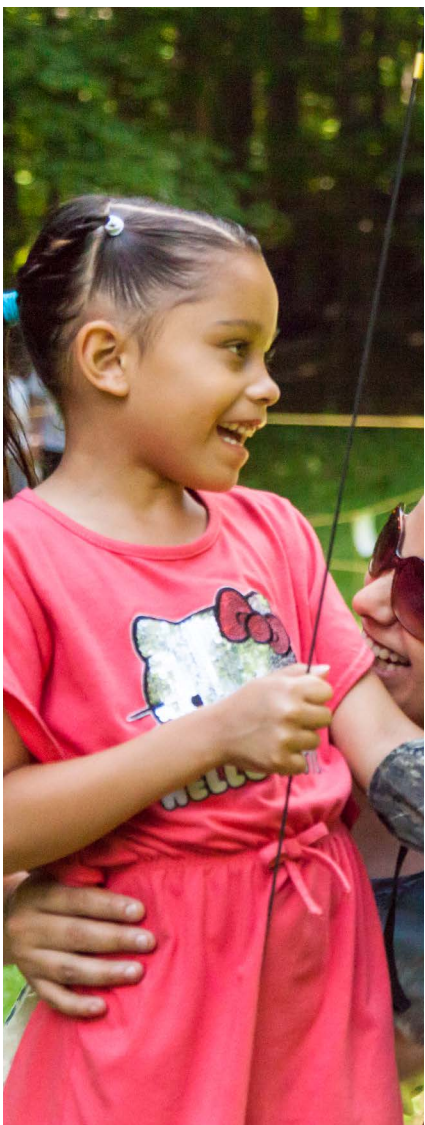


Online Orientation Packet



Revised - 8-17


girl scouts
of gulfcoast florida

COUNCIL HEADQUARTERS
4780 Cattlemen Rd., Sarasota, FL 34233
941-921-5358 • 800-232-4475 • www.gsgcf.org

Volunteer Position Description

Troop Leader/Co-Leader



Summary: As a volunteer, the Troop Leader/Co- Leader serves as a positive role model working in partnership with girls and adults to facilitate programs that meet the needs of girls and is consistent with the Girl Scout Leadership Experience (GSLE). The nature of this position requires the individual to provide direct service to girls, helping them to develop leadership skills.

Term of appointment: The Troop Leader/Co-Leader is appointed for a one-year term that is renewable upon completion of the evaluation processes.

Supervision: The Troop Leader/Co- Leader reports directly to the Service Unit Manager.

Support: The Troop Leader/Co- Leader receives support, guidance, and encouragement from the Service Unit Manager, Coach/Troop Level Consultant, Service Unit Team, and council staff. She or he has access to relevant learning opportunities and materials that prepare and support her or him for this role.

All leadership positions must be guided in all actions by the Girl Scout Mission, Promise, and Law.

RESPONSIBILITIES:

1. Mentors and supports girls in troop and meets with the troop on a regularly scheduled basis.
2. Helps girls plan, carry out, and evaluate their troop program through the girl/adult partnership based on the outcome-driven GSLE and Girl Scout curriculum.
3. Supports and encourages girls in attaining desired skills, experiences, goals, and awards.
4. Supports the council's outcome evaluation by administering surveys and/or preparing observation reports for GSGCF.
5. Establishes open communication and provides timely flow of GSUSA, GSGCF, and community information to troop members and parents on a regular, ongoing basis through a variety of communication tools.
6. Processes and completes girls' registration and other paperwork according to GSUSA and GSGCF's procedures. Must be completed by September 30 for returning troops and within (3) three meetings for new troops.
7. Completes all mandatory trainings within first 30 days of appointment and attends ongoing learning opportunities and community and program meetings.
8. Remains informed about and complies with the most current policies, procedures, and guidelines of GSGCF including *Volunteer Essentials* and *Safety Activity Checkpoints*, and GSUSA Organization-Wide Competencies.
9. Manages the group funds and completes finance reports in a timely manner and in accordance with GSGCF policies and procedures.
10. Adheres to the recommended minimum troop size and program grade level and reports troop roster by deadline.
11. Participates in an annual self-assessment and performance evaluation for re-appointment.
12. Creates mutually beneficial partnerships with troop parents/guardians.

QUALIFICATIONS AND CORE COMPETENCIES:

- **Girl focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
- **Personal integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- **Oral communication:** Express ideas and facts clearly and accurately. Communicate with respect to resolve conflicts.
- **Foster diversity:** Understand, respect, and embrace differences.
- **Computer skills:** Access to email and the Internet.

ADDITIONAL REQUIREMENTS:

- Must become a registered member of GSUSA.
- Complete required coursework as assigned and provided by GSGCF and GSUSA.
- Participate in monthly conference calls.

The Standards and Guidelines for the Policies of Girl Scouts of Gulfcoast Florida, Inc.

ADOPTION OF GSUSA POLICIES AND STANDARDS

1. Girl Scouts of Gulfcoast Florida, Inc. (GSGCF) accepts and adopts Girl Scouts of the USA (GSUSA) *Blue Book of Basic Documents* (Currently 2017) as policies governing its members. Girl Scouts of Gulfcoast Florida, Inc. accepts and adopts Girl Scouts of the USA safety and program standards to govern its members.

CRISIS AND COMMUNICATION POLICY

2. Girl Scouts of Gulfcoast Florida, Inc. will maintain a crisis communication plan that will be shared with volunteers as appropriate, and includes the guidelines for responding to the public or media, handling an incident or accident, and reporting an incident or accident.

TROOPS AND GROUP CONTRIBUTION AND FUNDRAISING ACTIVITY

3. Contributions intended to benefit the Girl Scout program in Girl Scouts of Gulfcoast Florida, Inc.'s jurisdiction, regardless of value, form, or designated use, shall be made only to Girl Scouts of Gulfcoast Florida, Inc. Any tax deduction available to a donor is determined by the Internal Revenue Code.

TROOP AND GROUP MONEY EARNING

4. Girl Scouts may only participate in money earning projects in the name of and for the benefit of Girl Scouting. All troops or groups must participate in two council-sponsored money earning programs before seeking approval for additional money-earning opportunities. Exceptions may be made for groups with permission of the CEO. Product sales programs should provide funds for troops and groups to carry out the Girl Scout program. If additional money is required to carry out program, permission must be secured.

FUNDRAISING POLICY

5. All money and other assets, including property, that are raised, earned, or otherwise received in the name of and for the benefit of Girl Scouting must be held by and authorized by Girl Scouts of Gulfcoast Florida, Inc. Such money and other assets must be used for the purposes of Girl Scouting. They are the property of and are administered by the Girl Scouts of Gulfcoast Florida, Inc. Such assets are not the property of individuals, troops or groups, geographic units, or communities within Girl Scouts of Gulfcoast Council, Inc. Use of the council's name for any fundraising purpose by any other organization or entity shall require prior approval of the board of directors, per the *Blue Book of Basic Documents*.

FLORIDA STATE SALES TAX

6. Girl Scouts of Gulfcoast Florida, Inc. is exempt from paying Florida State Sales Tax on purchased items. State law requires the exemption to be used exclusively for/by the corporation. All exempt purchases must be paid with a corporate check; therefore, individuals troops and groups may not use the sales tax exemption for purchases.

BANKING AND FINANCIAL RECORD KEEPING

7. Service Units and other administrative volunteer groups, as identified by Girl Scouts of Gulfcoast Council, Inc. shall maintain a non-interest bearing checking account and follow all guidelines for the purpose of program support in geographical or program areas. Finance reports and supporting documentation will be submitted as requested (at a minimum, annually). Accounts must have a minimum of two signatures of individuals that are registered Girl Scouts and that are not from the same family or household.
8. All pathway troops and groups, as identified by Girl Scouts of Gulfcoast Florida, Inc. shall maintain a non-interest bearing checking account and follow all guidelines for the purpose of program support in geographical or program areas. Finance reports and supporting documentation will be submitted as requested (at a minimum, annually). Accounts must have a minimum of two signatures of individuals that are registered Girl Scouts and that are not from the same family or household.

FINANCIAL ASSISTANCE FOR MEMBERS

9. Girl Scouts of Gulfcoast Florida, Inc., in the desire to welcome all girls and adults as members and support a quality program, will make available, as funds allow, a program of financial assistance. Guidelines and criteria will be established and reviewed annually to support membership and program needs of girls first, then adult volunteers and troop/group needs, based on a family's ability to pay, program quality, and funds available for assistance, in order to provide the widest reach possible.

SMOKING POLICY

10. Adults are responsible for role-modeling positive behavior. Smoking is never allowed in the presence of girls or on Girl Scout property except in designated areas away from girls.

The Standards and Guidelines for the Policies of Girl Scouts of Gulfcoast Florida, Inc.

ALCOHOL/DRUG POLICY

11. Adults are responsible for making Girl Scouting a safe place for girls. No alcohol or illicit drugs may be possessed or consumed in the presence of girls or at Girl Scout functions or on Girl Scout property without the permission of the chief executive officer.

PATHWAY/TROOP/GROUP PROGRAM POLICY

12. All pathway troops and groups will follow the program designed by GSUSA to deliver highest quality experience for girls, using program standards provided by GSUSA and council initiatives. Adults and girls must work to eliminate risk; ensure safety; and ensure that policy, standards, guidelines, and risk management procedures are followed.

AFFIRMATIVE ACTION AND VOLUNTEER MANAGEMENT POLICIES

Girl Scouts of Gulfcoast Florida, Inc. wishes to secure and retain the highest caliber of Girl Scout adults in order to provide a positive Girl Scout Leadership Experience for girls. The council has adopted the following provisions to facilitate this and as an indication of their intent. Nothing herein constitutes a requirement to maintain a volunteer's commitment for any specific amount of time.

13. There shall be no discrimination against an otherwise qualified adult volunteer by reason of disability or on the basis of age. Furthermore, there shall be no discrimination on the basis of race, color, ethnicity, sex, creed, religion, national origin, citizenship, marital status, sexual orientation, genetic information, socioeconomic status, or any other legally protected status. In addition, to ensure full equality of opportunity in all operations and activities of the council, non-discrimination policies and procedures shall be utilized in the recruitment, selection, training, placement, and recognition of volunteers. Special emphasis shall be placed upon securing representation of under-represented population groups.
14. All volunteers shall be recruited in a method to attract qualified volunteers for appropriate positions. They will be selected on the basis of council need and their ability to perform the specific volunteer positions and to meet responsibilities of the position including membership as reflected in the specific position description. Selection will be based on the completion of a satisfactory application and background screening. Placement in a volunteer position is limited to the term outlined in the position description (usually one year) and the need of the council. Orientation and training will be provided for the position and must be completed within the specified time. Appointment and reappointment is based on the completion of required responsibilities, position training, satisfactory completion and assessment of the skills

and abilities to perform the duties and responsibilities and the need of the council, satisfactory performance in the position as well as performance adhering to policy, standards, and guidelines. The council has both informal and formal recognition systems to recognize and appreciate volunteers.

15. It is the policy of the organization to provide all volunteers with an environment free from all forms of unlawful or unwelcome harassment, including implied or expressed forms of sexual harassment. The council expressly prohibits any form of harassment on the basis of race, color, ethnicity, sex, religion, creed, age, disability, national origin, citizenship, veteran's status, marital status, sexual orientation, genetic information, socioeconomic status or any other protected group status. All incidences should be promptly reported.
16. Volunteers are expected to fully support the work and mission of GSGCF and GSUSA. Volunteers need to be good role models through open communication, conflict resolution, information sharing, creation of a welcoming environment, and consistent demonstration of a climate of courtesy, respect and professionalism to girl and adult members and their families, and the community and council staff.

CHILD ABUSE

17. Adults in Girl Scouting are responsible for providing a safe environment for the physical and emotional safety of girls in Girl Scouting. In accordance with local, state, and federal laws adults must report child abuse to authorities. Girl Scouts of Gulfcoast Florida, Inc. reserves the right to refuse membership, endorsement, or reappointment, and to dismiss or exclude from affiliation any volunteer who is found guilty of or convicted of child abuse or neglect.

Contents

Quick-Start Guide

We Are Girl Scouts
Who Can Join Girl Scouts—and How?
Girl Scouts' Organizational Structure
Getting Started with the National Leadership Program through Journeys
Planning in a Girl-Led Environment
Meeting with Girls for the First Time
Using Safety Activity Checkpoints
Understanding How Many Volunteers You Need
Following the Girl Scouts Safety Guidelines

Chapter 1: Sharing Your Unique Gifts

Understanding Your Role as a Girl Scout Volunteer
Your Responsibilities
Your Volunteer Support Team
Taking Advantage of Learning Opportunities
Knowing How Much You're Appreciated

Chapter 2: Girl Scouting as a National Experience

What Girl Scouting Does for Girls
Fun with Purpose
The National Program Portfolio
National Leadership Journeys
The Girl's Guide to Girl Scouting and National Proficiency Badges
Emblems and Patches
Girl Scout Bronze, Silver, and Gold Awards
Other Initiatives and Opportunities
Girl Scout Traditions and Celebrations
Girl Scout Calendar
Time-Honored Ceremonies
Signs, Songs, Handshake, and More!

Chapter 3: Engaging Girls at All Grade Levels

Arranging a Time and Space for Girl-Led Meetings
Understanding Healthy Development in Girls
Creating a Safe Space for Girls
Recognizing and Supporting Each Girl
Promoting Fairness
Building Trust
Managing Conflict
Inspiring Open Communication
Working with Parents and Guardians
Creating an Atmosphere of Acceptance and Inclusion

Chapter 4: Safety-Wise

Knowing Your Responsibilities
Responsibilities of the Volunteer
Responsibilities of Parents and Guardians
Responsibilities of the Girls
Knowing How Many Volunteers You Need
Transporting Girls
Checklist for Drivers
Approaching Activities
Health Histories (Including Examinations and Immunizations)
Girl Scout Activity Insurance
Experts
Providing Emergency Care
First-Aid/CPR
Procedure for Accidents

Understanding How Many Volunteers You Need

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

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

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

	Group Meetings		Events, Travel, and Camping	
	<i>Two</i> unrelated volunteers (at least one of whom is female) for every:	<i>One</i> additional volunteer to each additional:	<i>Two</i> unrelated volunteers (at least one of whom is female) for this number of girls:	<i>One</i> additional volunteer to each additional:
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

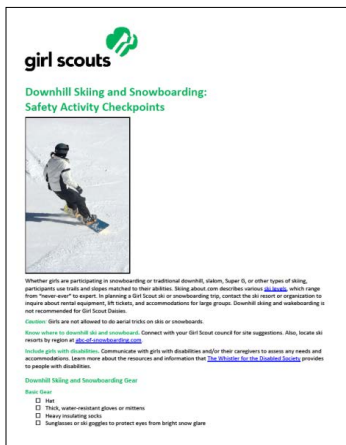
Here are some examples: If you're meeting with 17 Daisies, you'll need three volunteers, at least two of whom are unrelated (in other words, not your sister, spouse, parent, or child), and at least one of whom is female. If this isn't making sense to you, follow the chart: you need two volunteers for 12 Daisies and one more volunteer for up to six more girls. You have 17, so you need three volunteers. If, however, you have 17 Cadettes attending a group meeting, you need only two unrelated volunteers, at least one of which is female (because, on the chart, two volunteers can manage up to 25 Cadettes).

In addition to the volunteer-to-girl ratios, please remember that adult volunteers must be at least 18 years old or at the age of majority defined by the state, if it is older than 18.

Adult supervision for all girls also extends to any online activity. For additional information on online safety, please consult:

- The "Computer/Online Use" Safety Activity Checkpoints
- Girl Scout Internet Safety Pledge
- Digital Cookie Terms & Conditions for Girls, Digital Cookie Terms & Conditions for Parents/Guardians and Digital Cookie Terms & Conditions for Volunteers

Using Safety Activity Checkpoints



When preparing for any activity with girls, start by reading the Girl Scout Safety Activity Checkpoints for that particular activity. You can find these on your council's website and on the Volunteer Toolkit, your council may also provide them in some additional electronic or printed form.

Each Safety Activity Checkpoint offers you information on where to do this activity, how to include girls with disabilities, where to find both basic and specialized gear required for the activity, how to prepare yourselves for the activity, what specific steps to follow on the day of the activity, and so on.

In addition to reading these checkpoints yourself, you can email or print them for co-volunteers, parents/guardians, and the girls themselves. The checkpoints are formatted as checklists, so that you, your co-volunteers, and the girls can check off each step that has been accomplished.

In keeping with the three processes of the Girl Scout Leadership Experience, be sure that:

- **All activities are girl-led.** Take into account the age and abilities of the girls. Older girls can take the bulk of the responsibility for carefully planning and executing activities, while younger girls will require more of your guidance but should still be deeply involved in making decisions about their activities.
- **Girls have the chance to learn cooperatively.** Have girls teach each other new skills they may need for the activities, rather than hearing all that from you.
- **Girls learn by doing.** If research or special equipment is needed, they'll learn better by doing that research themselves than by having you do the legwork and report back to them. Even Daisies can do basic research and give reports or do show-and-tell for each other. Ambassadors may need you only for moral support as they research, teach each other, and plan every detail of their excursions.

If Safety Activity Checkpoints do not exist for an activity you and the girls are interested in, check with your council **before** making any definite plans with the girls. A few activities are allowed only with written council pre-approval and only for girls 12 and over, while some are off-limits completely:

- **Caution:** You must get written pre-approval from your council for girls ages 12 and older who will operate motorized vehicles, such as go-carts and personal watercraft; take trips on waterways that are highly changeable or uncontrollable; or fly in noncommercial aircraft, such as small private planes, helicopters, sailplanes, untethered hot air balloons, and blimps.
- **Warning:** The following activities are never allowed for any girl: potentially uncontrolled free-falling (bungee jumping, hang gliding, parachuting, parasailing, go-karting, and outdoor trampolining); creating extreme variations of approved activities (such as high-altitude climbing and aerial tricks on bicycles, skis, snowboards, skateboards, water-skis, and wakeboards); hunting; shooting a projectile at another person; riding all-terrain vehicles and motor bikes; and taking watercraft trips in Class V or higher.

An additional note: Girl Scouts welcomes and serves girls and families from a wide spectrum of faiths and cultures. When girls wish to participate in discussions or activities that could be considered sensitive—even for some—put the topic on hold until you have spoken with parents and received guidance from your council. When Girl Scout activities involve sensitive issues, your role is that of a caring volunteer who can help girls acquire skills and knowledge in a supportive atmosphere, not someone who advocates a particular position. You are required to obtain permission slips signed by the girls' parents/guardians; see the "[Engaging Girls at All Grade Levels](#)" chapter of this handbook for more information

Introduction to Safety Activity Checkpoints

When preparing for any activity with girls, always begin with the Safety Activity Checkpoints written specifically for that particular activity. This introduction provides an overview of the format of each set of checkpoints.

Note: In addition to reading these checkpoints yourself, you can also e-mail to or print them for co-volunteers, parents/guardians, and girls.

Know where to do the activity. Quick list of the most common places girls carry out the activity

Include girls with disabilities. Tips and special websites for information on including girls with disabilities

Gear

Basic Gear includes clothing and equipment girls are likely to already have in their possession.

Specialized Gear includes clothing and equipment girls may need to purchase, rent, or borrow.

Prepare for the Activity

These checkpoints discuss steps to take in advance of the activity. Not every category is listed here, and not every activity includes these categories.

- Communicate with council and parents.** Tips for following council guidelines and keeping parents informed
- Ensure prerequisites.** Ranges from an ability to swim to knowledge of primitive camping
- Arrange for transportation and adult supervision.** Recommended adult-to-girl ratios for this activity
- Verify instructor knowledge and experience.** Ensuring the volunteers or on-site instructors possess the proper skill set, knowledge, training/certification and/or documented experience according to your council's guidelines, as outlined in *Volunteer Essentials*
- Select a safe site.** A game plan for ensuring the safest experience possible
- Compile key contacts.** Information on itineraries, phone trees, and other contact information
- Respect the environment.** Tips for ensuring environmental responsibility
- Prepare for emergencies.** First-aid requirements and other emergency precautions

On the Day of the Activity

These checkpoints include important final reminders on the day of the activity. Not every category is listed here, and not every activity includes these categories.

- Get a weather report.** Ways to monitor the weather for any outdoor activity and/or activity requiring transportation
- Review rescue tips.** Activity-specific rescue tips
- Use the buddy system.** The best way to ensure no one is separated from the group or unable to get help
- Be prepared in the event of a storm with lightning.** Special details for outdoor warm-weather activities

Links guide you to the best-known and best-respected websites.

Know-How for Girls offers games, mini-lessons, and other fun ways to expand girls' knowledge.

Jargon helps you and the girls master activity-specific terminology.

Table of Contents

Water Sports

- Canoeing/Kayaking
- Fishing
- Ice Fishing
- Rowboating
- Scuba Diving
- Snorkeling
- Standup Paddleboarding
- Surfing
- Swimming
- Tubing
- Waterskiing and Wakeboarding
- White-Water Rafting
- Windsurfing

Land Sports

- Archery
- Bicycling
- Challenge Courses
- Climbing and Rappelling
- Cross-Country Skiing
- Downhill Skiing and Snowboarding
- Fencing
- Geocaching
- Horseback Riding
- Ice Skating
- In-Line Skating and Roller Skating
- Other Land Sports
- Recreational Tree Climbing
- Segway
- Shooting Sports
- Skateboarding
- Sledding, Tobogganing, and Snow Tubing
- Snowshoeing
- Vaulting on Horseback
- Ziplining

Camping Activities

- Backpacking
- Camping
- Hiking
- Orienteering
- Outdoor Cooking
- Trip/Travel Camping

Other Activities

- Arts and Crafts
- Computer/Online Use
- Hayrides
- Indoor Skydiving
- Indoor Trampoline
- Playgrounds
- STEM (Science, Engineering, Technology, and Math)

Alphabetical List

- Archery
- Arts and Crafts
- Backpacking
- Bicycling
- Camping
- Canoeing/Kayaking
- Challenge Courses
- Climbing and Rappelling
- Computer/Online Use
- Cross-Country Skiing
- Downhill Skiing and Snowboarding
- Fencing
- Fishing
- Geocaching
- Hayrides
- Hiking
- Horseback Riding
- Ice Fishing

- Ice Skating
- Indoor Skydiving
- In-Line Skating and Roller Skating
- Indoor Trampoline
- Orienteering
- Other Land Sports
- Outdoor Cooking
- Parades and Other Large Group Gatherings
- Playgrounds
- Recreational Tree Climbing
- Rowboating
- Scuba Diving
- Segway
- Shooting Sports
- Skateboarding
- Sledding, Tobogganing, and Snow Tubing
- Snorkeling
- Snowshoeing
- STEM (Science, Engineering, Technology, and Math)
- Surfing
- Swimming
- Trip/Travel Gear
- Tubing
- Vaulting on Horseback
- Waterskiing and Wakeboarding
- White-Water Rafting
- Windsurfing
- Ziplining

Social Media Cheat Sheet

Girl Scouts of Gulfcoast Florida, Inc.




A strategic and successful social media plan plays a vital role in a nonprofit's communication with their members, volunteers, and the general public. You can significantly contribute to our communications efforts by following these guidelines:

- Please "like" or "follow" Girl Scouts of Gulfcoast Florida on all social media channels you use regularly. See the list of our account names below.
- We encourage you to subscribe to our blog, so that you will receive new blog articles directly in your email box. You may also subscribe to our Youtube channel to receive notices of new video uploads.
- Share the council's social media posts with your own followers when you feel the information would be of interest to them. This will not only help educate the public about the wonderful things Girl Scouts is doing, but also encourage more people to "like" or "follow" us themselves.
- Many social media channels like Facebook use an algorithm to determine which posts show up on an individual's "feed." The more interaction a post receives, the more likely it is to be seen on a feed. Therefore, you should "like" and/or comment on our posts whenever possible.
- Our council uses specific "hashtags" (#) to identify posts related to us. We most commonly use #GSGCF for general posts, or #GSGCFEvents when posting comments about or photos from one of our events. Please use these hashtags as appropriate when sharing or referring to us on Twitter and Instagram. This will help us track posts so we can then share them with our followers. (We discourage the use of hashtags on Facebook, as the current Facebook algorithm tends to de-prioritize posts that include a hashtag.)
- Our website, www.gsgcf.org, contains links for volunteering, donations, membership registration, program information, etc.

The following is a list of our account names:

 **Facebook:** <https://www.facebook.com/GirlScoutsofGulfcoastFlorida/>


 **Twitter:** @GSGCF

 **Instagram:** [girlscoutsgulfcoast](https://www.instagram.com/girlscoutsgulfcoast)

 **LinkedIn:** <https://www.linkedin.com/company/girl-scouts-of-gulfcoast-florida-inc->

 **Blog:** <http://gsgcfblog.org/>

 **Pinterest:** Girl Scouts of Gulfcoast Florida

 **Youtube:** Girl Scouts of Gulfcoast Florida, Inc.

If you have any questions about our use of social media, please contact Resource Development Specialist Jaime Estes: 800-232-4475 ext. 336, or jaimee@gsgcf.org.

Suggested Parent Meeting Outline

Be sure to reserve meeting room space; use your troop roster to send invitations and /or call parents/guardians. Meet with your co-leader ahead of time to plan the parent meeting, including who will discuss which pieces.

1. INTRODUCTIONS

- My name is...
- This is my co-leader...
- What does Girl Scouts mean to you? Were you a Girl Scout? Everyone share...
- Girl's activity during Parent Meeting

2. WHAT DO GIRL SCOUTS DO? Plans for the troop, Meeting Info (when, where, how often)

3. EXAMPLES OF ACTIVITIES

Troop Meetings:

- **Example: Brownie "A World of Girls" Journey** – the leadership journey that takes girls around the world and back home again as they search for clues in stories and use them to make the world better. Brownies explore their place in the wide world of girls.
- **Girls Guide to Girl Scouting** – (Handbook) – Inside the Guide, they will find a poster showing available resources/awards.

Possible trip ideas: add local trips and events that will go along with the theme of exploring the world.

- Library
- History Museum
- Restaurant that serves food from other countries
- Visit a story teller
- County Girl Scout Events
- World Thinking Day

Permission Form:

- Needed for meeting Outside Normal Meeting Time & Place or when discussing sensitive issues.
- Ensures that parents are advised of troop activities
- Ensures that Girl Scout Activity insurance is in place

4. BEST FORM OF COMMUNICATION – On the index card, please put your daughter's name at the top and your name and contact information. Circle the best forms of communication below.

- Phone / mail
- Newsletter
- Facebook Group
- Text Messages

5. WHO ARE GIRL SCOUTS? *Use cover of TPT training guide to explain concepts to parents.*

- Girl Scout Mission: Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.
- Girl Scout Promise – inside Journey book or *Girl's Guide to Girl Scouting*
- Girl Scout Law - inside Journey book or *Girl's Guide to Girl Scouting*
- Girl Scout Leadership Experience – what does it do for the girls? Explain Discover, Connect and Take Action.

6. HOW GIRL SCOUTS ACT

- Review Troop Behavior Guidelines – Share the Troop Agreement plan, and how it will be established
- Expectations for Parents and Girls – Follow Safety Activity Checkpoints and treat others based on the Girl Scout Law.

7. PRODUCT SALES

- Fall Product Sale (nuts, candies and magazines) *Purpose* – Easy way to support the Girl Scout Troop and our Girl Scout council. At our last meeting in September, we will hold a parent/daughter training. We will hand out the materials and you will need to sign a special permission form.
 - *Sale Dates*: Beginning of October with Delivery mid-November.
- Cookie Sale
 - *Sale Dates*: Mid December – Friends & Family Pre-Sale
 - January - Public Pre-Sale / Order Taking
 - February – Cookies Delivered
 - February – March – Cookie Booths
- Partnership for Girls
 - Parent fund raising for both troop and council. Info will follow.

8. HOW MUCH DOES GIRL SCOUTS COST? ***Financial Assistance is Available ***

Annual GS Membership Dues	\$25.00
Troop Dues and Start-Up Fee, if any	(This is covered in Troop Pathway Training.)
Start Up Kit - Includes: Vest, Sash or Tunic (Daisies), Flag Patch, Troop Numerals (3 included) GSUSA ID set, insignia tab, Girl Scout Membership Pin Set, <i>Girl's Guide to Girl Scouting</i> , and Journey Book	Price ranges based on uniform selection. Order form available on GSGCF website. Email GS Shop: shopsrq@gsgcf.org

9. HOW YOU CAN SUPPORT YOUR DAUGHTER?

- Register as an adult Girl Scout (\$25.00 fee)
- Volunteer to be on the troop committee (See sign-up sheet for detailed volunteer positions)
- Ways to help – use Volunteer Signup Sheet

10. NEXT STEPS

- Collect Needed Paperwork
- If they haven't already turned in registration forms
- Contact Cards – how they can help
- Remind them of next meeting and thank them for attending
- Follow up with parents unable to attend the meeting

Troop/Group Behavior Agreement

There are very few behavior issues, but girls are children. Read page 11 in your *Volunteer Essentials*, #9 as it discusses creating a safe space for the girls, including creating a team agreement. Set up the troop rules in advance; make sure to communicate them with everyone, and when you have issues communicate with the parents often. This will prevent any behavior surprises, as parents do not like to hear a list of things their daughter has been doing for the first time, and then those things mean their daughter will not be able to participate in an activity or trip.

Use the following steps to create an agreement with your girls and parents.

1. Brainstorm with girls some different guidelines that could be included in their troop agreement.
Create guidelines around:
 - Treating each other based on the Girl Scout Promise and Law.
 - Preventing inappropriate behavior such as fighting (verbal & physical), bullying, etc.
 - Following Directions
 - Listening to leadership and fellow Girl Scouts when speaking.
 - Resolving conflict peacefully.
2. Brainstorm with parents how to best handle behavior problems with girls including steps to correct inappropriate behavior.
 - Use a strike system: Strike 1-Talk to Girl, Strike 2-Talk to Parent, Strike 3-Parent must come to meeting or girl will miss meeting.
 - If you do have continual problems, seek help from experienced volunteers or staff. Do not wait until things get frustrating and unbearable.
3. Discuss expectations for parents:
 - Positive Communication - Parents and troop leadership are expected to only use positive tones and language with girls and adults.
 - Support Troop with Activities – Discuss how parents can support the troop including arranging special guests, planning activities, coordinating supplies, etc.
 - Pick-Up/Drop off Rules – Share with parents the pick-up/drop off procedures including start/end time of troop meetings, activities, and penalties if consistently late.
4. Share Kapers (Jobs for Girls at Meetings Chart) Concept:
It is a chore chart which will allow all girls to share in the responsibility for the troop including prepare/cleanup activities, lead parts of opening/closing ceremonies, etc.
5. Once all parts of the agreement have been discussed and agreed upon, compile all the rules into a document for each girl and adult to sign.
6. Using a poster, post a copy of guidelines girls will follow at each troop/group meeting to reinforce the troop/group agreement.



Membership Year

/

Current Grade
in School

PARENT CONSENT FORM

Girl's name: First _____ Middle _____ Last _____

Address _____ City _____ State _____ Zip _____

1. I/we give permission to certified adults to administer first aid to my daughter or seek and have aid given from a physician or hospital if the situation requires. It is my understanding that my daughter is covered by Girl Scout Accident Insurance. I do not hold the troop, its' leaders, or the Girl Scouts of Gulfcoast Florida, Inc. at fault in case of accident.
2. I/We authorize the doctor or hospital personnel to provide emergency medical treatment and or anesthesia to be administered in my/our absence. This authorization includes, but is not limited to, any emergency treatment and/or surgical procedure(s) deemed necessary by the qualified personnel. I/we understand, that by law, a health facility cannot provide needed treatment unless the parent/guardian is with the child or provides appropriate authorization.

GIRL HEALTH HISTORY RECORD This health history is to be completed and signed by the parents/guardians of girls.

Name of physician _____ Phone _____

Family medical/hospital carrier _____ Policy or group # _____

Date of last health examination _____

Were there any complicating medical problems noted in last health examination? _____

Please note any additional information regarding girl's behavioral, physical, or emotional health and attach to this form.

HEALTH HISTORY (Please check all that apply)			
Diseases	Allergies	Chronic or Recurring Illness	My daughter has permission to take or use the following:
<input type="checkbox"/> Chicken Pox <input type="checkbox"/> German Measles <input type="checkbox"/> Kidney disorders <input type="checkbox"/> Measles <input type="checkbox"/> Mumps <input type="checkbox"/> Rheumatic Fever <input type="checkbox"/> Tuberculosis <input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Animals _____ <input type="checkbox"/> Food _____ <input type="checkbox"/> Hay Fever _____ <input type="checkbox"/> Insect stings _____ <input type="checkbox"/> Medicine/drugs _____ _____ <input type="checkbox"/> Plants _____ <input type="checkbox"/> Pollen _____ <input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Asthma <input type="checkbox"/> Bleeding disorders <input type="checkbox"/> Diabetes <input type="checkbox"/> Ear infections <input type="checkbox"/> Heart defect/disease <input type="checkbox"/> Hypertension <input type="checkbox"/> Hypotension <input type="checkbox"/> Hypoglycemia <input type="checkbox"/> Musculoskeletal disorders <input type="checkbox"/> Seizures <input type="checkbox"/> Sinusitis <input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Tylenol/Acetaminophen <input type="checkbox"/> Advil/Ibuprofen <input type="checkbox"/> Sudafed/decongestant <input type="checkbox"/> Benadryl/antihistamine <input type="checkbox"/> Pepto Bismol <input type="checkbox"/> Tums/antacid <input type="checkbox"/> Insect repellent <input type="checkbox"/> Hydrocortisone/anti-itch <input type="checkbox"/> Gold Bond/anti-heat rash <input type="checkbox"/> Sunscreen <input type="checkbox"/> Neosporin/triple antibiotic <input type="checkbox"/> Sting stick for insect bites <input type="checkbox"/> Throat lozenges <input type="checkbox"/> Ear drops
SPECIAL NEEDS (check all that apply):		LIST ANY MEDICATIONS - DOSAGE AND FREQUENCY:	
<input type="checkbox"/> Fainting <input type="checkbox"/> Bed wetting <input type="checkbox"/> Constipation <input type="checkbox"/> Emotional disturbances <input type="checkbox"/> Sickle cell trait or disease <input type="checkbox"/> Wears glasses or contact lenses <input type="checkbox"/> Other _____ Has your daughter started her menstrual cycle? Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/> Sleep disturbances <input type="checkbox"/> Menstrual cramps <input type="checkbox"/> Nosebleeds <input type="checkbox"/> Hearing Impairment <input type="checkbox"/> Special dietary regimen <input type="checkbox"/> Motion sickness	

Girl Scouts of Gulfcoast Florida, Inc.
PARENT CONSENT FORM

The following person(s) is AUTHORIZED to pick up my child:

Name _____ Relationship _____

The following person(s) is **FORBIDDEN** to pick up my child:

Name _____ Relationship _____

EMERGENCY CONTACT INFORMATION

In case of emergency notify: _____ Relationship _____

Home phone _____

Work phone _____

Cell phone _____

Address _____ City _____ State _____ Zip _____

PLEASE INITIAL ALL BELOW

_____ **My daughter has permission to carry and administer her own medication such as: bronchial inhalers; epipen; or diabetes medication.**

_____ **My daughter fully understands that she is not allowed to give any medications that she has with her to any other person and will inform the person in charge of first aid when she has taken any of this medication herself.**

_____ **This health history is complete and accurate to the best of my knowledge. I affirm that my child's immunizations are up to date.**

_____ **This consent form serves as permission for my daughter to participate in all Girl Scout activities unless otherwise noted by me in writing.**

Signature of parent/guardian _____ Date _____

Troop leaders, please keep a copy of the Parent Consent Form and Girl Registration Form in your records. Forms must accompany you when you attend meetings, field trips, or a council-sponsored program event.



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INCIDENT REPORT

Name of injured or affected person involved _____ Age _____

Address _____ Phone _____
street city/state zip

Name of parent/guardian, if minor _____

Girl Scout member? Yes No Troop # _____

Others involved _____

Date of incident _____ Time of incident _____

Location of incident _____

Did the incident occur at? Meeting Trip/Event Camping Trip Day Camp Other

Describe what happened (description of injury): _____

Were parents of minors notified? Yes No

Who was contacted and what was their response? _____

Was first aid provided? Yes No Was assistance called (police or ambulance)? Yes No

Was child abuse reported? Yes No

Any other information applicable - such as action taken, care given, _____

Witnesses:

Name _____ Name _____

Phone _____ Phone _____

Address _____ Address _____

Reported by:

Name _____ Phone _____

Address _____

PLEASE MAIL/FAX A COPY OF THIS FORM WITHIN 48 HOURS OF INCIDENT TO:

Girl Scouts of Gulfcoast Florida, Inc. • 4780 Cattlemen Road, Sarasota, FL 34233

FAX: 941-923-5241

Date ____/____/____

For office use only: Follow-up call _____ Date ____/____/____

Troop Travel Form

Instructions: Complete Steps 1, 2, & 3 for local day trips. Complete sections 1-5 for trips overnight or over 100 miles.

Submit to Service Unit 2 weeks prior for all day trips, 1 month for trips overnight or over 100 miles, 6 months for out-of-state trips, & 1 year for international trips.

Section 1: Travel Information - Required for All Trips

Troop # _____ Service Unit _____ Leader Name _____	
Email _____ Day Phone _____ # Girls ____ # Adult Females ____ # Adult Males ____	
Level(s) <input type="checkbox"/> Daisy <input type="checkbox"/> Brownie <input type="checkbox"/> Junior <input type="checkbox"/> Cadette <input type="checkbox"/> Senior <input type="checkbox"/> Ambassador <input type="checkbox"/> Multi-Level	
Date(s) of Trip ____/____/____ to ____/____/____ Destination _____	
First Aider _____ <small>(Attach certification card/certificate for all certifications)</small>	Additional Trained Facilitator _____ <small>(Examples: Outdoor Trainer, Canoe/Kayak, Archery, etc.)</small>
Emergency Contact Name _____ Phone _____	
Purpose of Trip: _____	

Section 2: Roster - Required for All Trips (Can be printed from eBiz)

Girls Attending		Chaperones Attending		Additional Adults Attending	
1.	11.	1.		1.	
2.	12.	2.		2.	
3.	13.	3.		3.	
4.	14.	4.		4.	
5.	15.	5.		5.	
6.	16.	6.		6.	
7.	17.	7.		7.	
8.	18.	8.		8.	
9.	19.	9.		9.	
10.	20.	10.		10.	

By checking either of the boxes below, you confirm

- Chaperones are registered members and background checked for day and overnight trips.*
- Non-member insurance has been purchased for adults attending day trips who are not currently registered members.*

Section 3: Authorization - Required for All Trips

I, the undersigned, have consulted *Safety Activity Checkpoints* and the council policies in planning this trip and agree to maintain all health and safety standards set forth, and hereby make application to conduct this Girl Scout trip as described herein. I have consulted *Volunteer Essentials* and agree to follow the traveling procedures outlined on the "Travel and Procedure Forms" distributed by Girl Scouts of Gulfcoast Florida, Inc. I understand and agree to follow the safety procedures outlined in *Safety Activity Checkpoints* that pertain to traveling and/or any activities in which we will participate.

Leader Name (Print) _____ Signature _____ Date ____/____/____

Service Unit Representative _____ Date ____/____/____

Council Staff _____ Date ____/____/____

Girl Scouts of Gulfcoast Florida, Inc.

FINANCIAL REPORT

(Due to headquarters by June 1)



The Financial Report is kept by the treasurer, and is a detailed account of all the cash received (e.g. product sale proceeds, and troop dues) or paid out of the troop treasury (e.g. snacks, patches, equipment, transportation costs, and payment of membership dues). Please be prepared to produce receipts, cancelled checks, bank statements and any other back-up documents for the report. Receipts need to be available for one (1) calendar year.

Grade level: K-1 (Daisy) 2-3 (Brownie) 4-5 (Junior) 6-8 (Cadette) 9-10 (Senior) 11-12 (Ambassador)

Troop # _____ Number of girls in troop _____ Service unit _____

Leader's Name _____ Phone # _____ Email _____

Address _____

Income	Expenses
I - 1 -----Annual GSUSA Membership Registration	E - 1 -----Annual GSUSA Membership Registration
I - 2 -----Dues (amount collected)	E - 2 -----Recognitions (Try-Its, badges, patches, pins, etc.)
I - 3 -----Individual Donation (specify source)	E - 3 -----Events (specity each)
I - 4 -----Fall Product Sale Program	E - 4 -----Permanent Supplies (e.g. flags, camping equipment)
I - 5 -----Family Partnership Campaign	E - 5 -----Program Supplies (craft supplies, etc.)
I - 6 -----Cookie Program	E - 6 -----Juliette Low Fund
I - 7 -----Juliette Low Fund	E - 7 -----Service Projects (specify each)
I - 8 -----Program Fees (if collected in addition to dues, specify)	
I - 9 -----Money Earning Project (Juniors, and girls 11-17 only, specify)	
I -10-----Other Income (specify source)	

Excel, Quicken, or any other format is accepted. This template is provided as a guide

Date	Item	Category	Income "I"	Expense "E"	Balance
8/24/14	Ending balance of previous year \$150				150
8/24/14	Walmart - Thinking Day craft supplies	E - 5		26.50	123.50
10/11/14	Dues	I - 2	15.00		138.50
	Ending balance of previous year \$				

PLEASE RETAIN A COPY FOR YOUR RECORDS

Starter Kits

girl scouts 
of gulfcoast florida



**FREE BAG
WITH KIT
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while supplies last

Everything a girl needs
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... And every girl deserves her own kit

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brownies 	\$54.00 - \$66.50
juniors 	\$55.50 - \$68.00
cadettes 	\$56.50 - \$73.50
seniors 	\$56.50 - \$73.50
ambassadors 	\$56.50 - \$73.50

Starter Kit prices vary depending on uniform choices.

Sales tax and shipping (if applicable) are not included in the price above.

For more information, please contact the GSGCF Council Shop at 1-800-232-4475 ext. 328.

Starter Kits contain everything you need for a great year in Girl Scouts. Kit includes: *Girl's Guide to Girl Scouting*, american flag patch, insignia tab, world trefoil pin, membership pin, and council ID set. Just select your official uniform item (sash, vest or tunic), Journey book, troop numerals, and **FREE BAG** and you're on your way!

GSGCF COUNCIL SHOP

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Shop online now at:

<http://www.gsgcf.org/girl-scout-shops>

COUNCIL HEADQUARTERS

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