

NEW LEADER GUIDE
THIS BOOK BELONGS TO:

OUR NEWEST FEARLESS TROOP LEADER!



WELCOME!



Thank you SO MUCH for volunteering as a Girl Scout troop leader!

We're excited to have you on board! As a Girl Scout volunteer, you're building girls of courage, confidence, and character who make the world a better place.

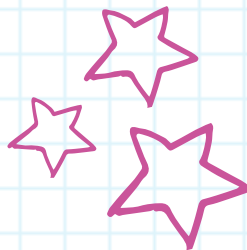
Pretty big feat, right? No fear – we created this guide just for new troop leaders with helpful advice on getting your troop going, learning Girl Scout lingo, and leading with gusto! Plus, we have some tips from troop leaders who have been in your shoes before.

Whether you've been a Girl Scout since kindergarten or this is your first introduction to the organization, we hope this guide will provide you with useful information for your journey as a new troop leader. Feel free to read through it now, or scan through it to use as a reference guide later.

You'll learn more about your local Girl Scout contacts throughout this guide, but always keep in mind that we're a resource at Girl Scouts of San Jacinto Council! We always love to hear from you – feel free to give us a call at 1-800-392-4340 or email us at customerservice@sjgs.org.

Yours in Girl Scouting,

Girl Scouts of San Jacinto Council



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NEW LEADER CHECKLIST



Hello future troop leader!

Welcome to Girl Scouts of San Jacinto Council (GSSJC), and thank you for your interest in becoming a Girl Scout volunteer. We know you are excited to get started. Today's volunteers are active and on-the-go, so we've designed support and resources available online. First things first; complete your new leader onboarding in five easy steps.

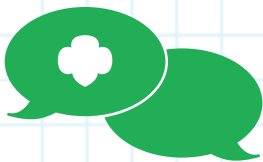
- Select a volunteer role. Complete and process payment for your Girl Scouts of the USA (GSUSA) adult membership.
- Complete and clear a background check. Watch for the email from our screening provider Assurant.
- Log into MyGS from the GSSJC home page: gssjc.org and activate your account
- Your MyGS account offers the latest in Girl Scout technology, gsLearn and the Volunteer Toolkit. GsLearn is where the latest in online learning for Girl Scout volunteers is offered. Please complete 591 Volunteer Basics including all of the questions and quizzes. Your next required training is 591 Youth Protection Training Level 1 also available in gsLearn. The Volunteer Toolkit(VTK) is an online tool for planning troop meetings with your troop leadership team and communicating with families.
- Contact your troop parents from the Volunteer Toolkit and plan your first meeting with the parents..



These five easy steps can be completed online.

Are you ready to get started? We are here to guide you each step of the way. Let us know how we can help.

Sincerely,
Girl Scouts of San Jacinto Volunteers and Staff



Community leadership team contact information

Community engagement manager contact information

Volunteer experience manager contact information

Sign up to be an awesome leader!



GETTING STARTED AS A TROOP LEADER



1. **Complete new leader onboarding.** Select a troop leader volunteer role. Complete GSUSA membership registration and background check. We'll send you emails reminding you to complete these steps in case you forget.
2. **Activate your access to your MyGS tab.** Log in to MyGS via the green navigation bar on www.gssjc.org. Select MyGS and use the email address you entered during membership registration. Here you can manage your membership, troop information, access gsLearn, required training, and the Volunteer Toolkit and register for upcoming activities. Need help logging in? A step by step guide is located online. Search for [LoggingintoMyGS.pdf](#).
3. **Complete required troop leader training.** Completion of two quick and easy trainings, 591 Volunteer Basics and 591 Youth Protections Training Level 1, are required before meeting with your troop and receiving an appointment letter. Both courses are available 24/7 in gsLearn.
4. **Log into your MyGS account at gssjc.org,** then selecting gsLearn from the options on the left. Complete both courses including all the questions and quizzes. You may want to screenshot your completion certificate at the conclusion of the online courses. Completing 591 Volunteer Basics and 591 Youth Protection Training Level 1 is required for receiving a troop leader appointment letter. A troop leader appointment letter is required to open a troop bank account.
5. **Join us on Facebook!** If you have a Facebook account, we have a group there just for new troop leaders like you. The Group name is GSSJC New Troop Leader Support. See you online soon!
6. **Set up your Volunteer Toolkit (VTK).** The best online resource for troop program information is located within the Volunteer Toolkit. The troop can plan an entire year of age-appropriate meetings with fun activities that build friendship, life skills and leadership using drag and drop technology. The Volunteer Toolkit also has the contact information for the other volunteers, adults and girls registered in the troop. Selecting a pre-planned year is the easiest and selecting Customized Year gives you the most options.
7. **Look at your calendar and select possible dates** and times for a family meeting with members.
8. **Introduce yourself by email or phone** and invite each to a family meeting. It's important for families to be involved in supporting the Girl Scout troop. Contact information for each girl registered in the troop is available through the MyGS tab under Troop Member. You can also email families directly from inside the Volunteer Toolkit.
9. **Hold a family meeting to** discuss troop meeting location, troop meeting schedule, how parents can volunteer and secure permission for girls to participate. Don't forget to follow up with families with a meeting schedule including location, dates and times. Include the girls and families who may not have been present for the family meeting.
10. **Open a troop bank account** after receiving your troop leader appointment letter.
11. **Plan and schedule your meetings in the Volunteer Toolkit.** Invite the girls to attend.
12. **Connect with your Girl Scout Community.** Attend a New Leader Café or Community Summit meeting.
13. **Now, take a deep breath, smile and enjoy your first troop meeting** with the best Girl Scout troop ever. Don't forget to take a photo to remember this day and share with families.

ALL ABOUT GIRL SCOUTS



Herstory

Girl Scouts is 2.6 million strong –with girls and volunteers who believe girls can change the world. We're part of Girl Scouts of the United States of America (you'll commonly hear it referred to as GSUSA).

It began more than 110 years ago with one woman, Girl Scouts' founder Juliette Gordon "Daisy" Low, who believed in the power of every girl. In 1912, Juliette traveled to England to meet Sir Robert Baden-Powell (the founder of Boy Scouts). Upon her return to the United States, Juliette began the first Girl Scout troop to provide an environment to prepare girls to meet their world with courage, confidence, and character. This first troop of 18 girls played basketball, hiked, camped, swam and learned about the world around them.

Today we continue the Girl Scout mission of building girls of courage, confidence, and character, who make the world a better place.

We're the largest leadership development organization for girls. With programs for girls from coast to coast and across the globe, Girl Scouts offers every girl a chance to do something amazing.

Who was Juliette Gordon Low?



Our
leading
lady!

Juliette was born on October 31, 1860, which we celebrate yearly as Founder's Day. She was a compassionate, curious and independent woman and was interested in nature, art, animals and athletics. Throughout her childhood and young adulthood, she experienced several ear injuries. This contributed to an almost complete loss of hearing for the rest of her life. These experiences and interests played a strong role in the development of the ideals and values of Girl Scouts.

"Scouting rises within you and inspires you to put forth your best."

– Juliette Gordon Low

ALL ABOUT GIRL SCOUTS



Members

Members are girls, adult volunteer members (like you!) and lifetime Girl Scouts who are joined together in the pursuit of building girls of courage, confidence and character, who make the world a better place.



Troops

Troops are the most common way girls participate in Girl Scouts. Troops are led by volunteers (often parents, friends or family members). Troops can be a single school grade level, a single Girl Scout program level or multi-level. The average troop size is 12 girls. Troops allow girls to work as a team and build lasting friendships.



Communities

Our Council is made up of 57 Communities. Communities are comprised of volunteers and girl members in an immediate geographic area. These Communities are led by experienced individuals who support leaders, troops and individual members. You may hear from your Community volunteers regarding events, trainings, cookies and much more!



Girl Scouts of San Jacinto Council

Girl Scouts of San Jacinto Council is one of 112 councils in the U.S. and serves 54,000 girls in 26 southeast Texas counties. Our work is supported by more than 18,000 volunteers – including YOU! We'll get to know one another over the coming year (and for years to come!) as you and your troop attend Council events, have questions, would like support, through social media and more.



Girl Scouts of the USA

Girl Scouts of the USA (commonly referred to as GSUSA) is the national organization to which Girl Scouts of San Jacinto Councils belongs. Originally founded by Juliette Gordon Low, GSUSA now serves 2.6 million girls and adults. GSUSA is comprised of 112 Girl Scout councils in all 50 states and Puerto Rico.



WAGGGS

WAGGGS or the World Association of Girl Guides and Girl Scouts is a 146-member international organization whose mission is “to inspire girls and young women to reach their fullest potential as responsible citizens of the world.” Girl Scouts of the USA is a member.

UNIFORMS



Girl Scouts wear uniforms in ceremonies, when officially representing Girl Scouts and when they want to show their Girl Scout pride. We know girls love acquiring patches, badges and insignia for their uniforms, and this is definitely one of the most memorable pieces of Girl Scouts for alumnae. Here are some basic tips:

- Sashes are worn from the right shoulder to the left hip.
- The insignia tab is worn on the left chest, over the heart.
- All unofficial awards go on the back of the uniform, including cookie, camp and fun patches.
- For formal events, sashes, vests and tunics are worn with white shirts and khaki pants or skirts.
- If you run out of space on the front of your uniform, you may place badges and awards on the back.

Badges vs. Patches
What's the difference?
 Badges and awards are earned by girls completing badge requirements found in the appropriate Girl Scout program level Handbook, Girl Scout Volunteer Toolkit (VTK) or the Girl Scouts of the USA Badge Explorer. Badges are also part Girl Scout Journeys for each Girl Scout Program level. Badges are placed on the front of the uniform.
 Patches are given to girls for attending events or participating in non-Girl Scout program related activities. Patches should be placed on the back of the uniform.

Girl Scout Resource Centers Around the Council

For shop locations and hours, please visit girlscoutshop.com/san-jacinto-council

Bay Area 281-282-6077	Houston 713-292-0247	Lake Jackson 979-297-5556	Stafford 281-670-5982
Beaumont 409-832-0556	Imperial Valley 281-447-8870	Lufkin 936-634-4688	Westside 281-822-4250
Cypress 346-818-3227			Katy Mills Mall - Coming Soon



Cool patches!



Some of our favorite Brownie badges!

PROGRAM: JOURNEYS + BADGES/PETALS



The Girl Scout program centers on our mission of building girls of courage, confidence, and character who make the world a better place. We know that this part can be overwhelming and the program may look different than it did when you were a Girl Scout as a girl. Journeys and badges are the backbone of the program and will provide girls with a well-rounded Girl Scout experience!

Remember, as the leader you get to customize the experience so it will fit for your girls!

Journeys

The Girl Scout Journey program lays the foundation for girls to build leadership skills while learning about themselves and their world. Each Journey is made up of discovering, connecting and taking action (or the three keys to leadership).

Through the discover portion of the Journey, girls learn about broader topics, such as water conservation or how to tell a story. During the connect portion, girls see how what they learned during discover connects to their world. Finally, through taking action, girls plan and implement a Take Action project that addresses a need in their community.

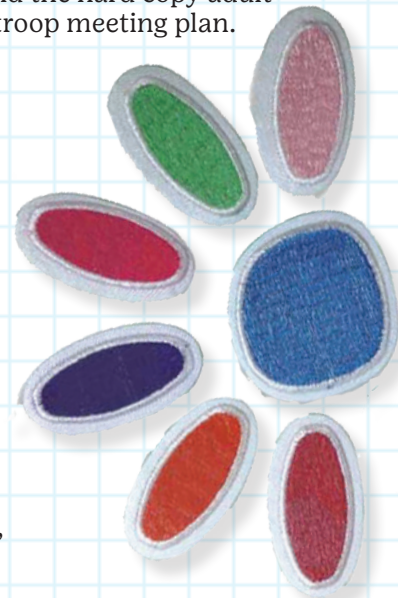
There are many Journeys girls can complete. [The It's Your World – Change It!](#) path inspires girls to make changes in their communities. [The It's Your Planet – Love It!](#) path focuses on addressing conservation of the environment. The [It's Your Story – Tell It!](#) path encourages girls to tell their own story in creative ways and is included in the Volunteer Toolkit with pre-planned meeting guides.

STEM (Science, Technology, Engineering and Math) Journeys themes are Engineering, Computer Science and Outdoor STEM and focus on robotics and programming and involve a Take Action project. The Outdoor Journey is anchored by the Troop Camping badge. This Journey will deepen girls' outdoor skills through badges that lead to a Take Action project and inspire girls to take an interest in environmental stewardship. Each Journey has troop meeting plans included in the Volunteer Toolkit.

Journeys can be completed in a few ways, and it is important to pick the best option for your troop. One way to complete a Journey is to follow along with the Journey books and the hard copy adult guides. Another option is to use the Volunteer Toolkit (VTK) to create your troop meeting plan. Some Journeys are only available through VTK. Journey activities can be shortened or lengthened depending on the needs of your troop's meeting schedule. The final way to work on a Journey is to attend a Council-led program where girls earn part of the Journey and usually need to complete the Take Action project on their own as a troop. Our Council does not offer programs for every Journey or program level.

Badges

Girl Scouts earn badges that demonstrate a proficiency in a progression of skill-building activities. Generally these activities connect to a specific subject matter (for example, first aid or animal habitats). Some even complement Journey activities. Skill-building areas include STEM (Science, Technology, Engineering and Math), healthy living and creativity, outdoor awareness and environmental stewardship, financial education and global citizenship and Girl Scout sisterhood. While program grade levels earn badges, Daisies can also earn petals and leaves. Each petal correlates to a line from the Girl Scout Law, and the leaves focus on financial literacy.



PROGRESSIONS



PROGRAM LEVEL	WHAT ARE THEY UP TO IN GIRL SCOUTS?	WHAT ARE THEY LIKE?
Daisies K, 1	<ul style="list-style-type: none"> Learn the Girl Scout Promise + Law Earn petals, badges + Journeys 	<ul style="list-style-type: none"> Lots of energy Beginning to understand basic number concepts Just learning how to write and spell
Brownies 2, 3	<ul style="list-style-type: none"> Earn badges + Journeys Can attend overnight camps 	<ul style="list-style-type: none"> Are social and enjoy working in groups Want to help and can handle individual responsibilities of a task Love to act in plays, create music and dance
Juniors 4, 5	<ul style="list-style-type: none"> Earn badges + Journeys Can earn the Bronze Award Start to be viewed as role models for younger Girl Scouts 	<ul style="list-style-type: none"> Want to make decisions and express opinions Are aware of expectations and sensitive to the judgments of others Are social and enjoy doing things in groups
Cadettes 6, 7, 8	<ul style="list-style-type: none"> Earn badges + Journeys Can earn the Silver Award Can be a Program Aide 	<ul style="list-style-type: none"> Spending more time with peer groups than family and are concerned about friends and relationships their own age Can be very self-conscious Navigating their increased independence
Seniors 9, 10	<ul style="list-style-type: none"> Earn badge + Journeys Can earn the Gold Award Can be a Volunteer in Training (VIT) 	<ul style="list-style-type: none"> Beginning to clarify their own values and considering other view points Strong problem-solving and critical thinking skills Feel they have lots of responsibilities and pressures
Ambassadors 11, 12	<ul style="list-style-type: none"> Earn badges + Journeys Can earn the Gold Award Can be a Volunteer in Training (VIT) 	<ul style="list-style-type: none"> Can see complexity of situations and controversial issues Enjoy expressing their individuality Feel that there are more responsibilities and pressures

CEREMONIES



Ceremonies are a great way to celebrate different aspects of the Girl Scout year, from first joining the Girl Scout family to honoring themes that are important to girls to bridging into a new program grade level and everything in between. Come on, who doesn't love to celebrate?

Investitures

Investitures (mark this term in your glossary!) are a way to welcome new members into the Girl Scout family. During an investiture ceremony, new girls are presented with the Girl Scout membership pin in front of friends and families. Your troop can host this ceremony at the beginning of the year (usually in September or October), and there are many ways you can conduct the ceremony!

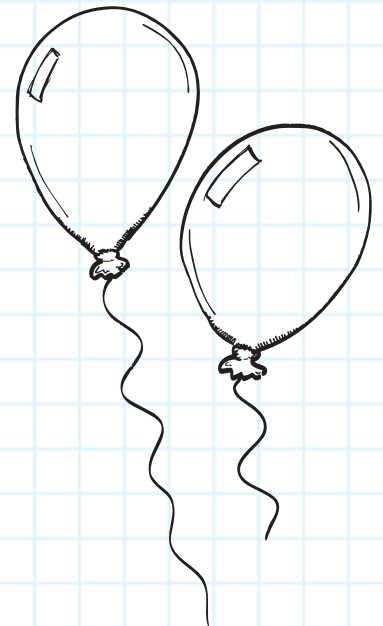


Rededication

Generally, investitures are tied to a Rededication ceremony. Rededication is a time for current members to reconnect with the Girl Scout mission and their commitment to the Girl Scout Promise and Law. Consider a Rededication ceremony for your second year.

Scouts' Own Ceremony

A Scouts' Own ceremony is completely girl-led and planned. The ceremony centers around a theme, such as nature, service or sisterhood. These ceremonies can include, but are not limited to, spoken word, songs, poetry or dance. It is important that it encompasses the girls' expression of their feelings on the topic picked out by the troop. Try this one a couple months into the year, once your girls feel more comfortable around one another.





Court of Awards

Another common ceremony is the Court of Awards. This ceremony recognizes girls' accomplishments throughout the year. It can be held at any time during the year and wherever the troop or Community wishes it to be. The Court of Awards includes both girls and volunteers.

Flag Ceremonies

Flag ceremonies are used to honor the American flag and occur at the beginning and end of an event and/or meeting. While not a required part of troop meetings, it is recommended for girls to have some familiarity with the process of the flag ceremony.



Bridging Ceremonies

Bridging ceremonies signify a girl's move from one level of Girl Scouting to another (for example, Girl Scout Daisies to Girl Scout Brownies). It is a ceremony that provides girls an opportunity to reflect on their achievements and look forward to new adventures and responsibilities to come. Traditionally, girls cross over a bridge (can be a real bridge or something your girls make) and share what they have learned at their level.

A special bridging ceremony for Girl Scout Brownies is called a Fly Up; a girl will receive her Girl Scout pin along with her Brownie wings. Put this one on the back burner until girls are ready to bridge from Brownies to Juniors.



Need ceremony ideas? Go to a fun volunteer training or workshop, register for these at <https://www.gssjc.org/en/discover/activities/events.html>.

SETTING UP YOUR TROOP MEETINGS



The Volunteer Toolkit will make troop meeting planning pretty easy, especially if you like organizing using apps or websites, drag and drop convenience and having your resources available on your mobile device. Each Girl Scout meeting provides an opportunity to explore the world and learn new skills. As a troop leader, you can customize your year and the activities in each meeting with your girls. Flexibility is key — based on the needs and interests of your girls, you might have a meeting where you do just one activity. Then your next meeting may consist of three activities. The typical 60-90-minute meeting consists of:

Pre-Meeting: This is the period before the meeting officially begins.

Troop leaders, parents and girls can use this time to chat and greet one another. Since you will be talking and setting up, the girls should have an easy, self-directed activity to engage their attention.

Opening (5 mins): The official start of the meeting. Opening activities:

Focus the girls on the meeting

Are chosen by the girls

Often include the Girl Scout Promise and Law May include a song, game or story

Business Meeting (10 – 20 mins): This is the time for special announcements, dues, attendance, making plans, deciding/voting on activities, and other troop business. During the business meeting, girls will learn how to lead, influence others and communicate feelings and opinions. Little by little, allow girls to take responsibility for more of the business of the troop. Depending on how much you have to discuss, this section could also be done as part of your opening.

Activities (20 – 40 mins): Girls get a chance to build skills, try new things, explore their interests and work cooperatively with others. Girls help plan the activities they'll do during troop meetings. These can include:

Ideas from Journeys, level handbook, VTK

Badge activity

Physical activity

Outdoor time/field trip

Snack time (10 mins, optional): Depending on the age range of your girls, troops may need some time to take a break and eat a quick snack. Parents/girls can take a turn bringing in snacks.

Clean-up (10 mins): Clean-up teaches girls to be responsible and allows girls to practice the Girl Scout tenant of leaving things better than you found them." Use a Kaper Chart to split the tasks up fairly among the troop.

Closing (5 mins): The official end of the meeting. During this time, you can remind the girls of what you reviewed during today's meeting, what's coming up in the next meeting or activity and end on a positive note. Many troops like to close the meeting with a traditional Friendship Circle.

For more detailed information, including meeting and year plans for specific program levels, through your MyGS account access the Volunteer Toolkit to use a library of activities that will help you electronically create a meeting agenda including all of the elements listed above. We have also included a sample attendance tracker, so you can keep track of which girls attended what meeting. PRO TIP: Name the meeting (with the date) after which badge or activity you are completing in case you need to fill in a parent of a girl who might have missed a meeting!

WHERE + WHEN TO MEET WITH YOUR TROOP



You and your co-leader (or other member of your troop leadership team) will work with girls and their families to determine the best time, date and location to meet.

While it's important to ask for feedback from families as to when dates and times work, ultimately, the troop leader(s) is responsible for deciding the time, date and location of meetings.

Girls and adults participating in troops can meet once a week, once a month or twice a month — how often is up to you and your troop members. Most troops meet once or twice a month for about 60-90 minutes.

Not sure where to start looking for a meeting space? Your Community volunteers will be a big help, since they often have lots of great local knowledge and experience!

A meeting place needs to provide a safe, clean and secure environment that allows for participation of all girls. Consider meeting rooms at schools, places of worship, libraries, community buildings, childcare facilities and local businesses. Safety Activity Checkpoints provides troop meeting space checkpoints. Volunteer Essentials also has troop meeting place guidelines. These documents are available under Members, then Forms and Documents

A troop may also meet virtually through a secure online platform. Please follow Safety Activity Checkpoint guidelines for online meetings.

Here are a few things to keep in mind when choosing a meeting place:

Safety: You'll want your location to be safe, secure, clean, properly heated and cooled and free from hazards with all exits clearly marked.

Cost: Free or low-cost to use is best!

Availability: Will the location be available at the time and date of your meetings?

Facilities: Sanitary and accessible restrooms are a must.

Accessibility: Be sure to accommodate all girls.



Some ideas for troop meeting spaces are schools,



FAMILY MEETING



Having a family meeting is key to setting up a successful year of Girl Scouting! It's also a great opportunity to ask parents and guardians for their support throughout the year.

What is a family meeting?

A family meeting is designed to provide an opportunity for troop leaders to connect directly with families and friends to foster engagement with the troop. It's typically held three times a year: before the troop itself meets for the first time, mid-year before the start of the Cookie Program and as a wrap-up to end the program year.

How do I prepare for the family meeting?

Here's a checklist of tasks as you prepare for your meeting:

Choose a meeting day and location: Select a date, time and location that will suit you and your families' needs. When choosing a meeting space, consider a location and time based on the needs of your families' schedules but know that you might not be able to accommodate everyone. The meeting space should have enough room to accommodate families and their Girl Scout(s) and should ideally be where you plan to meet as a troop throughout the year. This will give girls and families some general familiarity with the location and how to get there.



Invite troop families: Prepare and distribute an invitation to all troop families (parents/guardians) to attend. Contact information for each girl registered in the troop is available through the Volunteer Toolkit (VTK) on the My Troop tab. There is a convenient "email to all contacts" envelope button located on the Troop Info bar. Introduce yourself, provide the meeting location details and any request for forms or materials you need the families to complete (like the registration form, health history form, permission slip, dues, etc.) Be sure to provide blank copies of the forms you need them to complete along with the invitation.

Create a girl activity: Plan an activity that the girls can do during the meeting while you chat with the families. This should be an activity that the girls can do by themselves. You can also set aside a nearby area of the meeting space where girls can work on a quiet activity together with your co-leader while you meet with parents.

What materials should I prepare before the meeting?

- Girl activity supplies: Coloring sheets, crayons, etc.
- Forms: Register online or bring extra copies of registration forms. Also prepare health history forms and the latest permission slips. All of these forms can be found on the website under is Members> For Parents & Families>Forms and Documents. You'll see examples of our health history form and permission slip on the following pages. You may also email these forms to parents in advance of the meeting to complete prior. Use add-a-member on the My Troop tab to register new girls or volunteers. Misc. supplies: Nametags, contact list, sign-in sheet



Tip: One fun option is to provide girls with the "My Girl Scout Year" activity to find out what they want to do throughout the year. It's on page 16!

WHAT I WOULD LIKE TO DO THIS GIRL SCOUT YEAR...

NAME: _____

DRAW A PICTURE OR WRITE YOUR ANSWER.

Somewhere I would like to go:

A badge I would like to earn:

Something I would like to do:

Something I would like to discover outside:

Something I would like to make:

What do you think is the best thing about Girl Scouts?



These forms can all be found in the Forms + Documents section on our website.

GIRL SCOUT PERMISSION SLIP Girl Scouts of San Jacinto Council

(THIS FORM MAY BE PHOTOCOPIED WHEN COMPLETED. PRINT CLEARLY, USE BLACK INK.)

GIRL'S NAME _____ TROOP/GROUP # _____

Parent/Legal Guardian to keep this portion

Activity/Place: _____ Date(s): _____

Leaving from: _____ Time of departure: _____

Returning to: _____ Time of return: _____

Bring: _____ Fee: _____

Dress: _____

Adult in charge: _____ Phone: _____

Contact adult: _____ Phone: _____

Cut above and return this portion to leader/adult in charge by: _____ (Date)

Girl's Name: _____ Troop/Group # _____ Age: _____

Activity: _____ Date: _____

My daughter has my permission to attend the activity listed above. She will not attend if she is not feeling well. I give my permission to have her treated by a licensed physician if necessary. I also agree to be financially responsible for all expenses associated with providing medical care for my child. My signature on this document also allows Girl Scouts to use photographs, voice, and/or video of my child for Public Relations purposes. My daughter may have opportunities in the future to attend activities other than the ones listed on this form. I acknowledge that if I give permission for her to participate in such activities in the future, it is under the same conditions that are set out in this form, including with respect to transportation. (Leader: Attach future parent permissions to this form.)

TRANSPORTATION RELEASE: I understand that troop/group leaders must obtain the written consent of parent/guardian for every girl wishing to participate in an activity or outing that is held at a different place and time from the regularly scheduled troop/group meeting. I accept responsibility for the transportation of my child to and from any Girl Scout activity and recognize that transportation to and from Girl Scout events is not the responsibility of Girl Scouts of San Jacinto Council. I recognize that the driver of any such carpool or bus service that I arrange is not acting as an agent of Girl Scouts of San Jacinto Council. It is my expressed intention to hold Girl Scouts of San Jacinto Council harmless for any and all injuries, death or damages arising from or in any way related to any such transportation.

I give my permission for my daughter to participate in Boating, Swimming, Horseback Riding, or other strenuous activities. If no exceptions, she may participate in all activities at this outing. **EXCEPTIONS:** _____

My daughter **may not** be released to: _____

If unable to reach me in case of an emergency or change in plans, please contact one of the following. I will make arrangements with these people prior to the event.

Name: _____ Day: _____ Evn: _____ Relationship: _____

Name: _____ Day: _____ Evn: _____ Relationship: _____

I have provided medication(s) for my child to take with the supervision of the Leader/First Aider. Yes: <input type="checkbox"/> No: <input type="checkbox"/> (attach a list if necessary)		
Medication:	Dosage:	Frequency:

Medication(s) she can have: _____

Medication(s) she **cannot** have: _____

Disease exposed to in last 30-days: _____

_____ will self-administer

- Epi-pen Please specify dosage and frequency: _____
- Bronchial inhaler Please specify dosage and frequency: _____
- Diabetic medication Please specify dosage and frequency: _____

Signature of Parent/Legal Guardian _____ Phone # _____ Cell Phone _____ Date _____

Print Name of Parent/Legal Guardian _____



**Girl Scouts of San Jacinto Council
Assumption of Risk, Release of Liability, and Indemnity Agreement**

Girl's or Adult's Name _____ Troop # _____

Rules and regulations: I (and/or, as applicable, my minor child) hereby agree to be bound and to abide by the rules, regulations, and policies of Girl Scouts of San Jacinto Council ("GSSJC"), as may be amended from time to time.

Contagious or infectious disease: I am aware of the highly contagious nature of illnesses that could be present in our community including coronavirus(es) (including, without limitation, COVID-19) and influenza, as well as the symptoms, illnesses, and effects these illnesses cause. I am also aware that by participating in any GSSJC activity, I, my minor child, my family, our household members, and those with whom we come into contact, could experience exposure to or infection by contagious or infectious diseases, as well as their serious effects, which include illness, injury, permanent disability, and death. I acknowledge that this risk may result from or be compounded by the acts or omissions of others, including GSSJC employees and volunteers. I understand that GSSJC cannot guarantee that I, my family members, my household members, or those people with whom we come into contact, will not become infected with a contagious or infectious disease as a result of participating in GSSJC activities or while on GSSJC premises (collectively, "Contagious or Infectious Disease Risks").

Equitation and farm animal activity: I understand that Camp Pryor, Misty Meadows Ranch, and other GSSJC properties from time to time provide equitation and farm animal activities. I knowingly, willingly, and voluntarily acknowledge the inherent risks associated with equitation and/or any farm animal activities and know that equitation and/or any farm animal activities are inherently dangerous, and that participation in any equitation and/or any farm animal activities involves risks and dangers including, without limitation: the potential for serious bodily injury (including, without limitation, broken bones, head or neck injuries), sickness and disease (including communicable diseases or allergic reactions), trauma, pain & suffering, permanent disability, paralysis and death; loss of or damage to personal property; accidents arising out of the unpredictable behavior of any farm animals (including, without limitation, any equines (such as a horse, pony, mule, donkey, or hinny), bovines, sheep, goats, pigs, hogs, raites (such as an ostrich, rhea, or emu), chicken and other fowl, and honeybees kept in a managed colony); exposure to extreme conditions and circumstances; accidents involving other participants, staff, volunteers, or spectators; contact or collision with other participants, farm animals, and/or natural or manmade objects; adverse weather conditions; facilities issues and premises conditions; failure of equipment; inadequate safety measures; participants of varying skill levels; situations beyond the immediate control of GSSJC staff and volunteers; and other undefined, not readily foreseeable and presently unknown risks and dangers.

I further understand, acknowledge, and agree to heed the following FARM ANIMALS WARNING(S):

WARNING

UNDER TEXAS LAW (CHAPTER 87, CIVIL PRACTICE AND REMEDIES CODE), A FARM ANIMAL PROFESSIONAL OR FARM OWNER OR LESSEE IS NOT LIABLE FOR AN INJURY TO OR THE DEATH OF A PARTICIPANT IN FARM ANIMAL ACTIVITIES, INCLUDING AN EMPLOYEE OR INDEPENDENT CONTRACTOR, RESULTING FROM THE INHERENT RISKS OF FARM ANIMAL ACTIVITIES.

WARNING

UNDER TEXAS LAW (CHAPTER 87, CIVIL PRACTICE AND REMEDIES CODE), A LIVESTOCK SHOW SPONSOR IS NOT LIABLE FOR AN INJURY TO OR THE DEATH OF A PARTICIPANT IN A LIVESTOCK SHOW RESULTING FROM THE INHERENT RISKS OF LIVESTOCK SHOW ACTIVITIES.

WARNING

ANY FARM ANIMAL ACTIVITY CAN BE DANGEROUS. PARTICIPATE AT YOUR OWN RISK. UNDER THE LAWS OF THE STATE OF TEXAS (TEX. CIV. PRAC. & REM. CODE CH. 87, ET. SEQ.), ALL PERSONS, INCLUDING A FARM ANIMAL ACTIVITY SPONSOR, FARM ANIMAL PROFESSIONAL, FARM OWNER OR LESSEE, LIVESTOCK PRODUCER, LIVESTOCK SHOW PARTICIPANT, OR LIVESTOCK SHOW SPONSOR, ARE NOT LIABLE FOR PROPERTY DAMAGE OR DAMAGES ARISING FROM THE PERSONAL INJURY OR DEATH OF A PARTICIPANT IN A FARM ANIMAL ACTIVITY OR LIVESTOCK SHOW IF THE PROPERTY DAMAGE, INJURY, OR DEATH RESULTS FROM THE DANGERS OR CONDITIONS THAT ARE AN INHERENT RISK OF A FARM ANIMAL, A FARM ANIMAL ACTIVITY, THE SHOWING OF AN ANIMAL ON A COMPETITIVE BASIS IN A LIVESTOCK SHOW, OR THE RAISING OR HANDLING OF LIVESTOCK ON A FARM, INCLUDING: (1) THE PROPENSITY OF A FARM ANIMAL OR LIVESTOCK ANIMAL TO BEHAVE IN WAYS THAT MAY RESULT IN PERSONAL



GIRL SCOUT MEDICAL INFORMATION
Girl Scouts of San Jacinto Council



THIS FORM MAY BE PHOTOCOPIED WHEN COMPLETED. PRINT CLEARLY, USE BLACK INK.

Girl's Name Troop/Group # Phone

Home Address City State ZIP

Date of Birth Date of last Health Exam

Girl's Physician/Clinic Phone

Parent/Legal Guardian Phone Cell Phone

HOSPITAL INSURANCE INFORMATION Attach photocopy of insurance card.

Name of Carrier Policy #

Insured's name Member ID#

Company name if insured through employer Phone:

Others who could be contacted to authorize treatments:

Name Day Evn Relationship

Name Day Evn Relationship

PART I

Allergies (Check those that apply. Specify cause and nature of reactions - e.g. penicillin causes hives.)

- Animals Hayfever Other: Plants Pollen Food Insect Sting Medicine/Drugs

In case of an allergic reaction, respond by

PART II

Health Conditions (Check those that apply.)

Chronic or reoccurring illness:

- Asthma Diabetes Seizures Other: Musculoskeletal Disorders Heart Disease/Defects Bleeding/Clotting Disorder Kidney Disease Hypertension Ear Infection

IN THE LAST YEAR: (ANSWER YES OR NO)

Complicating medical problems/operations? Serious injury/illness requiring medical care?

Explain:

SPECIFIC INSTRUCTIONS / ONGOING TREATMENTS:

PART III

Other Health Conditions (Check those that apply.)

- Sleep disturbances Hepatitis A / B / C Emotional disturbances Physical disabilities Orthodontic appliances Other specify Motion sickness Menstrual complications Hearing impairment Frequent headaches Eating disorders Constipation/diarrhea Sickle cell trait or disease Special dietary regiment Wears contact lenses/glasses Bedwetting ADHD / ADD Fainting Nosebleeds

Please explain. Indicate any information useful to the adult in charge in relation to any of the above health conditions.

Indicate any activity to be encouraged or restricted

Dietary Needs / Restrictions:

PART IV

Immunization/Disease History (Please complete or attach a copy of this child's Immunization Record)			
Immunization	Year Primary Series Completed	Year of Last Booster	Has had Disease
D.T.P.			
Diphtheria			
Pertussis (whooping cough)			
Tetanus			
Td (tetanus/diphtheria)			
Measles			
Mumps			
Rubella (German Measles)			
Chicken Pox			
Oral Polio			
Hib			
Hepatitis B			
Tuberculin Test Result (most recent)			
Other			

Listed are medication(s) my child will routinely take with the supervision of the Leader/First Aider. (Attach a list if necessary.)		
Medication:	Dosage:	How Often:

(indicate girl's name) will self-administer.		
<input type="checkbox"/> Epi-pen		
<input type="checkbox"/> Bronchial inhaler		
<input type="checkbox"/> Diabetic medication		
Please specify dosage and frequency:		

Over the Counter Medication(s):

She can have: _____

She **cannot** have: _____

Parent's/Legal Guardian's Authorization: This health history is correct so far as I know, and the person herein described has permission to engage in all planned trip activities except as noted by the examining physician or me.

TRANSPORTATION RELEASE: I authorize transportation for my child by emergency vehicle to an appropriate health care facility and pre-hospital medical care, all hospital and physician services, whether medical, surgical and/or dental, necessary for the benefit/safety/well-being of my child. It is my expressed intention to hold Girl Scouts of San Jacinto Council harmless for any and all injuries, death or damages arising from or in any way related to any such transportation.

CONSENT TO TREAT: I hereby give permission to the physician selected [by the trip coordinator] to order X-rays, routine tests and treatment for the health of my child, in the event I cannot be reached in an emergency. I hereby give permission to the physician selected by the first aider/trip coordinator to hospitalize, secure proper treatment for and to order injection and/or anesthesia and/or surgery for my child as named above.

The information disclosed on this form may be released to Volunteer/Staff responsible for this activity including, but not limited to troop/group leaders, drivers, medical personnel, etc.

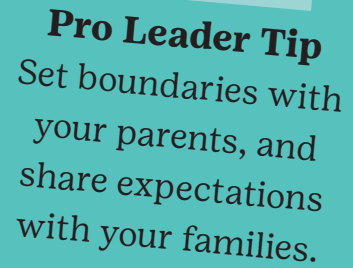
My signature confirms that the above information is correct to the best of my knowledge and that I am authorized to execute the information form and release.			
Signature of Parent / Legal Guardian	Full Name of Child	Relationship to Child	Date
_____	Day _____	Evn _____	Cell _____
Print Name of Parent/Legal Guardian			
_____	City	State	ZIP
_____	_____	_____	_____

SAMPLE FAMILY MEETING AGENDA

Below is a sample agenda you can follow for your meeting, but remember, this is your meeting! Structure it to fit your needs.

Welcome and Introductions

- **Welcome:** Greet everyone who attends, and ask them to sign in. Help girls introduce themselves to one another.
- **Girl activity:** Guide the girls to the activity you've planned for them so they can get settled in before the meeting starts.
- **Introductions:** Introduce yourself and any other present Girl Scout volunteers. Have participants introduce themselves and share if they have any Girl Scout experiences. If you do not have a second troop leader, explain to families the process of becoming a leader and two leaders are required for each troop. Explain that the troop leader's role is to work with girls, but that it is the girls' troop, because girls lead! The troop will do activities based on what the girls choose. Explain the Girl Scout mission and how we engage girls in discovering themselves, connecting with others and taking action to make the world a better place.



Pro Leader Tip
Set boundaries with your parents, and share expectations with your families.

Program Information

- **Girl-led:** Communicate that troops are girl-led, meaning the girls collectively decide, along with your guidance, what they'd like to do as a troop. As they get older, they'll take on more leadership roles, and will have more opportunities to explore new interests.
- **Program materials/uniforms:** Program Materials/Uniforms: Share the Girl Scout program materials such as the Journey books and Handbooks specific to your troops program level. Let families know the Handbooks will have information about Girl Scouts, as well as the badges and Journeys that will be the basis for their girl's leadership experiences.

Registration and Forms

- **Registration:** Each girl must be registered to participate. Parents and guardians must also register and complete the approval process (background check) if they plan to help with the troop on a regular basis.
- **Collect forms:** Collect forms, health history forms, permission slips, etc. that you need from families.

Parent/Guardian Expectations

- Even with troop leadership in place, parents and guardians should still play a role and are important for the success of a troop.
- Prior to the Family Meeting, review the Family Involvement section of this guide outlining ways families can support the troop and leadership team. Ask for help transporting or chaperoning girls on trips, bringing snacks, sharing special talents or attending troop meetings. A super way to support the troop is to become the troop cookie manager or troop fall product manager. Training is required for this role. Remind parents and guardians that any adult that has regular contact with girls (including friends and family role), handles money or chaperones trips must be a registered member and complete a background check. Consult Volunteer Essentials or email customerservice@sjs.org if you have any questions about who should be registered.



Troop Finances

- **Troop dues:** Determine whether you wish to collect troop dues from each family. A recommendation is about .50 cents to \$2 per meeting. Explain that the membership dues are for the national membership in GSUSA that provides liability insurance during Girl Scout activities and developing resources such as VTK. Troop dues are what assist the troop to buy project supplies, cover meeting expenses and any additional badges earned. However, in the first year, there may be some out-of-pocket expenses such as field trips and uniforms/books.
- **Fall Product and Cookie Programs:** The Fall Product and Cookie Programs are designed to help girls learn about financial literacy and a couple of other soft skills. They are also an opportunity for troops to earn proceeds to fund their Girl Scout experience.

Communication and Meeting Dates

- **Meeting times and location:** Meeting days, times and locations are determined by the troop leader who works with girls' families to find a good time that works for everyone. There is no set requirement as to when or how frequently troops meet. In most cases, troops meet twice a month for 60- 90 minutes.
 - **Troop communication:** Talk about how you plan to keep in touch with families about upcoming troop activities, dates, and reminders. Ask the adults to review the phone/email list to ensure their information is correct. Decide on a method of communication that will work best for parents (email, phone, text, etc.) GSSJC provides e-communication guidelines in the event you choose to use a social platform. E-Communication Guidelines – <https://bit.ly/3PGQVJn>



Closing

Thank parents and guardians for coming. Ask if there are any questions.

Hooray, you did it!

FAMILY INVOLVEMENT

As a troop leader, you'll be developing meaningful relationships with the girls in your troop. Parents and guardians can also provide assistance and experience to your troop and help make meetings and events run more smoothly. Here are some tips on fostering relationships with your girls' families:



- Let them know that families and troop leaders need to work together to support the troop. Here are some benefits of parent/guardian involvement that you can share with families:
 - Parents and guardians know their children better than anyone else. They can provide insight and help when it comes to planning and problem solving.
 - Involving caregivers can help keep girls interested in the troop and troop activities.
 - Involved caregivers become closer to their girls, develop an extended social network and are actively contributing to the community.
- Ask for help in transporting girls on trips, bringing snacks, sharing special talents with the troop or by attending troop meetings. Make a check list of tasks you'd like assistance with and have a sign-up sheet to ensure parent/guardian participation. Some volunteer activities may require additional paperwork or required training.
- Communicate often with parents and guardians (through email or printed updates). Talk to parents as they pick up and drop off their girls. The Volunteer Toolkit has emails to families that coordinate with each meeting plan. Let families know how and when they can communicate with you.

If parents or guardians will be working directly with girls, they'll need to become a registered volunteer and complete a background check. There are many ways families can participate in a girl's Girl Scouting experience:

TROOP VOLUNTEER POSITIONS:

- **Troop leaders** – completion of 591 Volunteer Basics training and 591 Youth Protection Training Level 1 required within 30 days.
- **Troop cookie manager** – Troop Cookie Manager training required, completion of 591 Volunteer Basics training and 591 Youth Protection Training Level 1 suggested.
- **Troop fall product manager** – Troop Fall Product Manager training required, completion of 591 Volunteer Basics training and 591 Youth Protection Training Level 1.
- **First aider**– completion of a First Aid-CPR-AED training as described in Volunteer Essentials. Course must require an in-person, hands-on demonstration of life saving skills from a currently certified provider
- and participant must have appropriate proof of completion. Completion of 591 Volunteer Basics training and 591 Youth Protection Training Level 1 required
- **Friends and family** – 591 Volunteer Basics and 591 Youth Protection Training Level 1
- **Travel and overnight troop activities** – 591 Volunteer Basics and 591 Youth Protection Training Level 1 and Level 2, 591 Camping and Overnight Basics in gsLearn. Additional in-person training, Volunteer Camper Certification is required to use fire circles and grills for outdoor cooking and campfire activities.
- **Troop treasurer** – completion of 591 Volunteer Basics training and 591 Youth Protection Training Level 1.

Volunteer roles listed above require role selection, membership, screening, and completion of training. You can find more information regarding what sort of commitment comes with each of these roles at [gssjc.org](https://www.gssjc.org) under Volunteer Hub, Ways to Volunteers. <https://www.gssjc.org/en/get-involved/become-a-volunteer.html>

MANAGING GIRL BEHAVIOR + TROOP

It is not uncommon for girls or troops to have disagreements or a behavior issue from time to time. The best way to address these topics is to be proactive right from the start! When you take a little bit of time at the beginning of the year to set the tone and expectations for all leaders, girls and families in your troop, your year will run that much more smoothly. And, when an issue does arise, everyone will be on the same page with how to correct the situation.

Pro Leader Tip
The first year is
the hardest.
It becomes easier
each year.

Create a troop agreement

A troop agreement is when the leaders and girls work together to come up with an agreed-upon set of rules for troop meetings and outings. Use the Girl Scout Promise and Law to help start the conversation! You should do a new troop agreement at the beginning of each year.

At your first or second troop meeting, have the girls as a group create a troop agreement. Share with the girls that a troop agreement is a document, created together by the troop, with guidelines for behavior that every troop member agrees to follow. A troop agreement helps to make sure everyone can feel safe and have fun at Girl Scouts.

Review the Promise & Law and ask the girls what words or phrases they like in the Promise & Law? How does it feel to be friendly? Helpful? Considerate? Etc. How does it feel when someone is friendly to you? When someone helps you? When someone is considerate towards you?

Ask the girls to give examples on how they should behave at troop meetings. Share with the girls the rule “Treat others as they would like to be treated.” Ask the girls what they think that means. How should you treat others at troop meetings? Brainstorm ideas for your troop agreement. Topics could be related to your meeting space, materials, how to treat others, arriving/leaving, etc. Each girl should have a chance to share.

As a troop, choose at least five items for your final troop agreement. Examples include:

- Live by the Girl Scout Law
- Work together
- Be a friend, not a bully
- Support one another
- Treat adults and guests with respect
- Leave the space cleaner than you found it
- Be a good listener; don't interrupt

Create a troop agreement poster for display at troop meetings. Use poster board, pencils and markers to complete your troop agreement poster. Girls can work as a group or take turns, writing each agreement on the poster.

Once the poster is completed, review the consequences for breaking the agreement, such as reviewing the Girl Scout Law, apologizing, contact the girl's family about the behavior, Have each girl sign her name on the troop agreement poster. Display the poster at each troop meeting, to remind girls of the agreement they created together.

Share the troop agreement with families so they are aware of behavior expectations of troop members.

*A new troop agreement can be created each year, as a way to incorporate new members and allow for growth and development.

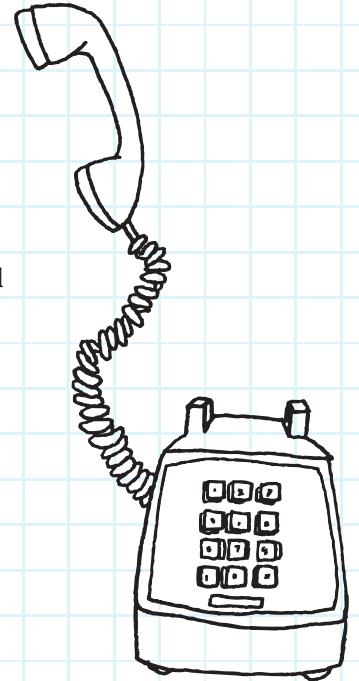
COMMUNICATIONS

As a troop leader, it will be your responsibility to build and maintain strong lines of communication with your families. And never fear, Girl Scouts of San Jacinto Council is here to help! We have resources to help you do this, and we're just a phone call away if you want more support. Here are a few notes to get you started.

There are many ways that you can communicate with your families. Many leaders utilize email and closed, private groups on Facebook. Some leaders even create a troop email account that can be used for communication to families. Find our E-Communications Guidelines in the forms section online. The Volunteer Toolkit has email templates built in to support each meeting plan and make communication with families easy.

It is important to remember that some people are not online frequently or at all and prefer a phone call or a text message reminder. Discuss the most convenient methods of communication for you at your family meeting and take into consideration what works for your families.

Of course, you do not want to overwhelm your families with too much information. But do remember that transparency is important in building community with families so they feel more included in your troop. Your families probably do not need to know every single detail of what happened during your troop meeting (like which girls chose apples instead of bananas), but they will want to know about the bigger things that happened during the meeting like how your troop will be participating in the Cookie Program or if their girl fell and scraped her knee. Miscommunication or lack of communication can lead to confusion or conflict. If you have questions or concerns about your troop, remember that your troop mentor or Community leadership team are there to help you figure it out!



MANAGING CONFLICT

You may encounter a time when you need to have an uncomfortable conversation with a family or another volunteer. First, it is important to remember your role as a Girl Scout. You should be honest and fair, considerate and caring, responsible for what you say and do and show respect to yourself and others. When you need to facilitate this conversation, approach it from an objective place. Many times, conflict stems from miscommunication. Try not to place blame or judge the person you are speaking with. Finally, demonstrate active listening. This does not necessarily mean that you need to parrot everything that you hear back to the person, but it does mean responding to the other person in a way that shows that you are present and listening to what they are saying.

SAFETY FIRST!



Safety

Steps

Zoe is a leader for a Girl Scout Brownie troop that meets every other week at her daughter's elementary school. At this troop meeting, the girls were working on their Fair Play badge. While the girls were untangling themselves from a human knot, Zoe heard a shout from one of the girls in the troop, Lynn timer. Zoe ran closer to see what happened and Lynn timer had tripped while moving and landed on her arm. While Lynn timer is starting to cry, Zoe is thinking about what to do.

What should she do next?

First, take a breathe and remain calm!

1. Tend to the girl. Provide any necessary or immediate first aid.
2. If needed, call 911.
3. Call the girl's parents/guardians to inform them of what happened.
4. Record: date, time, place, accident and all events following the accident/incident for your records.
5. If 911 was called, contact the Girl Scout Center at 713-292-0300 or 1-800-392-4340. After hours, leave a detailed message with date, time, place, accident/incident details including your contact information.

The safety and well-being of girl and adult members is our highest priority. As a troop leader, it's imperative to know and understand the safety policies and procedures in place, where to look or whom to ask for more information when necessary. Listed below are some of the main resources where safety policies are listed. Safety and policies can feel scary and overwhelming, so know that if you take some time now to review them, you'll feel more confident as you participate in Girl Scouts. And we've got your back! If you have questions or concerns about safety or responsibilities, give us a call.

Volunteer Essentials: Volunteer Essentials provides all the information you need to be a successful Girl Scout volunteer (and we mean ALL – its quite a lengthy document, so we encourage you to skim through and become familiar with the different sections.) This guide is filled with information about Girl Scouting such as traditions, responsibilities and awards. You will also find information specific to volunteering with Girl Scouts of San Jacinto Council, such as tools, resources and policies. This document is separated into chapters online at www.gssjc.org.

Safety Activity Checkpoints: These include activity-specific safety guidelines including camping, land sports, water sports, Cookie Program, etc.

For the most accurate and complete information about GSSJC policies and procedures, refer to Volunteer Essentials, available at <https://www.gssjc.org/content/dam/gssjc-redesign/documents/forms/VolunteerEssentials.pdf> or <https://www.gssjc.org/content/dam/gssjc-redesign/documents/forms/other/F-433PoliciesProcedures.pdf>

HOW MANY VOLUNTEERS DO YOU NEED?



Whatever the activity, from camping to cookies sales, volunteer supervision is required regardless of the grade level of the girls. The table below has been developed to 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 volunteer-to-girl supervision ratios were devised to ensure the safety and health of all girls taking part in the activity. 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 it extremely helpful.

Pro Leader Tip
 Never feel bad asking for help. Delegate tasks, and meet with your co-leader regularly.

	Group Meetings		Events, Travel and Camping	
	Two unrelated volunteers (at least one of whom is female) for every:	Additional volunteer to each additional # of girls:	Two unrelated volunteers (at least one of whom is female) for every:	Additional volunteers to each additional # of girls:
Daisies	12	1-6	6	1-4
Brownies	20	1-8	12	1-6
Juniors	25	1-10	16	1-8
Cadettes	25	1-12	20	1-10
Seniors	30	1-15	24	1-12
Ambassadors	30	1-15	24	1-12

Here are some examples on utilizing the chart: If you're meeting with 17 Daisies, you'll need three volunteers, at least two of whom are unrelated (in other words, you and someone who is not your sister, spouse, parent or child), and at least one of whom is female. This is determined as follows: for up to 12 Daisies you need two volunteers and one more adult for up to six additional girls. Since you have 17 girls, you need three volunteers (2+1). If, however, you have 17 Cadettes attending a group meeting you need only two unrelated volunteers, at least one of whom is female, since the chart shows that two volunteers can manage up to 25 Cadettes.

In addition to the adult-to-girl ratios, please remember that adult volunteers must be at least 18 years old, currently registered, have a current criminal background check with GSSJC, and successfully completed 591 Volunteer Basics and 591 Youth Protection Training Level 1.

KNOWING YOUR RESPONSIBILITIES



Before getting started as a troop leader, it is important to review and understand what you will be responsible for. These responsibilities will help guide your experience and ensure that you know what you are held accountable for. No need to feel stressed out when reading through; many of these responsibilities are things you probably assumed already!

- Accepting the Girl Scout Promise and Law.
- Supporting GSSJC's Diversity, Equity, Inclusion and Belonging (DEIB) Statement.
- Understanding the three keys to leadership that are the basis of the Girl Scout Leadership Experience: discover, connect and take action.
- Sharing your knowledge, experience and skills with a positive and flexible approach.
- Working in a partnership with girls so that their activities are girl-led, allow them to learn by doing and allow for cooperative (group) learning; you'll also partner with other volunteers and council staff for support and guidance.
- Organizing fun, interactive, girl-led activities that address relevant issues and match girls' interests and needs.
- Facilitating a safe experience for every girl.
- Providing guidance and information regarding Girl Scout group meetings with girls' parents or guardians on a regular and ongoing basis through a variety of tools, including email, phone calls, newsletters, blogs, other forms of social media and any other method you choose.
- Processing and completing membership registration and other paperwork, such as permission slips.
- Communicating effectively and delivering clear, organized and vibrant presentations or information to an individual or the group.
- Overseeing with honesty, integrity and careful record-keeping the funds that girls raise.
- Maintaining a close connection to your Community.
- Support and participating in council initiatives such as Product Sales, Early Bird Renewal, Friendship Week.

Please take the time to carefully review Volunteer Essentials Safety in Girl Scouts to know your responsibilities in regards to safety concerns.



INCLUSIVITY



Girl Scouts of San Jacinto Council embraces girls of all abilities, backgrounds and heritage, with a specific and positive philosophy of inclusion that benefits everyone. Each girl – without regard to socioeconomic status, race, physical or cognitive ability, ethnicity, primary language or religion – is an equal and valued member of the group, and groups reflect the diversity of the community.

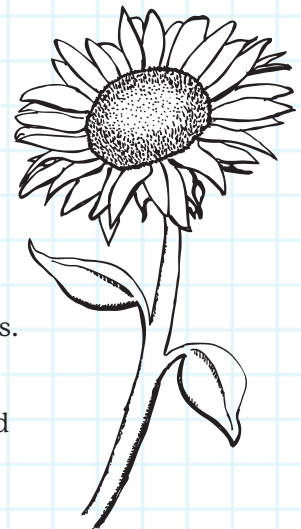
Inclusion is an approach and an attitude rather than a set of guidelines. Inclusion is about belonging, about all girls being offered the same opportunities, about respect and dignity and about honoring the uniqueness of and differences among us all.

You're accepting and inclusive when you:

- Welcome every girl and focus on building community.
- Emphasize cooperation instead of competition.
- Provide a safe and socially comfortable environment for girls.
- Honor the intrinsic value of each person's life.
- Teach respect for, understanding of and dignity toward all girls and their families.
- Actively reach out to girls and families who are traditionally excluded or marginalized.
- Foster a sense of belonging to community as a respected and valued peer.

Diversity, Equity, Inclusion, and Belonging (DEIB) Statement

Girl Scouts of San Jacinto Council fosters belonging and respect for *all* girls. We empower *all* girls, volunteers and staff to fulfill their potential and make the world a better place. Our Girl Scout Promise drives us to provide diverse, equitable and inclusive experiences where *all* girls, volunteers and staff are confident they belong. We stand firm in these commitments and united by these ideals.



TROOP FINANCE



Troop finance should not be an intimidating part of your troop leading experience. To ensure that finances are managed appropriately, troops must open a bank account. There should be two registered, unrelated adult volunteers in charge of the bank account. One should be the keeper of the checkbook and debit card; the other should receive the troop's bank statements and review monthly. For more information about opening the troop bank account, please review the Finance Basics video of the Volunteer Basics series and handout at www.gssjc.org.



Girls should be included in making decisions about how their troop's money is spent; this is key when managing troop finance. Money-earning is an opportunity for girls to gain business and financial literacy skills that are appropriate to their grade-level. Troop finance also provides the opportunity for girls to understand that they must do their part to help the troop earn money to accomplish the things they want to do.

How is money earned

Girl Scout troops should be self-sustaining through the participation in the Fall Product and Cookie Program. Troop dues may be collected to help a new troop accumulate money in their bank account. Girl Scout Daisies and Brownies are only allowed to participate in Council-sponsored money-earning programs, whereas Girl Scout Juniors through Ambassadors can earn money in alternative ways. Please review Girl Scouts of San Jacinto Council's guidelines before moving forward with any money earning or fundraising activity.

Troop dues are a small amount of money girls bring to each meeting or to kick off the year. Suggested amount is .50 cents to \$2 per meeting.

Principles that are important to Girl Scouts of San Jacinto Council in regard to troop finance:

- Girl Scouts is a nonprofit organization.
- Girl Scouting should be affordable.
- Troops are exempt from paying state sales tax in Texas on purchases used solely for Girl Scout activities. (See Certificate of Exemption form).
- Money donated to or earned by a troop becomes that troop's property and does not belong to individual girls, volunteers or parents/guardians. Funds used should equally benefit all members of the troop and not individuals.
- Additional guidelines are provided for donations in Troop Finances chapter of Volunteer Essentials.

We know that it can be intimidating to keep track of everything that goes in and out of the troop bank account. Check out our Troop Annual Financial Report F-31 on gssjc.org to make tracking troop expenses and income easier!

At the end of the Girl Scout year, you'll need to submit your troop annual financial report, which includes info about your troop's income and expenses. GSUSA and the Internal Revenue Service requires these documents, and they help to protect the interest of your troop and you as a volunteer. It's a pretty simple process, and we'll reach out to you later with more information.



WHERE TO FIND THINGS ON OUR WEBSITE

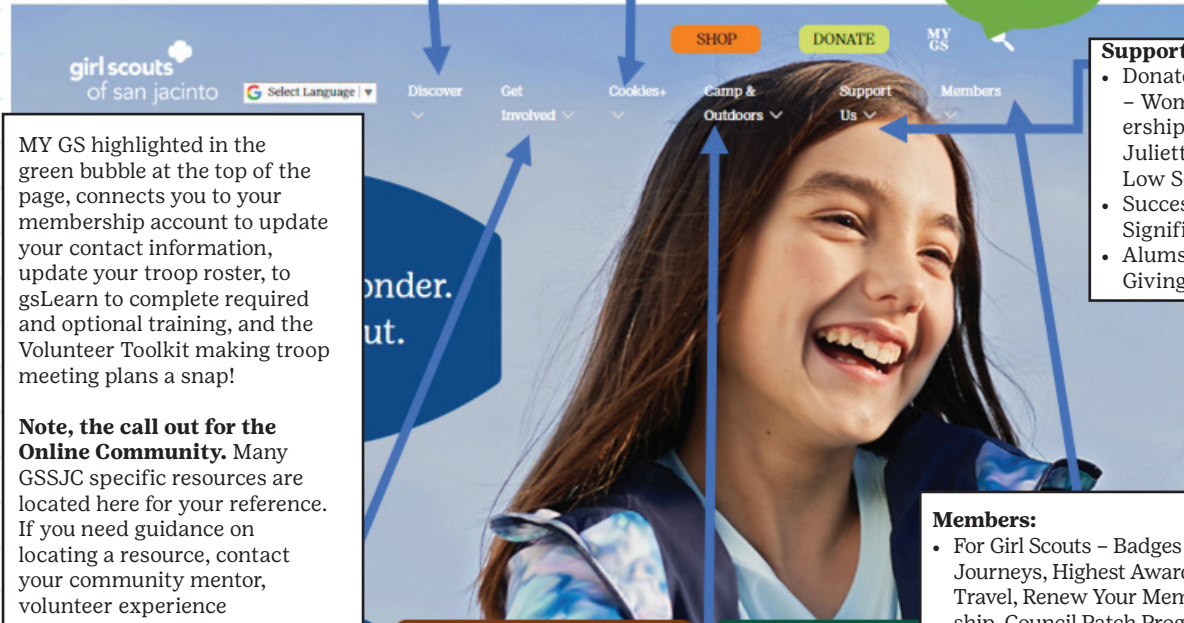


Selecting Discover provides links to:

- About Us – What Girls Do and The Family Experience
- Our Council – Council Leadership, Girl Scout Outreach, DEIB, Goodykoontz Museum of Girl Scout History, Shop GSSJC
- Activities – Event Search and Event Calendar
- Connect With Us – Contact Us, Visit Us, Publications, Newsroom

Selecting Cookies links to:

- For Cookie Customers – Find Cookies, Available Cookie Flavors, Where Cookie Proceeds Go
- For Cookie Sellers
- For Cookie Volunteers
- Fall Product Sales



MY GS highlighted in the green bubble at the top of the page, connects you to your membership account to update your contact information, update your troop roster, to gsLearn to complete required and optional training, and the Volunteer Toolkit making troop meeting plans a snap!

Note, the call out for the Online Community. Many GSSJC specific resources are located here for your reference. If you need guidance on locating a resource, contact your community mentor, volunteer experience manager, or email us at customerservice@sjgs.org.

Support Us:

- Donate Locally – Women's Leadership Network, Juliette Gordon Low Society
- Success to Significance
- Alums – Planned Giving

Members:

- For Girl Scouts – Badges and Journeys, Highest Awards, Travel, Renew Your Membership, Council Patch Program
- or Volunteers – Volunteer Hub, Troop Year Planner, Online Community, Volunteer Recognition
- For Parents & Families – Financial Assistance, Forms and Documents, Frequently Asked Questions
 - Forms and documents include the required health information and permission slips for troop meetings and field trips

New friendships. Exciting adventures. Making a difference. Start your Girl Scout experience.

JOIN US

Help Girl Scouts dream big, explore new interests, and spark their imaginations.

GET STARTED

You make our community when you support Girl Scouts.

DONATE

Selecting Get Involved directs to:

- Become a Girl Scout – Join a Troop, Information Sessions, Special Interest Groups, Lifetime Membership
- Become a Volunteer – Start a Troop
- Work With Us

Selecting Camp & Outdoors offers:

- Girl Scouts and Outdoors
- Camping Experiences – Camp Properties
- Summer Camp – Overnight Camp, Day Camp, Camperships

Log into the Online Community for the access to subject specific resources by troop program level leader resources, Fall Product, Cookie Program, song files with lyrics and tune, reserve a meeting space in a GSSJC resource center and so much more.

KEY RESOURCES ON OUR WEBSITE



Learn more about these important pieces on our website!

Forms + Documents

Located under Members, the Forms and Documents.

<https://www.gssjc.org/en/members/for-parents-and-families/FormsandDocuments.html>

Activity Planning and Approval Forms:

Need a permission slip? Getting ready to plan a day, overnight or extended trip? Check out the activity planning and approval forms, including the:

- F-204 Girl Scout Permission Slip
- F-204M Girl Scout Permission Slip (Multi-Use)



Certificate of Insurance Request:

Certain locations, such as schools or libraries, ask to see proof of insurance in the form of a Certificate of Insurance (COI) when reserving a space. Contact your Volunteer Experience Manager for assistance with this request.

Financial Aid Forms:

Girl Scouting is open to all girls and adults regardless of their financial situations. To encourage participation, GSSJC makes funds available to help girls and adults who need financial assistance. Information on how to request financial aid for Council events, camp, uniforms, or books can be found on our website.

- F-132 Financial Assistance Guidelines

Online request for assistance is available at Members, Financial Assistance.

<https://www.gssjc.org/en/members/for-parents-and-families/financial-assistance.html>

Health and Safety Forms:

Part of keeping girls safe at all troop meetings and outings means having the right paperwork completed. Check out our health and safety forms page for permission forms, health history forms, medication forms and more.

- F-185 Girl Scout Medical Information

Safety Activity Checkpoints:

Make sure everyone stays safe on your next troop outing or activity! Be sure to review these Safety Activity Checkpoints for activities including water and land sports, camping, and more.

Council Sponsored Events:

<https://www.gssjc.org/en/discover/activities/events.html>

There is always a new or unique experience waiting for you at Girl Scouts! Check out our activities page for the most up-to-date listing of Council-sponsored events and trainings.

KEY ONLINE RESOURCES



Troop Year Planner

Your girls and families are pretty excited to know what the girls will experience in their first year of Girl Scouts. The Troop Year Planner page offers a brief overview of a Year 1 troop meeting plans, tips and advice by troop program level, and other helpful information. Topics include, first troop meeting success, service project tips, and even troop leader self care.

There are helpful troop year plans to guide you through each meeting. These tools are organized at <https://www.gssjc.org/en/for-volunteers/troop-year-planner.html> Selecting one of the program levels on page directs to a Girl Scouts of the USA page with even more helpful advice. There are Year 1 meeting plans with the best suggestions of badges to work on and where to find the step by step meeting guide for the badge in the Volunteer Toolkit.

Are you ready to plan your troop year? The age-appropriate troop year plans are the best tool for first year troop leaders to get started with Girl Scouts without getting overwhelmed. The entire year is mapped out—just follow along to help your Girl Scouts complete badge activities, improve their communities, and explore the world around them. The great news is there is also Year 2 meeting plans





Volunteer Toolkit (VTK)

The Volunteer Toolkit is a digital planning tool that gives you resources and program content to get your troop year started—and keep it going smoothly! Fully customizable, the Volunteer Toolkit is digitally responsive so you can plan and prepare practically anywhere.

Girls have more fun when they can shape their own experience, do hands-on activities and work together as teams. With the Volunteer Toolkit, girls and leaders can explore meeting topics and program activities together and follow the fun as they plan their Girl Scout year.

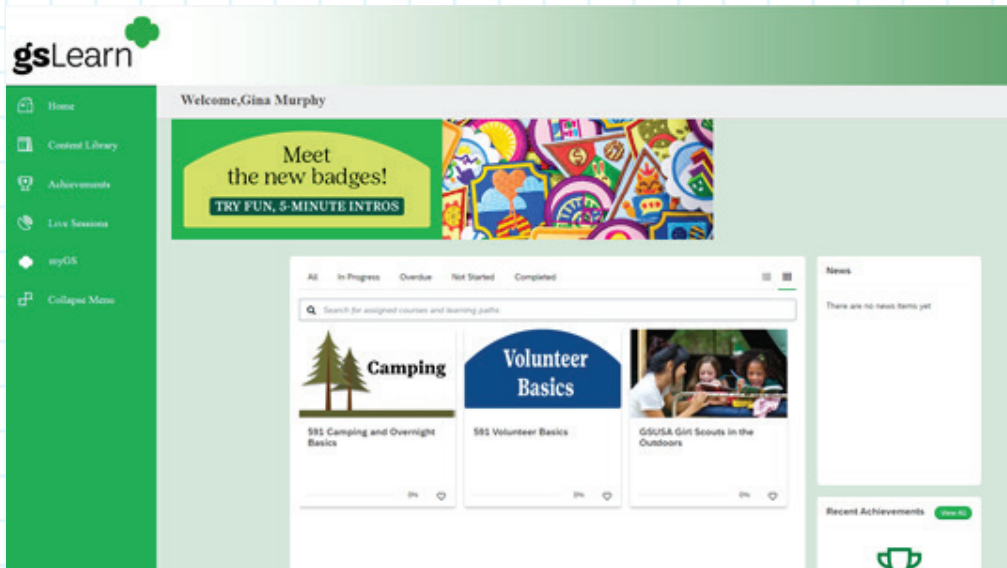
The VTK includes five tabs that make managing your troop easier:

- **My Troop tab:** Manage troop contacts, track awards and badges, track attendance and communicate with caregivers/parents. A troop leader can add a member to her troop by using the troop tab within her MYGS account.
- **Explore tab:** allows you to review many options for meeting plans and pre-set tracks prior to selecting for your troop year.
- **Year Plan tab:** Allows access to full year plans, including pre-planned Girl Scout badge years and multiple Girl Scout Journeys. These pre-populated plans provide everything you need to get started. At the beginning of each year, you'll spend the first two meetings deciding with the girls what they'd like to do. You'll also set your meeting calendar to include locations, dates and times. New content can be added throughout the year.
- **Meeting Plan tab:** Customize activities, delete ones that your girls don't want to do and replace them with new ones.
- **Resources tab:** This tab provides easy access to Safety Activity Checkpoints and other helpful resources. From here you can add meeting aids to specific meetings in your year plan
- **Finance tab:** Share financial information with parents and submit financial information to the Council. This tab provides a transparent way to share troop finance information with troop parents

How to get started with the Volunteer Toolkit (VTK)

- In a web browser, visit www.gssjc.org. (Chrome is recommended.)
- If you are an approved troop leader and have registered or renewed your membership, click on MyGS in the navigation bar.
- Follow the login instructions, and you will be taken to a landing page where you can access the Volunteer Toolkit.
- The VTK integrates with our Council website, allowing you to seamlessly go back and forth between the two.
- Volunteer Toolkit includes single program level and K-5 multi-level troop year plan options.
- Start exploring. You can find helpful ideas, videos and meeting aids in the resources tab in VTK.

GET STARTED WITH GSLEARN



- In a web browser, visit www.gssjc.org. (Chrome is recommended.)
- If you are a registered member, click on MyGS in the navigation bar.
- Follow the login instructions, and you will be taken to a landing page where you can access gsLearn on the left hand rail of the page.
- 591 Volunteer Basics and 591 Youth Protection Training Level 1, required completion for every troop leader, is located here for your access 24/7. 591 Camping and Overnight Basics, completion required before having a sleepover, overnight trip, or camping trip is also available.
- Start exploring. You can find overviews of many badges, hints on how to complete badges, program level resources, and other training content helpful to your Girl Scout volunteer roles.
- You can return to your MyGS account and from there return to your Volunteer Toolkit and meeting plans.

BEYOND TROOP MEETINGS



When you're ready to take an adventure beyond a troop meeting, we have training and guidance for travel and camping ready for you. You've already learned working with a group of girls at a troop meeting requires planning and preparation. Field trips, camping and travel, and camping with your troop do too!

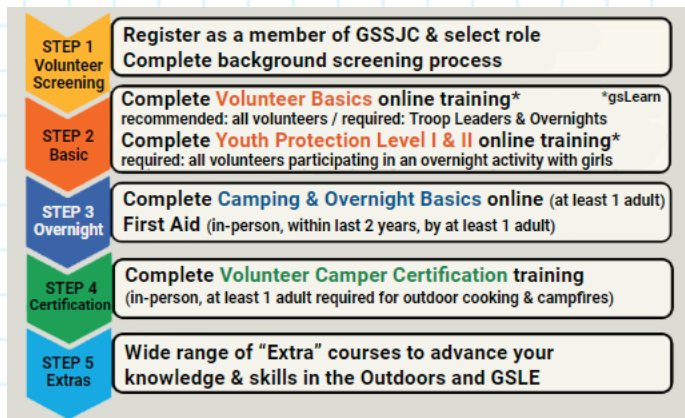
When you and the girls are ready, we have a training plan and progression for you. Locally, your community will offer New Leader Café #6 -Adventure Beyond The Meeting and offer great tips on local field trips and a few forms for this type of troop activity.

For a day only, local field trip beyond the troop meeting, the troop needs the required ratio of registered, screened, and trained volunteers. Required training is 591 Volunteer Basics and 591 Youth Protection Training Level 1. One of those adults must be certified in first aid, cardiopulmonary resuscitation (CPR), and use of an automated external defibrillator (AED) or have a current license as a physician, physician's assistant, nurse practitioner, registered nurse, paramedic, military medic, or EMT. Troop will need to complete required forms outlined in each training.

For an overnight Girl Scout activity, indoor or outdoor, the troop volunteers accompanying the troop must complete the training mentioned above and the addition of 591 Youth Protection Training Level 2. At least one of the volunteers must complete 591 Camping and Overnight Basics. One of those adults must be certified in first aid, cardiopulmonary resuscitation (CPR), and use of an automated external defibrillator (AED) or have a current license as a physician, physician's assistant, nurse practitioner, registered nurse, paramedic, military medic, or EMT. 591 Camping and Overnight Basics has prerequisites and completion of the course is required to secure a council camp reservation. Troop will need to complete required forms outlined in each training.

For an overnight trip and/or to use fire building skills, the troop volunteers accompanying the troop must complete the training mentioned above and the addition of 591 Youth Protection Training Level 2. At least one of the volunteers accompanying the troop must complete Volunteer Camper Certification. 591 Camping and Overnight Basics is a prerequisite for this course. One of the adults accompanying the troop must be certified in first aid, cardiopulmonary resuscitation (CPR), and use of an automated external defibrillator (AED) or have a current license as a physician, physician's assistant, nurse practitioner, registered nurse, paramedic, military medic, or EMT. Completion of Volunteer Camper Certification is required for use of fire building skills or camping on or off GSSJC Council property. Troop will need to complete required forms outlined in each training.

Adult Progression to Camp Certification





Outdoor Progression

Progression allows girls to learn the skills they need to become competent in the outdoors, including how to plan and organize outdoor activities. Acknowledge a girl's mastery of an outdoor skill and invite her to challenge herself further by taking that next step up and out! Outdoor fun can be endless when girls lead.

Look Out
Share past experiences in the outdoors.
Talk about favorite outdoor places and why they're special.
Wonder what else can be seen in the outdoors.

Meet Out
Step outside to look, listen, feel, and smell.
Share what was observed.
Learn more about what was discovered.

Move Out
Plan and take a short walk outside.
Discuss being prepared for the weather.
Do activities to explore nature.
Plan and carry out an indoor sleepover.

Explore Out
Plan and take a short and easy hike.
Discuss what to take in a day pack.
Dress for the weather.
Plan a healthy snack or lunch.
Learn how to stay safe in the outdoors.

Cook Out
Plan and cook a simple meal outdoors.
Make a list of gear and food supplies needed.
Learn and practice skills needed to cook a meal.
Review outdoor cooking safety.
Practice hand and dish sanitation.
Create a Kaper Chart for the cookout.

Sleep Out
Plan and carry out an overnight in a cabin/backyard.
Discuss what to pack for the sleep out.
Learn to use and care for camping gear.
Learn and practice new outdoor skills.
Plan a menu with a new cooking skill.
Discuss campsite organization.
Plan time for fun activities.

Camp Out
Plan and take a 1- to 2-night camping trip.
Take more responsibility for planning.
Learn and practice a new outdoor skill.
Learn a new outdoor cooking skill.
Plan a food budget, then buy and pack food.
Practice campsite set up.
Plan an agenda that includes fun activities.
Explore/protect the surrounding environment.

Adventure Out
Plan and take an outdoor trip for several days.
Learn and practice a new outdoor skill.
Learn a new outdoor cooking skill.
Develop first-aid skills and use safety check points.
Budget, schedule, and make arrangements.
Participate in an environmental service project.
Teach and inspire others about the outdoors.
Imagine new experiences to be had outdoors.
Practice all Leave No Trace principles.

LEAVE NO TRACE PRINCIPLES:

- Plan Ahead & Prepare
- Leave What You Find
- Respect Wildlife
- Minimize Campfire Impacts
- Travel & Camp on Durable Surfaces
- Dispose of Waste Properly
- Be Considerate of Other Visitors

GLOSSARY



Ambassador	A Girl Scout in 11 th or 12 th grade.
Badges	Girls earn badges in a variety of skill areas to help them grow into well-rounded adults. Badges are official awards worn on the front of the sash or vest.
Bridging	Girls graduate from one program level to another (Daisy to Brownie, Brownie to Junior, etc.) in a bridging ceremony. When girls complete the steps outlined in their program level Handbook, they earn a rainbow bridging award.
Brownie	A Girl Scout in 2 nd or 3 rd grade.
Buddy system	Girl Scouts always use this safety practice of pairing by two's. This system is often useful on field trips and outings.
Cadette	A Girl Scout in 6 th through 8 th grades.
Camping and Overnight Basics (COB)	First training in adult travel and outdoor progression, required completion for any troop/group overnight experience, on or off Council property, including back yard campout, lock-ins, etc. 591 Camping and Overnight Basics is available 24/7 in gsLearn through your MYGS account.
Community	Geographic unit of troops/groups within a Region led by experienced volunteers who support leaders and troops.
Community Leadership Team	A team of experienced volunteers who manage the local Community.
Court of Awards	A ceremony to present badges and earned recognitions at any grade level typically held at the end of the school year.
Daisy	A Girl Scout in Kindergarten or 1 st grade. Also the nickname of Juliette Gordon Low.
Daisy Girl Scout Handbook	A guidebook for Girl Scout Daisies including everything a Daisy needs to know about being a Girl Scout and how to earn the Daisy Promise Center and the petals. Also included is 16-page Volunteer Guide.



**Early Bird
Renewal**

Early Bird is the time when Girl Scout members can renew their membership for the upcoming membership year. Knowing who is returning to Girl Scouts helps girls and volunteers plan activities, training, and troop support. early to earn incentives. Early Bird registration opens on in the spring of each year.

**Friendship
Circle**

Girl Scouts, both girls and adults, stand in a circle holding hands, right arm over left arm, which stands for the unbroken chain of friendship with Girl Scouts and Girl Guides around the world.

**Friendship
Squeeze**

Within a friendship circle, one person gently squeezes the hand of the next person, and the squeeze is silently passed around the circle.

Fly Up

When Brownies bridge to Juniors, it's called flying up. This is how they earn their Brownie wings. Girls who fly up from Brownies can wear their wings on their vest/sash at every future program grade level.



Girl-led

An idea that girls of every grade level take an active role in determining what, where, when, why and how they'll structure activities. Adults provide guidance, ensuring that planning, organization and set-up are age-appropriate. Evaluation of all activities is done jointly with girls and is integral to a high-quality Girl Scout experience.

**Girl Scout
Brownie
Handbook**

Follow the Brownie Elf and learn about the history of Girl Scouts, special ceremonies, badges, Journeys, and awards.

**Girl Scout
Junior
Handbook**

A guidebook for your adventures include going on National Leadership Journeys, earning badges, running your own cookie business and learning about the traditions that have brought Girl Scouts together for over a century.

**Girl Scout
Handshake**

Formal way of greeting other Girl Scouts by shaking with the left hand, while giving the Girl Scout sign with the right hand.

**Girl Scout
Leadership
Experience
(GSLE)**

The Girl Scout program. The GSLE includes three keys to leadership: girls discover themselves and others; connect with others; and take action to make the world a better place. Activities are girl-led, which gives girls the opportunity to learn by doing in a cooperative learning environment.

Girl Scout Sign

Official Girl Scout greeting. The right hand is raised shoulder high with the three middle fingers extended and the thumb crossing over the palm to hold down the little finger.

**Girl Scout Week**

Annual celebration during the week of March 12 (the Girl Scout Birthday) to celebrate the beginning of Girl Scouts in the USA.

Girl Scouts of the USA (GSUSA)

National organization of Girl Scouts headquartered in New York, NY. Membership dues are paid to GSUSA. Their website is www.girlscouts.org.

The Girl's Guide to Girl Scouting

A guidebook for Cadette, Senior, and Ambassador program levels full of information about being a Girl Scout and how to earn legacy badges.

Higher Awards (Bronze, Silver, Gold)

The highest awards that a Junior (Bronze), Cadette (Silver) and Senior/Ambassador (Gold) can earn by completing a specific Take Action project.

Insignia

Girl Scout official emblem, buttons, badges, pins and other official forms of recognition which may be worn on the uniform by registered members.

Investiture

A special ceremony in which a new member accepts the Girl Scout Promise and Law and receives the membership pin.

Journeys

The key program component to the Girl Scout Leadership Experience. Journeys teach today's Girl Scouts what it takes to be a leader. There are several Journey series for each program level where girls will learn the three keys to leadership, discover, connect and take action. Also known as Journey Awards.

Junior

A Girl Scout in 4th or 5th grade.

**Kaper Chart**

A chart that divides the jobs within the troop/group. The chart typically rotates or can easily be changed so that everyone experiences each job and has the opportunity for leadership.

Membership Dues

An annual fee sent to Girl Scouts of the USA for registration. No portion of this fee is kept by GSSJC.

Patches/Fun Patch

Unofficial recognitions for participation in a troop/group or council-wide event that are worn on the back of the sash or vest.

Program Aide Training	This training is available for Cadettes and focuses on deepening leadership skills and building up older girls to be mentors of younger girls.
Program Grade Level (PGL)	Girl Scouting is divided into six different program grade levels: Daisy (grades K-1), Brownie (2-3), Junior (4-5), Cadette (6-8), Senior (9-10), Ambassador (11-12).
Quiet Sign	Girl Scout signal for silence in a group situation. The person in charge raises her/his right hand, and Girl Scouts fall silent as they raise their right hand also.
Safety Activity Checkpoints	Safety documents that complement Volunteer Essentials; which outlines policies and guidelines for specific Girl Scouting activities. Examples include swimming, hiking, horseback riding, hayrides and theme parks.
Senior	A Girl Scout in 9 th or 10 th grade.
Service Project	A project that is done for the community and addresses an immediate, short-term need in the community such as volunteering.
Slogan & Motto	The Girl Scout slogan is “Do a good turn daily.” The Girl Scout motto is “Be prepared.”
Take Action Project	A project that is done WITH the community, addresses the root cause of a community issue and has long-term impact.
Trefoil	International symbol of Girl Guiding and Girl Scouting. The trefoil represents the three parts of the Girl Scout promise.
Troop Dues	A small amount of money girls bring to each meeting or to kick off the year to help cover the cost of basic troop supplies. Each troop decides whether or not to charge dues and sets the amount.
Volunteer Camper Certification (VCC)	The second training in adult outdoor progression, completion allows for troop to use campfires and fire circles at camp, on or off Council properties. Provided off Council property allows open fires.
Volunteer Essentials	A comprehensive resource for volunteers that covers topics on safety, responsibilities, traditions, the Girl Scout program, troop finance and more. https://www.gssjc.org/content/dam/gssjc-redesign/documents/forms/VolunteerEssentials.pdf

Volunteer Toolkit (VTK)

The Volunteer Toolkit is a digital planning tool that gives you resources and program content to get your troop year started—and keep it going smoothly! Fully customizable, the Volunteer Toolkit is digitally responsive so you can plan and prepare practically anywhere.

World Association of Girl Guides and Girl Scouts (WAGGGS)

Worldwide organization of Girl Guides and Girl Scouts with over 146 member countries to which GSUSA belongs. WAGGGS headquarters are in London, England.

World Thinking Day (WTD)

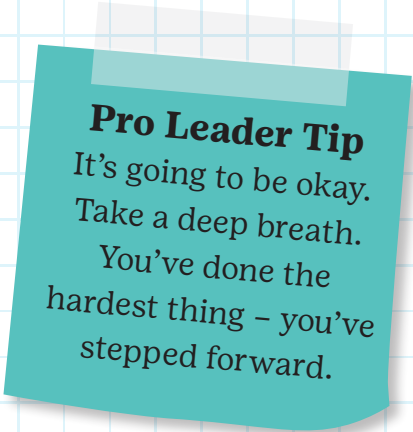
Celebrated since Feb. 22, 1926, World Thinking Day is a day of international friendship, speaking out on issues that affect girls and young women, and fundraising for 10 million Girl Guides and Girl Scouts around the world. Girls traditionally learn about the cultures and traditions of WAGGGS member countries.

Youth Protection Training Level 1 - (YPT-1)

Required training for all troop volunteers working with girls. 591 Youth Protection Training Level 1 is available 24/7 in gsLearn through your MYGS account.

Youth Protection Training Level 2 - (YPT-2)

Required training for all troop volunteers participating in an overnight troop experience with girls. 591 Youth Protection Training Level 2 is available 24/7 in gsLearn through your MYGS account.



USEFUL INFORMATION



OUR MISSION

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

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.

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.
*Members may substitute for the word
God in accordance with their own spiritual
beliefs.

DEIB STATEMENT

Girl Scouts of San Jacinto Council fosters belonging and respect for *all* girls. We empower *all* girls, volunteers and staff to fulfill their potential and make the world a better place. Our Girl Scout Promise drives us to provide diverse, equitable and inclusive experiences where *all* girls, volunteers and staff are confident they belong. We stand firm in these commitments and united by these ideals.

GIRL SCOUT YEAR AT A GLANCE

OCTOBER

- Our new Girl Scout year officially begins! - Oct. 1
- Founder's Day: Oct. 31, Honors Juliette Gordon Low's Birthday in 1860

JANUARY

- Cookie Program starts this month!

FEBRUARY

- World Thinking Day: Feb. 22. Have your troop connect with international Girl Scout sisters!

MARCH

- Girl Scout Week: week that includes March 12
- Girl Scout Sunday and Sabbath gives girls an opportunity to attend their place of worship and be recognized as a Girl Scout. These are the Sunday and Saturday of Girl Scout week.

APRIL

- Volunteer Appreciation Month.
- Girl Scout Leader's Day: April 22
A special day to thank volunteers for all they do. We'll be celebrating YOU!
- Early Bird begins. Renew your troop's memberships for next year and get in on some great perks!

JUNE

- Summer camp begins, including day/twilight camps.
(WAHOO! Who's excited for next summer already?!)

JULY

- We hope you and your troop will be finding adventure and fun in the great outdoors at a camp session, troop outing, traveling or field trips.

AUGUST

- We're gearing up for the new year by forming new troops, recruiting volunteers and girls, and planning all the fun things in store for the upcoming membership year (like next year's program theme, events, trainings and more!).

SEPTEMBER

- Renew your membership and prep for a great Girl Scout year. Last day to renew is Sept. 30.
- Get ready for the Fall Product Program.

COMMUNITY CONTACT INFO

Girl Scouts of San Jacinto Council consists of 57 Communities. Girl Scout communities are specific to a geographic region. Communities are made up of many dedicated volunteers working to build the Girl Scout experience in their immediate area. Community team members and troop representatives meet several times throughout the year to share ideas, receive training and talk about important announcements. By now, you've likely heard from your Community or will soon at a Community summit meeting. If not, let us know and we'll get you connected!



YOU ARE A MEMBER OF THE FOLLOWING COMMUNITY:

COMMUNITY NAME _____ COMMUNITY NUMBER _____

COMMUNITY LEADERSHIP TEAM	
<p>The Community leadership team and other team members ensures the Community is functioning and supports new and existing volunteers. The Community leadership team guides by sharing information provided by Girl Scouts of San Jacinto Council and facilitating Community summit meetings and other troop leaders support.</p> <p>You will get to know your Community leadership team at your Community summit meetings. They'll have the 4-1-1 on what's going on around the Council.</p>	Name of Community leadership team member: _____ Contact info: _____ _____
	Name of Community leadership team member: _____ Contact info: _____ _____
COMMUNITY FINANCIAL SPECIALIST	
The Community financial specialist provides support to troop leaders in managing Girl Scout troop bank accounts and finances. When you have questions about troop finance or need assistance with your bank account, contact the Community financial specialist.	Name of Community financial specialist: _____ Contact info: _____ _____
TROOP MENTOR	
The troop mentor welcomes new leaders and introduces them to resources and support, including: the Community team, Community summits and new leader cafés, troop support, and online training resources like the Volunteer Toolkit. You will want to connect with your Community's troop mentor to learn more about getting started as a leader.	Name of troop mentor _____ Contact info: _____ _____

TRAINING LOG

Training	Completion Date	Sticker (if applicable)
-----------------	------------------------	--------------------------------

591 Volunteer Basics Video Series required
and available in gsLearn

591 Youth Protection Training Level 1
required and available in gsLearn)

#1 Welcome to Our Community
(offered in your community)

#2 Troop Finances
(offered in your community)

#3 Recruiting a Troop Committee
(offered in your community)

#4 Troop Meetings - Where to Begin
(offered in your community)

#5 Online Resources - VTK and More
(offered in your community)

#6 Adventure Beyond the Meeting
(offered in your community)

First Aid/CPR/AED Training

Daisy/Brownie Program Leadership

Partnering with Juniors

Partnering with Cadette/Senior/Ambassador

Youth Protection Training Level 2

Camping and Overnight Basics
(Volunteer Basics is a prerequisite)
Available in gsLearn

Volunteer Camper Certification
(Camping and Overnight Basics is a prerequisite)

OTHER TRAININGS

NOTES

NOTES

girl scouts 
of san jacinto

3110 Southwest Freeway
Houston, TX 77098
1-800-392-4340

