Worksheet for Plan of Cooperation
Girl Scouts of San Jacinto Council

Date of Meeting/Conference:

Parties in Attendance:

Ground Rules:

Define the issue(s) to address in this agreement:

In order to resolve the above issue(s), what future action is expected on the part of each attendee? (Girl member, parent/guardian, troop leader, Council volunteer, Council staff member, other adult.)

What are the consequences of not following through with agreed-upon actions listed above? Are the consequences different for first-time, second-time, and subsequent mistakes? (Girl member, parent/guardian, troop leader, Council volunteer, Council staff member, other adult.)

Signatures of all parties in attendance signify understanding and agreement to follow through with actions and consequences listed above.

Each party should receive a copy of this signed document.
Guidelines for use of Worksheet for Plan of Cooperation
Girl Scouts of San Jacinto Council

Purpose – A positive method for dialogue to enlist cooperation to do what is needed in the best interests of all concerned. Good communication can lead to a better understanding of and by all participants. This format can be used to resolve misunderstandings involving girls and/or adults.

Who Can Initiate? Any girl member, parent, troop leader, adult volunteer, or staff member may initiate this process.

Process
• Use this worksheet to plan and carry out in-person meetings to come to agreements.
• Agreement can be written on form F-479 and/or typed or handwritten on additional paper, following a similar format. Document each step in the process. The actual format is not as important as the process that is followed.
• With input from all attendees, set and agree on ground rules for the meeting/conference.
• Define the issues and write them down so that all present agree on precisely what issues are being discussed.
• Discuss the issues respectfully, allowing each participant to speak and be heard.
• Try to reach a consensus on how issues are to be resolved.
• Agree on future action expected of each participant, and agree on consequences if participants do not follow through with agreed-upon actions.
• Make copies of signed agreements for everyone present.
• Follow through with agreed-upon actions.
• Acknowledge improvements whenever possible.
• If a plan of cooperation cannot be agreed upon, contact the next level volunteer supervisor and staff member for assistance.

Hints for Positive Results
• Keep the atmosphere friendly.
• Acknowledge positive contributions of all present and express optimism that issues will be resolved.
• Acknowledge that everyone makes mistakes and that it is important to learn from mistakes, and to focus on the Girl Scout Promise and Law in correcting those mistakes.
• Have GSUSA and GSSJC reference materials on hand. Be prepared to discuss reasons for rules in place in GSUSA/GSSJC.