Health Examination Form
For Girls and Adults

This Health Examination Form should be carried with the troop/group at all times. (See Volunteer Essentials and Safety Activity Checkpoints, as indicated under each activity for information about health examinations).

Please Print
Name: _________________________ Birth Date: __________ Age: _______ Troop#: ________
Name of Parent/Guardian (or spouse): ________________________________________________
Home Address: ________________________ City: ___________________ Zip: ____________
Business Address: ______________________ City: ___________________ Zip: ____________
Daytime Phone: ______________________ Evening Phone: _________________________

If not available in an emergency, notify:
1. Name: _________________ Phone: _____________ Address: _________________________
2. Name: _________________ Phone: _____________ Address: _________________________

Health History: (Give approximate dates)

<table>
<thead>
<tr>
<th>Disorders</th>
<th>Allergies</th>
<th>Diseases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequent ear infections</td>
<td>Animals</td>
<td>Chicken Pox</td>
</tr>
<tr>
<td>Heart defect/disease</td>
<td>Hay fever</td>
<td>Measles</td>
</tr>
<tr>
<td>Seizures</td>
<td>Ivy poisoning, etc.</td>
<td>German Measles</td>
</tr>
<tr>
<td>Diabetes</td>
<td>Penicillin</td>
<td>Mumps</td>
</tr>
<tr>
<td>Bleeding/clotting disorders</td>
<td>Asthma</td>
<td></td>
</tr>
<tr>
<td>Musculoskeletal disorders</td>
<td>Insects</td>
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</tr>
</tbody>
</table>

Other drugs including over the counter medications: ____________________________________

Other: __________________________________________________________________________

Operations or serious injuries (dates): _______________________________________________

Chronic or recurring illness: _______________________________________________________

Special Dietary needs: ______________________________________________________________

Current medications: ________________________________________________________________

Is parent sending medications: _______ Yes _______ No

Other diseases or details of above: __________________________________________________

Is participant currently under the care of a physician or psychologist? ______ Yes ______ No

Name of family physician/psychologist: _____________________________________________

Name of dentist/orthodontist: ______________________________________________________

Do you carry family medical/hospital insurance?______ If yes, indicate Carrier: __________

Policy or Group #: ____________________________ (NOTE: Your family insurance is primary coverage)
Comments where Applicable:
Fainting: _____________ Bed Wetting: ______________ Sleep Disturbances: ______________
Constipation: __________ Glasses/Contacts: ___________ Hearing Impairment: ____________
Emotional Disturbances: ___________ Other: ________________________________________

Immunization History
Please record the date (month and year) of basic immunizations and most recent booster doses:

<table>
<thead>
<tr>
<th>Vacines</th>
<th>Date of Basic Immunization</th>
<th>Date of Last Booster</th>
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</thead>
<tbody>
<tr>
<td>Diphtheria</td>
<td>1.________________________</td>
<td>1.___________________</td>
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<tr>
<td>Pertussis (Whooping Cough)</td>
<td>2.________________________</td>
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<tr>
<td>Tetanus</td>
<td>3.________________________</td>
<td>3.___________________</td>
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<tr>
<td>DPT</td>
<td>4.________________________</td>
<td>4.___________________</td>
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<tr>
<td>Oral Polio (Sabin)</td>
<td>5.________________________</td>
<td>5.___________________</td>
</tr>
<tr>
<td>Injectable Polio (Salk)</td>
<td>6.________________________</td>
<td>6.___________________</td>
</tr>
<tr>
<td>Measles (hard measles, red measles)</td>
<td>__________________________</td>
<td>______________________</td>
</tr>
<tr>
<td>Mumps</td>
<td>7.________________________</td>
<td>7.___________________</td>
</tr>
<tr>
<td>Rubella (German measles, 3 day measles)</td>
<td>__________________________</td>
<td>______________________</td>
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<tr>
<td>Other:</td>
<td>__________________________</td>
<td>______________________</td>
</tr>
<tr>
<td>Tuberculin test given (most recent)</td>
<td>______Result _______ Positive ________ Negative</td>
<td></td>
</tr>
</tbody>
</table>

Activities
May this child take part in swimming activities? ____________ Yes ____________ No
If yes, may ear drops (alcohol/vinegar solution) be administered after swimming? ___ Yes ___ No
Are there any specific activities that should be restricted? _______________________________

My child will have her own sunscreen: ___________ Yes __________ No
I understand that sunscreen will not be provided: ___________ (initial)

Additional Comments:
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Important: The following section must be completed for participation.
This health history is correct so far as I know, and the person herein described has permission to engage in all activities except as noted by me.

Signature _______________________________________________ Date: _________________
Parent or Guardian

For specific activities requiring health examinations, please review Volunteer Essentials and Safety Activity Checkpoints, as indicated under each activity.

Signature _______________________________________________ Date: _________________
Person Administering Health Exam

_______________________________________________________________________________
Girl Permission Form

Attention Parent/Guardian: This form does not absolve the parent/guardian of the responsibility of being available as stated. As parent/guardian, the troop/group leader/advisor will expect to be able to reach you at the location/phone number(s) specified on this form.

I, as the custodial parent/legal guardian of ___________________________________________
understand that the girls will be participating in Girl Scouting activities as planned by Troop/Group ___________________________________________
appropriate to girls’ experience, interests, age and skill level, and under the auspices of Safety Activity Checkpoints. These activities may include, but are not limited to: troop/group meetings, ceremonies, field trips/outings, sports, hikes/walks, service projects, community events and/or encampments, sleepovers, camping, council-sponsored events and/or encampments, etc. She has my permission to participate in all activities, except as noted here (list restrictions on her activities): ___________________________________________

Initial each statement:
— My daughter is physically fit and has the necessary skills to safely participate in all activities.
— My daughter has the following physical/dietary restrictions.
— I give consent for my daughter to travel to and from these events/activities in transportation provided by adult troop/group volunteer drivers.
— I consent that the photographs for which she posed may be used by Girl Scouts of West Central Florida and Girl Scouts of the USA, its assigns or successors, in whatever way they may desire, including audio/visual projections and television; furthermore, I hereby consent that such photographs and the plates from which they are made shall be their property, and they shall have the right to sell, duplicate, reproduce and make other uses of such photographs and plates as they may desire, free and clear of any claims whatsoever on my part.

Girl Name: ____________________________________________ Date of Birth: ____________ Age: ______
Home Address: __________________________________________________________

Parent/Guardian: ____________________________________________________________
Home Phone: __________________ Work Phone: __________________________
Cell Phone: ___________________ E-mail: _______________________________

If I cannot be reached, in the event of an emergency, the following person is authorized to act on my behalf: Name ____________________ Relationship __________________ Phone ________________

For all trips/outings/events, the troop/group leader/advisor will notify me of the following (as applicable):
Event/Activity and Location Place and Time of Departure
Place and Time of Return Mode of Transportation
Equipment/Clothing Needed Amount of Money Needed by Each Girl
First Aider/Troop/Group Emergency Contact Traveling Troop Coordinator
Adult Chaperones Adult Drivers

Communication may be via e-mail, telephone, mail, personal contact or as determined by the troop/group.

Parent/Guardian Signature: ____________________________________________ Date: ____________
Troop/Group Leader Signature: ____________________________________________ Date: ____________
Formulario de Permiso Para las Niñas

Atención Padre/Encargado: Este formulario no absuelve al padre/encargado de la responsabilidad de estar disponible según lo indicado. La líder espera poder localizar al padre/encargado según lo especificado en este formulario.

Yo, como padre/encargado legal de ________________, entiendo que las niñas estarán participando en actividades planificadas por las Girl Scouts de la Tropa/Grupo ___________. Estas actividades serán apropiadas para las experiencias, intereses, edades, y habilidades de las niñas/jóvenes bajo los auspicios de los Requisitos de Seguridad de las Actividades. Las actividades pueden incluir, pero no se limitan a: reuniones del grupo/tropa, ceremonias, excursiones/viajes, deportes, servicio comunitario, eventos/campamentos de la Comunidad Girl Scout, eventos/campamentos del Concilio GSWCF, viajes en que se pernocta, acampear, etc. Ella tiene mi permiso para participar en las actividades, excepto según lo observado (indique cualquier restricción en las actividades): ____________________________

______________________________________________________________________________

Marque cada uno con sus iniciales:
— Mi hija está en buenas condiciones físicas y tiene las habilidades para participar en todas las actividades.
— Mi hija tiene las siguientes limitaciones físicas o restricciones de dieta ____________________________________________
— Doy mi permiso para que las voluntarias de la tropa/grupo Girl Scouts transporten a mi hija a las actividades/eventos.
— Doy mi consentimiento que las fotos para las cuales ella pose pueden ser utilizadas por las Girl Scouts of the USA, sus asignados o sucesores, de cualquier manera que puedan desear, incluyendo proyección audio/visual y televisión. Además, doy mi consentimiento por este medio que tales fotografías y las placas de las cuales fueron hechas son propiedad de las Girl Scouts y tienen el derecho de venderlas, duplicarlas, reproducirlas y de hacer otros usos de las fotografías y de las placas como pueden desear, libremente y claramente sin cualquier demanda de mi parte.

Nombre de la Niña/Joven: ___________________________ Fecha de Nacimiento: _________ Edad: ______

Dirección (Casa): ________________________________________________________________

Padre/Encargado: _____________________________________________________________

Teléfono (Casa): ___________________________ Teléfono (Trabajo): ___________________________

Teléfono (Celular): ___________________________ E-mail: ___________________________

Si no puede comunicarse en caso de emergencia, la siguiente persona está autorizada a actuar en mi lugar:
Nombre ___________________________ Relación ___________________________ Teléfono: ___________________________

Para las excursiones/eventos/actividades, la líder de la tropa/grupo me notificará sobre:

Actividad/Evento y Lugar ___________________________ Lugar y Hora de Partida ___________________________

Lugar y Hora de Llegada ___________________________ Modo de Transporte ___________________________

Equipo/Ropa Necesaria ___________________________ Dinero que Necesita Cada Niña ___________________________

Socorrista de Primeros Auxilios ___________________________ Coordinador del Viaje/Excursión ___________________________

Chaperones ___________________________ Choferes ___________________________

La comunicación puede ser vía correo electrónico, teléfono, correo, contacto personal u otro modo escogido por la tropa/grupo.

Firma del Padre/Encargado: ___________________________ Fecha: ___________________________

Firma de la Líder de la Tropa/Grupo: ___________________________ Fecha: ___________________________
Helpful Tips to Get You Started

1. Keep parents/guardians in the loop
   It will be helpful for you to keep your parents/guardians informed and up-to-date on news and information about the troop. Keeping parents and guardians updated helps them to feel like they are participants in their daughter’s activities, and may increase the likelihood of getting them to help with the troop. There are several ways to do this: the Volunteer Toolkit, email, phone, newsletter, website, or Facebook. The preferred way is through the VTK.

   **Tip:** The Volunteer Toolkit makes managing your troop so easy! You can use the VTK to plan your meetings & activities, keep track of earned badges and awards, communicate to girls’ parents, access handy references and manage troop finances and more! Parents can even log into the VTK to see what the troop has scheduled for the year and assist with activities, if needed!

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. Average troop dues are $20–30/per year or $1.00 - $5.00 per meeting. Some questions to consider when setting troop dues are:
   - What is a reasonable amount for parents 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?
   All troop activities 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)
   The Volunteer Toolkit makes it quick and easy to keep track of which Journeys, badges, or petals your girls are working on, what they’ve already completed, and which ones they have already earned. You can also communicate a girl’s progress and experience to her parents.

4. Establish troop guidelines
   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. Ask your Council Staff for additional resources to set behavior guidelines.

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. You can find many examples of kaper charts online at www.gswcf.org or search Pinterest.

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/Guardians:** Ask them to donate items they have around the house.
   - **Businesses:** Ask them to donate office supplies.
   - **Hospitals:** Ask for donations for the troop’s first-aid kit.
   - **Birthday Party:** Juliette Low’s birthday is October 31. Ask girls to donate needed resources as a troop gift to our founder’s birthday party. Serve cake and punch to celebrate.
Wish there was a way for you to keep everything for your whole Girl Scout year in one place? **Meet the Volunteer Toolkit, the web app that helps you make the most of every troop meeting!**

Here's how it will save you time and help you plan:

- The Volunteer Toolkit comes with pre-populated meeting plans - a full year of Girl Scouts right there on your device!
- You also have the option to create your own Year Plan by using the Select Your Own Year Plan option!
- Multi-level troop leaders have access to K-5 or 6-12 Multi-level Journey activities that can be adjusted for particular grade levels.
- In your Year Plan, you can mix badge and Journey meetings, add your own activities, and if you want to change the order of activities, just drag and drop.
- Use the Get the Girls Outside! enhanced feature of the VTK by adding outside activity options to badges and petals marked with a tree icon.
- Leaders can download your troop's achievement record to take shopping for awards.
- The app runs on your home computer, tablet, or mobile device. No more hunting for the right activity or book!

You can also:

- Access your troop and family roster
- Track your girls' achievements and attendance
- Stay in touch with parents and share meeting plan information

**What about parents? Wouldn't it be great if they could see what their daughter's troop is doing this year? Yes! Parents can access the toolkit to:**

- See what their girl's troop is planning this year in an easy-to-use calendar view.
- Have access to handy resources and tips.

You can see some of the great features of the Volunteer Toolkit in the tutorials on our website: [www.gswcf.org](http://www.gswcf.org).

On our Homepage click the Volunteers tab, then select “Online Support for Volunteers” in the left sidebar.
Volunteer Toolkit!

1. On our website, www.gswcf.org, log into MyGS:

You’re username is your email address, and you should have already received an email from gsusacustomercare@girlscouts.org to activate your password through the Girl Scout Member Community. If you need assistance with your password please contact our Customer Connections team at customerconnections@gswcf.org.

2. Once you are logged in, select Volunteer Toolkit:

Welcome

VOLUNTEER TOOLKIT

If you are a Troop or Co-Leader, click here! See your troop’s roster, update contact info, access resources, easily email parents, enter troop finances, and plan your program year with pre-populated troop calendars filled with Daisy, Brownie and Junior Journeys and badges. New! Multi-level troops now have access. All program levels can add your own troop activities to your calendar, as well as pre-populated council events. It’s your virtual troop assistant!

MEMBER PROFILE

Do you want to change your member profile or contact details? Do you need to renew a membership? Go to the Girl Scout Member Community for access to your member profile.

To access your troop’s customizable Volunteer Toolkit, you will need at least one additional leader registered to your troop. If you currently have two or more leaders in your troop and are not able to access the VTK, please contact CustomerConnections@gswcf.org.
How to Use the Volunteer Toolkit!

**MY TROOP**
- View your troop roster, profile and contact information for each member, and email your entire troop.

**EXPLORE**
- New! Preview and select your Year Plan on the new Explore Tab!
- View and organize all of your meetings and activities in an easy calendar view.

**YEAR PLAN**
- Meeting Plans for badges and Journey work include step-by-step activity plans, time lines, supply lists, and even script!
- Make use of helpful resources such as printable handouts, troop management tips, safety guidelines, and Volunteer Toolkit tutorials.
- Track and save your Troop Finances and submit your Finance Report!

**MEETING PLAN**
- Specify meeting dates, time, frequency, and location. Once you have done this you can go back to change the date, time, or cancel an individual meeting. You can also group multiple meetings to a single date.

**RESOURCES**
- Add individual Journey and badge meetings to your Year Plan. Multi-Level troops have access to Daisy, Brownie, and Junior meetings.
- Add a custom or council activity to your Year Plan.

**FINANCES**
- Every summer your Year Plan will be archived and become available in a view only format. You will then be able to start building a fresh Year Plan for the new membership year.

**NEW! Cybersecurity Badges Grades K-5**
- LEARN MORE

**New here? Get step by step help with the guided tour!**
## TROOP/GROUP ATTENDANCE RECORD

At the end of each month, a vertical line may be drawn in red. (This record is kept by the troop leader, group coordinator, or by a troop member.)

<table>
<thead>
<tr>
<th>Troop/Group Number</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Names</th>
<th>Month</th>
<th>Day</th>
<th>Total Registered</th>
<th>Total not Registered</th>
<th>Total Visitors</th>
<th>Total Attendance</th>
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<tr>
<th>Total Registered</th>
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<th>Total Visitors</th>
<th>Total Attendance</th>
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</table>

The table above is intended to track the attendance of troop members over the course of a month. Each column represents a specific day of the month, and the rows can be used by troop leaders and group coordinators to record the attendance of each individual member. The total registered, total not registered, total visitors, and total attendance can be calculated at the end of each month by summing the appropriate columns. At the end of each month, a vertical line may be drawn in red to indicate the end of the month's record.
## TROOP/GROUP DUES RECORD

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

<table>
<thead>
<tr>
<th>Troup/Group Number</th>
<th>Year</th>
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<table>
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<tr>
<th>Names</th>
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Totals

**HOW TO USE THIS FORM**

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

**Girl Scout Leadership Journeys**

Girl Scout Leadership Journeys are a program that helps girls explore a theme through a sequence of fun and challenging experiences. Journeys also help girls develop leadership skills, explore their interests, try new things, meet different people and make the world a better place. There are three original Journey series available in book format for all grade levels: *It's Your World—Change It!, It's Your Planet—Love It!* and *It's Your Story—Tell It!* New Outdoor Journeys and New STEM Journeys are available in the Volunteer Toolkit! More information can be found at [www.girlscouts.org/program/journeys/](http://www.girlscouts.org/program/journeys/).

**Tip:** A very valuable resource for getting started on a Journey is to utilize the Volunteer Toolkit. It offers step-by-step meeting plans with activities, supply lists, and resources for Journey and Badge year options. Access the Volunteer Toolkit via your “MyGS” tab at [www.gswcf.org](http://www.gswcf.org).

**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, journal, or save special moments. This is a great resource to share with parents!

**Tip:** Use the Volunteer Toolkit for planning and organizing your troop’s meetings and activities. Select a pre-populated meeting plan and edit meetings to better suit the troop, or customize a year plan entirely. The Toolkit can be as structured or flexible as you need it to be!

**Safety Activity Checkpoint Pages**

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 at [www.gswcf.org](http://www.gswcf.org). Search *Safety Activity Checkpoints*.
Product Sales Program & The Girl Scout Leadership Experience

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

Girls that 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 skills developed by participating in Girl Scout Product Programs:

- Goal Setting
- Decision Making
- Money Management
- People Skills
- Business Ethics

*More than $138,000 from the Fall Program and more than $1.2 M from the Cookie Program.

Troop Leaders: Encourage the girls in your troop to build courage, confidence and character by participating in Girl Scout Cookie & Fall Product Program!

As a Girl Scout leader, your primary responsibilities for Girl Scout Product Programs are to:

- **Recruit a Product Program Coordinator.**
  It's okay for the leader to also be the troop product program coordinator—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 this on. The Product Program Manager in your Service Unit will train your troop Product Program Coordinator.
- **Communicate with parents/guardians and encourage their involvement.**
- **Guide girls in budgeting, planning, and goal setting.**
- **Allow the Product Program Coordinator time at a troop meeting to conduct training with girls and parents, emphasizing the importance of safety.**

What do I do once I have a volunteer?

When someone volunteers as the product program coordinator, give their name, address and phone number to your Service Unit Product Program Organizer. Please make sure that your volunteer is registered with Girl Scouts as soon as possible and has completed the background check (www.gswcf.org). If you have any questions, please call or email the product sales department at 813-262-1838 or productsales@gswcf.org.
Fall Product Program at a glance:

The fall product program is a fast and easy way to earn start-up funds for your Girl Scout troop. The fall program is a quick “friends and family” sale that takes place between September and November. The quality nut and candy product, along with the ability for customer to order online product including hundreds of magazines and a variety of specialty items makes this a great start-up sale. The average troop earns nearly $250 in start-up funds.

There are several ways troops can participate in the Fall Product Program:

1. Nut and Chocolate items only – via paper order card – girls sell to friends and family offering 16 different varieties of nut and chocolate items.
2. Online Only – troops can participate in online program, where customers can order not only nuts and chocolate items but can shop from hundreds of magazines and e-books, as well as a variety of specialty items to include organic vegetables, tumblers, photo keepsakes, gift cards and more. The best part – all funds are collected online. This is a great option for newly formed troops or those troops who start meeting after the initial ordering has begun.
3. Full scope of the program – both paper order card and online program.

Cookie Program at a glance:

The Girl Scout Cookie Program is the largest girl-run business in the county. By participating in the Cookie Program girls not only earn money for their troop, educational activities and community projects, but they also learn skills which help transform them into G.I.R.L.s (Go-Getters, Innovators, Risk-takers, Leaders). Troops averaged over $1,200 in proceeds during the 2017 cookie program. The cookie program takes place between January and March.

Did you know there are several ways for troops and girls to participate in the cookie program?

1. Traditional Paper Card orders – girls go door-to-door (with adult supervision) in their local area
2. Online sales through the Digital Cookie program – girls email her contacts explaining her goals and what she gains from participating in the cookie program and ask for them to support her by making a purchase online. The best part – all funds are collected online. Newly formed troops or troops who start meeting after the program as begun, may find this as a great first year option for participation in the cookie program.
3. Cookie Booths Only – troops can choose to participate only by conducting cookie booth sales. This is a great option for new troops who starting meeting after the initial cookie sale has begun.
4. Any combination of the above

Girls earn rewards for participating in the product programs. Rewards include items such as patches, stuffed animals, journals, camp related items, art kits, and cookie dough and nut bucks which can be used as money for any Girl Scout sponsored events to include camp and the Girl Scout store. Girls have also earned “higher” awards such as laptops, virtual headsets, and telescopes.
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. Under each section heading is a list of materials you can find in this guide and in your online Volunteer Toolkit.

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. You can create this calendar in the “Year Plan” tab of the Volunteer Toolkit for you and troop parents to reference throughout the year.

- **Attendance Sheet**
  Create an attendance sheet for your troop. (There is a blank one you can use on page 25 of this guide). Make sure to keep attendance at every meeting and outing; this way, you will always know who is present. If you have internet access at your meeting location, you can also take meeting attendance directly in the Volunteer Toolkit.

- **Troop Dues Record**
  Keep a record of troop dues. Dues should be decided by the girls and are usually $1.00 to $5.00 per meeting.

Section 2: Girl Information

- **Troop Roster and contact information**
  Keep a copy of your troop roster listing all girls registered in your troop. You can find a troop roster and contact information in the “My Troop” tab of the Volunteer Toolkit.

- **Health Examination and Permission Forms**
  It’s very important to have the health forms on hand at all times! You’ll know who has allergies, asthma or other medical conditions. A new form should be completed each year. Also be sure to keep the permission forms for each girl.

- **Phone tree or email distribution list**
  Make a phone tree for your troop or distribute an email contact list so parents/guardians can be notified quickly if there is an emergency or a sudden change of plans. You can easily email your entire troop at once in the “My Troop” tab of the Volunteer Toolkit.

Section 3: Trips/Events

- **Troop Trip Planning Forms**
  Troop Trip Planning Forms need to be completed for any overnight trip that is not to a council sponsored event, property, or camp. This form should be submitted to your Troop Consultant at least 6 weeks in advance of your trip. Remember to keep a copy for your troop records. Out of state Trip Planning Forms should also be submitted to a Troop Support Specialist at Council. Note: Ensure that appropriate travel trainings have already been completed.
Program Registration Forms
A copy of the receipt of registration should be kept for troop records when registering for council sponsored programs or any program outside of council. Council sponsored program events can be registered for online by logging into “MyGS” at www.gswcf.org.

Permission Forms
When you’re going on a field trip, make sure you have permission forms for each girl. Only one completed and signed form for each girl is needed per year. Note: Be sure to communicate your troop activity plans with parents/guardians.

Additional Insurance
Every registered Girl Scout and registered adult member in the Girl Scout Movement is automatically covered under the basic insurance plan upon registration. That coverage will help if there are injuries at troop meetings and other short-term events. If you will have non-registered children, siblings or adults participating in your short-term events, you should buy event/activity (“tag”) insurance; see Volunteer Essentials, Chapter 4. Troops/groups taking extended trips of three nights or more are required to buy Girl Scout trip insurance; see Volunteer Essentials Appendix: For Travel Volunteers.

Incident/Accident Report Forms
You can never be too careful! Keep several blank copies of the Incident/Accident report form so you can make sure to document any accidents, injuries, or behavior issues.

Section 4: Adult Information
Adult Registration Information
Keep information for all your registered adults on hand. Leaders and troop committee members/helpers must be registered and background screened. This includes any adult that will be involved in troop management or program.

Ways Adults Can Help forms
Have parents/guardians complete this form at your parent/guardian meeting when you start each year. Let them share their talents with the troop.

Troop Trip Driver Policy
Going on a trip? All drivers must be registered, at least 21 years of age, background screened and insured prior to transporting girls other than their own daughters. Make sure to keep a copy of all troop drivers’ Safe Driver Pledges in your records. For more information about the Girl Scout troop driver policy see the Safety-Wise section of Volunteer Essentials, Chapter 4.

Certifications
You may have parents/guardians 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 that can serve as the troop first aider. Certification in archery, canoeing, troop camping may prove helpful with other troop activities. Keep copies of their certification on file in your troop information.

Section 5: Finance
Envelope for Receipts
Punch holes in one side of an envelope and use it to collect your receipts.

Copy of Troop Bank Account Authorization Form

Bank Statements

Troop Budget and Finance Report
A troop finance report is due when you open a troop bank account and annually to your Service Unit Accounting Coordinator. Your Accounting Coordinator will discuss the date that your finance report should be submitted. Keep a blank copy in your records so you can refer to it and keep in mind what you’ll have to include in your annual report.
A Girl Scout Year at a Glance

October:
  1st – Official Start of Membership Year
  1st – Event Registration Opens
  31st – Juliette Gordon Lows’ Birthday (Founder’s Day)
  GS Fest
  Sister’s Retreat (adult event)

November
  Dessert First
  Adult Awards Nominations Open

December
  Christmas/ Holiday Parades
  Cookie Program Training
  Summer Camp Registration Opens

January
  Girl Scout Cookie Pre-Sales
  Winter Recruitment
  Showcase of Skills (adult event)

February
  22nd – World Thinking Day
  Cookie Booths Start

March
  12th – Girl Scouts’ Birthday
  31st – Silver and Gold Awards final reports due for participation in the June ceremony
  Girl Scout Week
  Women of Distinction
  Cookie Booths End

April
  14th – Early Bird Registration Starts
  15th – Family Partnership Ends and New Campaign Begins
  22nd – Girl Scout Leader’s Day
  Volunteer Appreciation Month
  Annual Meeting/ Adult Awards Ceremony
  STEM-a-Palooza

May
  Troop Finance Report Preparation
  Troop Status Updates to Council
  Bridging/Rededication Ceremonies Begin

June
  30th – Early Bird Registration Ends
  Troop Camping Reservations Begin
  Summer Camp
  Gold Award Ceremony (for Silver and Gold Award projects submitted by March 31st)

July
  4th of July Parades
  Summer Camp

August
  Back to School Recruitment

September
  30th – On Time Registration Deadline
  30th – Bronze, Silver, and Gold Award final reports due for the current membership year
  Fall Product Training
  Fall Product Sales Start
  Thin Mint Sprint
Girl Scout Terms

What did she just say? What are they talking about?
You might find yourself thinking that when you go to your first Service Unit meeting, or when talking with another Girl Scout volunteer. Girl Scouts has a certain lingo. Don’t be afraid to ask what it means. Sometimes long-time Girl Scouts forget that not everyone knows our special language. Here’s a little cheat sheet to help you out:

**Annual meeting:** The yearly delegate meeting a local Girl Scout council holds to elect its board of directors and conduct other business essential to Girl Scouting in its geographic area.

**Badges:** Awards earned by Girl Scouts indicating increasing knowledge and skill in a particular subject.

**Birthplace:** The Savannah, Georgia, birthplace and childhood home of Juliette "Daisy" Gordon Low, founder of Girl Scouts of the USA. The Birthplace is now a historic house museum and Girl Scout troop program facility.

**BOLT- Basic Outdoor Leadership Training:** Overnight Training that must be completed by leaders prior to overnight camping/sleepovers.

**Bridging activities:** Activities preparing members for the next Girl Scout grade-level. The bridging activities frequently involve completing an activity done by girls in the upcoming grade-level. After the troop/group has had a taste of what lies ahead for them in Girl Scouts, it holds a ceremony to mark the transition from one grade level to the next.

**Bridging ceremony:** A ceremony where Girl Scouts celebrate “crossing the bridge” from one grade level of Girl Scouting to the next.

**Counselor-in-Training (CIT):** This award is for girls that mentor younger girls in a camp setting and build skills toward becoming a camp counselor. The steps to earning this award are outlined in *The Girl's Guide to Girl Scouting*.

**Court of Awards:** A ceremony where girls receive awards for their achievements.

**Daisy:** The nickname of Girl Scout founder Juliette Gordon Low.

**Dunk bag:** A mesh bag with a drawstring, used to sterilize and hang dry eating utensils when washing dishes.

**Earned grade-level awards:** Insignia from Girl Scout grade-level books. Earned by completing requirements or by demonstrating an understanding of a concept. Included in this category are such awards as Girl Scout grade-level badges, Journey awards, the Girl Scout Gold, Silver and Bronze Awards.

**Emblems** - GSUSA, council, troop, membership and identification insignia.

**First-aider:** An adult who has taken local Girl Scout council-approved first-aid/CPR training from a nationally recognized organization.

**Fly-up ceremony:** The event at which a Girl Scout Brownie receives her Brownie Wings and becomes a Girl Scout Junior.

**Founder's Day -** The birthday of Juliette Gordon Low, founder of Girl Scouts, October 31.

**Friendship circle:** Formed by Girl Scouts standing in a circle, crossing their right arm over their left, and clasping hands. The circle represents the unbroken chain of friendship among Girl Scouts and Girl Guides all over the world.
Friendship squeeze: A hand squeeze that travels around a friendship circle from one person to another after someone starts it.

Fun patches and pins: Supplementary insignia received by girls for simply participating in an event or activity. Girls wear fun patches on the back of their Girl Scout uniform.

Girl Scout Birthday: The official birthday of Girl Scouting is March 12, 1912, when the first meeting was held in Savannah, GA. It is celebrated every year during Girl Scout Week.

Girl Scout council: One of Girl Scouts of the USA's local affiliates, with authority over Girl Scouting in a specific section of the country. Currently, there are over 100 Girl Scout Councils in the USA. Your council is Girl Scouts of West Central Florida.

Girl Scout council delegate: Any registered Girl Scout 14 years of age or over elected as a voting member of a local Girl Scout council. Each Service Unit (a specific geographic area) elects delegates to represent it at the council's annual meeting. Delegates serve as the primary communication link between area Girl Scout members, community networks and West Central Florida’s Board of Directors. They also gather opinions about governance matters; elect board members, Board Development Committee members and national council delegates; and approve changes to the council’s bylaws. The number of delegates allocated to a Service Unit is determined by the number of girls registered to that Service Unit on September 30th of the prior membership year.

Girl Scout Gold Award®: The Girl Scout Gold Award is the highest and most prestigious award that Girl Scout Seniors and Ambassadors can earn. This award recognizes the leadership, efforts, and impact girls have had on their communities.

Girl Scout handshake: A formal way of greeting other Girl Scouts and Girl Guides. You shake hands with the left hand and give the Girl Scout sign with your right hand.

Girl Scout Law: Along with the Girl Scout Promise, the Girl Scout Law is the credo of Girl Scouting. A girl lives the 10 parts of the Girl Scout Law to fulfill the Girl Scout Promise.

Girl Scout Leader's Day: A day of appreciation for adult volunteers in Girl Scouting held on April 22 every year.

Girl Scout Promise: Along with the Girl Scout Law, is the credo of Girl Scouting; the pledge that binds members together as part of the Girl Scout Movement. A girl must make the Promise to become a Girl Scout member. Learn more: Girl Scout Promise and Law.

Girl Scout Sabbath/Sunday: The Saturday/Sunday in Girl Scout Week. A time for members to be recognized in their place of worship or to recognize the place of worship as a sponsor of a troop/group. Also an appropriate time for religious recognitions to be awarded to Girl Scouts exploring their own faith.

Girl Scout sign: Made by raising three fingers of the right hand. This sign stands for the three parts of the Promise and is used when reciting the Girl Scout Promise.

Girl Scout Silver Award®: The highest award a Girl Scout Cadette can earn. This requires her to show she is a leader who is organized, determined, and dedicated to improving her community.

Girl Scout Week: The week containing March 12, the Girl Scout birthday, the anniversary of the first Girl Scout troop meeting in the United States in 1912. This observance is celebrated each year, starting with the Sunday on or preceding the 12th.

Girl Scouts of the United States of America: The official name of the national Girl Scout Corporation, chartered by the U.S. Congress and incorporated in the District of Columbia. Also known as Girl Scouts of the USA or GSUSA.
Girl Scouts' Own: Girl-planned inspirational ceremonies held in the troop/group or at camp. It is an opportunity for girls to express their feelings about Girl Scouting or a topic of their choosing, such as friendship, being courageous and strong, or nature. Girl Scouts' Own is not a religious service.

Grade-levels: The grade-levels in Girl Scouting are:

- Girl Scout Daisy, grades K-1
- Girl Scout Brownie, grades 2-3
- Girl Scout Junior, grades 4-5
- Girl Scout Cadette, grades 6-8
- Girl Scout Senior, grades 9-10
- Girl Scout Ambassador, grades 11-12

Insignia: The umbrella term for U.S. Girl Scout earned grade-level awards, religious and other awards, emblems, and participation patches and pins. Girls wear all insignia, except participation patches and pins, on the front of their Girl Scout uniform.

Investiture Ceremony: A ceremony in which a new member makes her Girl Scout Promise and receives her membership pin.


Juliette Low World Friendship Fund: A Girl Scouts of the USA-operated fund that supports educational programs, service projects, training, and international travel to foster friendship among girls from the 144 countries of the World Association of Girl Guides and Girl Scouts.

Kaper chart: A grid system, wheel, table, or other creative system showing the job or chore assigned to each girl or group of girls for any given project, meeting, or activity. Useful for meetings, camp-outs, and special events.

National Headquarters: The Girl Scout national organization's center of operations. In July 1992, GSUSA moved its national headquarters to 420 Fifth Avenue in New York City. This nucleus for U.S. research and development in Girl Scouting takes up nine floors of a 39-story office condominium building that extends from 37th to 38th Streets. The building houses the organization's national staff.

Patrol: Small group of girls that plans and carries out activities within the troop/larger group.

Patrol system: A form of troop government composed of patrols and a Court of Honor. Girl Scout Junior troops often use the patrol system.

Petals: Awards earned by Girl Scout Daisies. Each petal is a different color and represents one of the 10 parts of the Girl Scout Law. To earn a petal, a girl shows her troop leader she understands the corresponding part of the Law.

Program Aide (PA): This award is for Girl Scout Cadettes who work directly with a troop/group under the supervision of an adult volunteer. The Program Aide is required to attend training sessions where she gains expertise in a particular field of interest, such as science, computers, or song leading. The steps to earning this award are outlined in The Girl's Guide to Girl Scouting.

Quiet sign: Raising the right hand over the head to signal for attention and quiet at any Girl Scout gathering. When the hand goes up, mouths go quiet, and everyone joins in giving the quiet sign.

Rededication ceremony: A reaffirmation of a Girl Scout member's belief in the Girl Scout Promise and Law.

Religious and other awards: Official awards earned for completing requirements set by religious/other organizations or by Girl Scouts of the USA. These awards are all worn on a similar place on the Girl Scout uniform.
**Resident camp:** A local Girl Scout council-sponsored summer camp where girls stay overnight, often for a week or more. They live in units and participate in programs led by a staff of trained counselors.

**Safety Activity Checkpoints:** Girl Scout Program Standards and Guidelines that provide for the health and safety of all girls.

**Sit-upon:** A lightweight pad or mat used when sitting on the floor or ground. Sit-Upons are often handmade by the girls.

**Stepping Out:** This training is a prerequisite for BOLT. It will allow groups to participate in Service Unit and council sponsored outdoor activities when fire and food are provided at the event being attended. This training will not cover participants learning fire building skills.

**Swaps:** Special Whatchamacallits Affectionately Pinned Somewhere. Tokens exchanged at special Girl Scout/Girl Guide events that signify friendship. Ideally these are inexpensive handmade items that are accepted by the receiver as a token of friendship.

**S’mores:** A favorite campfire treat consisting of toasted marshmallows and chocolate bars sandwiched between graham crackers.

**Trefoil:** "Trefoil" means three leaves. Each leaf in the traditional or stylized Girl Scout trefoil stands for a part of the Girl Scout Promise.

**Volunteer:** A registered and background screened adult who contributes her or his time to Girl Scouts without the expectation of compensation. Volunteers typically give their time as Troop Leaders/Helpers, coaches, mentors, Service Unit Team members, board members, delegates, or assist girls in special projects in their area of expertise.

**Volunteer Essentials (VTK):** A publication outlining Girl Scout processes, safety guidelines, volunteer responsibilities, and much more. Think of Volunteer Essentials as your encyclopedia to Girl Scout volunteering. 

**Volunteer Toolkit:** The Volunteer Toolkit is an online troop management resource for Troop Leaders.

**World Association of Girl Guides and Girl Scouts (WAGGGS):** An association of Girl Scout and Girl Guide national organizations around the world. WAGGGS serves approximately eight million Girl Scouts and Girl Guides in 144 countries. Through Girl Scouts of the USA's membership in WAGGGS, each girl and adult registered as a Girl Scout in the United States becomes part of the Girl Guide/Girl Scout world movement. The World Association's mission is to enable girls and young women to develop to their fullest potential as responsible citizens of the world. Learn more in Global Girl Scouting: WAGGGS.

**World Thinking Day (Formerly, Thinking Day):** February 22, the birthday of both Lady Baden-Powell, World Chief Guide, and her husband, Lord Baden-Powell, founder of Boy Scouts. First celebrated in 1927, the day was renamed at the 1999 Girl Guide/Girl Scout World Conference. Girl Guides and Girl Scouts all over the world use the day to think of each other and exchange greetings, learn about other countries, and give to the Juliette Low World Friendship Fund. Learn more in Global Girl Scouting: World Thinking Day.