

My First Year Brownie

A complete guide for your first year of leading a Girl Scout troop



Checklist for New Troop Leaders Guide to Starting a New Girl Scout Troop

to

Week 1

Register as a Girl Scout troop leader
Complete a background check . You will receive email invite from theadvocates@sterlingvolunteers.
Meet your community manager and set up your troop profile.
Find a second leader and invite girls join your troop.
Join the New Leader Welcome Webinar and register for required training: Volunteer Essentials and Troop Essentials.
Decide where your troop will meet.

Week 2

Complete new leader training (complete within first 60 days).
Discover the ins and outs of the Volunteer Toolkit (VTK) in <u>MyGS</u> .
Open your troop account and submit the <u>ACH form</u> to GSSEF.
Meet with your second leader and plan a parent meeting.
Secure meeting location.
Find your troop roster in VTK or <u>login into MyGS</u> . Email or call all new troop parents to introduce yourself.
Hold the parent meeting (don't forget to use your <u>parent meeting agenda</u> .)

Week 3

Complete your bank account set up and make your first deposit.

Plan and hold your first troop meeting with the girls. Use this guide and the Volunteer Toolkit.

Week 4

- Attend a leader meeting (with your service unit and community manager).
- Reach out to get help planning your year in Girl Scouts! Email volunteer@gssef.org.

Find out about the GSSEF Product Sale Programs: Cookies and Fall Nuts, Candy and Magazines<u>.</u>



Table of Contents

On average, troop leaders spend 6-12 hours per month (+ 8 during cookie season) volunteering. We want to help you enjoy as much of that time as possible! This guide helps take the guesswork out of leading a troop.

Checklist for New Troop Leaders	2
Welcome to Girl Scouts	4
Setting Up Your Troop	5
Training	6
What's The Girl Scout Program?	7-8
A New Leader's Support System	9
Troop Leaders — Leading Together	10
Working with Parents/Caregivers	11-12
Troop Structure	13
Pin and Badge Placement for Brownie Uniforms	14
Girl Scout Troop Finances	15
Cost of Girl Scouts	16
Girl Scout Traditions	
Keeping Girls Safe and First Aid Kits	
The Volunteer Toolkit: Your Digital Troop Assistant	19
Troop Communication	20
Product Sale Program	21
Your Year in Girl Scouts	22-23
Girl Scout Camping	24
Highest Awards	24
How Many Volunteers Do You Need?	25
Let's Go! Your First Brownie Troop Meeting	26
Working with Brownies	27
Meetingas a Troop	28
Your Brownie Year-at-a-Glance	29
Brownie Badge Blueprints	30-33
Impact Report	34-35
Links	

Welcome to Girl Scouts!

Our Mission

Girl Scouting 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.

66 My time as a Girl Scout is among my favorite childhood memories.

The opportunities to learn new skills and have amazing adventures are things I am grateful for and have helped shape the person I am today.

I'm excited to welcome you and invite you to share this journey with your Girl Scout.

Lisa Johnson, CEO Girl Scouts of Southeast Florida

Thank you!

Troop Leaders

Help girls reach their potential as creative, courageous leaders
Create a space where girls try new things without worrying about failing
Teach lessons girls will use for decades to come
Try new things along with their girls
Develop leaders' own organizational and leadership skills
Join a global community of sisterhood

Setting Up Your Troop

New leaders often spend the first few weeks getting started and setting up their troop. Your community manager can help you to set up this information in the membership system. Be sure to use your **CHECKLIST** at the beginning of this guide!



The number of girls to expect in your troop

As a new troop, you can expect to have 10-12 girls. Research has found this is the 'sweet spot' – small enough to encourage individual development and large enough to provide an interactive and cooperative learning environment. If your troop doesn't have enough girls assigned or you would like a larger group, GSSEF is here to help you.

Looking to grow your troop more?

As a troop leader, you can make sure your troop is available in the opportunity catalog for new members to register at will, and you can also share a direct link for new families to register directly in your troop through your MYGS account. Adults and girls alike can join your troop this way. If you would like help growing your troop, contact your community manager at any time throughout the year.

Meeting Location and Times

Remember, set meeting times that work with your schedule. You will need to choose a location for regular meetings – a local park, library, school, private homes – the troop can meet anywhere that follows the Girl Scouts safety guidelines. You will also need to decide what day of the week and how often the troop will meet. Most of our troops meet twice a month. So, think about what day, which weeks of the month and the time-frame (1, 1 1/2 or 2 hours) – right after school, weekday evening, or weekend.

Troop Interests/Goals/Personality

Also, think about what your troop will want to accomplish this year. What are some goals? Will the troop focus on one theme for the year? We want to know what type of activities you will plan to do throughout your first year. Every troop has a unique 'personality.' Let us know anything that is special about your troop. Will the girls speak a different language? Include girls with disabilities or learning differences? Do all the girls enjoy a specific sport or activity?

Building an Inclusive Troop

Establishing an inclusive environment that welcomes every girl, fosters a sense of belonging and provides a safe space for everyone should be a top priority. Girls have a better experience when they are warmly welcomed into a troop. Access gsLearn in your myGS account for a great module about leading an inclusive troop.



You'll find many helpful and interesting training courses offered in **gsLearn** located in your MYGS account.

New leaders are required to complete **Volunteer Essentials and Troop Essentials** in the first 60 days of troop formation.

Each troop must have two non-related registed and background check-eligible leaders. In addition, the troop needs a minimum of one First Aid/CPR trained adult. More are always better. And, once your troop is ready for an outdoor overnight or camping trip, you will need to have an adult complete **troop camp training (TCT)**.



Visit **www.gssef.org** regularly to view the most current event and training listings.

What's The Girl Scout Program?

At Girl Scouts, girls have tons of fun, make new friends, and go on fantastic new adventures. Our programs center on something called the Girl Scout Leadership Experience—a collection of activities and experiences girls have as they complete journeys, earn badges, sell cookies, go on exciting trips, explore the outdoors and, do Take Action projects that make a difference.

In Girl Scouts, girls will:



Think of patches like collecting memories in Girl Scouts. They're often a part of the fun activites you can do in Girl Scouts without the requirements of badges. Patches are always worn on the back of the vest or sash.



others (and you!).

Girl Scout Levels

Daisy • Grades K-1

Daisies sparkle with that "first time ever" newness in everything they do. They go on field trips, learn about nature and science and explore the arts and their communities— and so much more. Girl Scout Daisies can also earn Learning Petals and patches.

Cadette · Grades 6-8

Cadettes chart their own course and let their curiosity and imagination lead the way. They learn about the power of being a good friend, gain confidence mentoring younger girls, and can earn the Silver Award.

Brownie • Grades 2-3

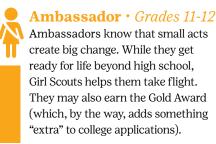
Brownies work together, earn badges, and explore their community. Friendship, fun, and age-appropriate activites begin at the Girl Scout Brownie meeting and move out to the community and wider world. While earning badges, they build skills, learn hobbies, and have fun!

Senior • Grades 9-10

Seniors are ready to take the world by storm, and Girl Scouts gives them millions of ways to do it. Their experiences help to shape their world, while giving them a safe space to be themselves and explore their interests. Girl Scout Seniors can earn their Gold Award (which, by the way, adds something "extra" to college applications).

Junior • *Grades 4-5* Juniors are big-idea thinkers. They're explorers at camp and

They're explorers at camp and product designers when they earn their Innovation and Storytelling badges, or even their Bronze Award. Every day, they wake up ready to play a new role.



The Girl Scout Uniform

Uniforms are an important part of the Girl Scout experience, connecting girls to Girl Scout traditions, displaying their accomplishments, and creating memories to last a lifetime. Girls want to look and feel their best when representing Girl Scouts. And now they can, with uniform options that are in step with today's trends and active lifestyles. Girl Scouts at each level now wear one required element (tunic, sash, or vest) to display official pins and awards. Girls can mix and match pieces from the official Girl Scout collection to complete the uniform. Troop leaders may opt to collect money from parents and purchase sashes, vests, and insignia from the GSSEF Retail Store, or ask parents to purchase items on their own. Financial assistance for uniform components is available for girls that qualify.

Visit one of our two GSSEF Retail Store locations to purchase uniforms, starter kits, and more. Our staff are here to help. Or shop online 24/7 by visiting our website at <u>www.gssef.org</u>.

Organization Structure

Girl Scouts of the USA (GSUSA)

A national organization supporting the work of 111 councils across the U.S., Puerto Rico, and overseas for more than 110 years. Headquartered in New York, New York.

Girl Scouts of Southeast Florida (GSSEF)

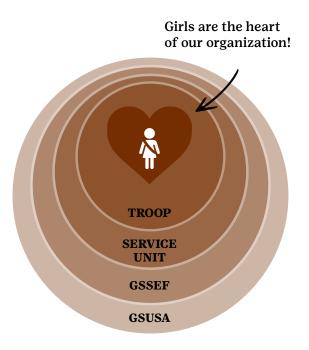
Independent 501(c)3 non-profit chartered by GSUSA operating under the direction of a local board of directors and overseeing all service units and troops (Broward, Palm Beach, Martin, St. Lucie, Indian River and Okeechobee counties).

Service Unit

Comprised of volunteers who support the work of troop volunteers within a given geographic area grouped by zip codes.

Troops

Volunteer-led groups of girls who participate in the Girl Scout Leadership Experience.



A New Leader's Support System

Your Support System

Girl Scouts is all about sisterhood. As a leader, you are not alone. Troop leaders and parents make up the team. Get to know them and allow them to help.

Your Service Unit

What is a service unit? It is a geographically defined area that consists of Girl Scout troops that are in the same community or group of zip codes. These troops are supported by a volunteer service unit team.

Service unit teams consist of experienced Girl Scout volunteers who are there to support one another through the Girl Scout year. The team includes a manager, recruiter, product coordinator, and more. These volunteers work together to support you by providing activities and event opportunities in your area throughout the year. And, they hold monthly meetings for leaders.





Service Unit Meetings

These meetings are usually held monthly and can be in person or virtual.

- Meet and network with fellow volunteers
- Learn about upcoming programs, events and trainings, etc
- Share resources and materials

Your Community Manager can get you connected to the volunteers in your service unit.

Your GSSEF Council Staff

We are here for you. Members of our team will be reaching out to you throughout your first year as a troop leader. If you have a private matter, a conflict to discuss, issues with registration or any other needs, GSSEF can help. Contact us at customercare@gssef.org.

Connect with Us!

gssef.org









Troop Leaders – Leading Together

Each troop needs two unrelated adults who are Girl Scout members and have completed a background check to be able to meet. A friend, neighbor, co-worker, or another parent are all great people to lead a troop with. If you need assistance recruiting a leader, talk to your community manager.

Before meeting with parents or the girls, you will want to get together and make some decisions about your troop.

- Meeting logistics: When, where, how frequently and how long will the troop meet?
- The troop: Will the troop have girls in one grade or many?
- What kind of help will the troop need from parents?
- How will you handle your own girl during troop activities?
- What type of communication will you use with the troop families?
- Troop finances: Will you have regular troop dues, a troop start-up fee? Who will be on the troop bank account?
- What would you like the troop uniform components to include? Will the leaders purchase for everyone with troop funds or will parents need to get this on their own?
- Plan out the parent/caregiver meeting (Once you have your parent/caregiver meeting you will include them in these decisions).



For more information, contact us at **customercare@gssef.org**.

Working with Parents/Caregivers

Unlike many other activities, a Girl Scout troop needs parent and caregiver support to thrive!

Parent/Caregiver Meeting Agenda

- Welcome and introductions to one another and to the Girl Scouts. Ask about each girl and get to know her a little.
- Share how important each family will be to the troop.
- Make sure all troop parents share their contact information for easy communication!
- Discuss meeting location, day and times, uniforms and troop dues (you may want to collect at the meeting).
- Set expectations for communication and response times and how parents can get involved to help the troop.
- Have parents complete health history forms.
- Discuss the types of activities the troop will participate in this year (regular meetings, field trips, events, camping trips and the product sales).
- Permission forms will be needed for each activity.
- Answer any questions the parents may have.

Helpful Tips!

- Don't try to do this alone! Ask parents directly to help with the troop list out specific needs.
- Invite a member of your service unit team to attend if you need help with this meeting.
- Have a Get to Know my Girl info sheet so that parents can share helpful info for working with their girl.
- If girls will attend this meeting, have a craft or simple activity to keep them engaged.



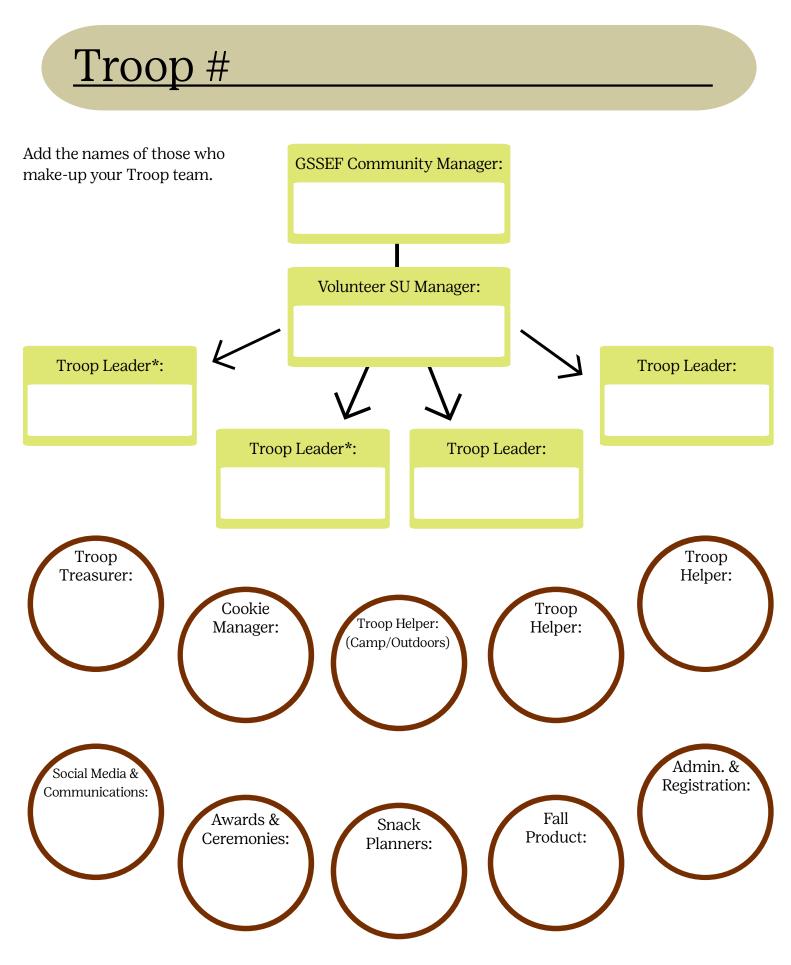
Parents and other family members can take an active role in supporting your Troop's experience. Use this chart to engage parents at your parent meeting.

The list below explains a number of roles your troop can use throughout the year.

	Help Needed	Description
Leaders	Troop Leaders	Partners to provide regular support for all troop activities. Must be a registered member. Background check and training required. Select "Troop Leader" when registering.

	Help Needed	Description
Troop Helpers	Troop Treasurer	Help leaders with all money matters, budgets, deposits, etc. Membership and background check required.
	Camping Adult (Troop Camp Trained-TCT)	Coordinate and attend troop campouts. Membership, background check and training required.
	CPR/First Aider	Attend outings outside regular meeting place. Membership, background check and certified training required.
	Troop Cookie & Fall Product Manager(s)	Promote and run Poduct Programs (Cookie Program and Fall Product Program) for troop members. Membership, background check and training required.
	Supplies or Snack Coordinator	Provide assistance by providing or selecting snacks for troop meetings as needed. Collect/purchase troop supplies to be paid for by the troop for activities.
	Communications Support	Share troop news, be the go to person to communicate troop news, upcoming activities, etc. for the troop leaders.

If you or another parent have a talent not represented on this list, speak up and offer to share with the troop. From song and skit leaders to photographers, hobby experts, firewood suppliers and more, there is a place for you to volunteer with your Girl Scout troop. The help and engagement of every parent is important to the growth of the troop!



*Minimum two unrelated adults who are Girl Scout members and have an eligible background check status.

Pin and Badge Placement for Brownie Uniforms

Girl Scout Brownie Vest

American Flag Patch	— Brownie Insignia Tab
Girl Scout	— World Trefoil Pin
Identification Set	— Girl Scout Brownie Membership Pin
Troop Crest	Journey Summit
Troop Numerals	Award Pins
Membership Stars and Discs 731	
Bridge to Girl Scout Brownie Award	
My Promise, My Faith Pins	— Journey Award Badges
Cookie Entrepreneur Family Pins	
Safety Award Pin	
Girl Scout Brownie Badges	Place your first Journey
World Thinking Day Award	awards at the bottom of your vest. As you earn
Global Action Award	additional Journey awards, work your way up.
	If your Journey awards and badges don't fit on the front of your vest or sash, you can wear
	them on the back.

Girl Scout Brownie Sash



Our two GSSEF Retail Stores carry everything to meet your Girl Scout needs all year long!

Please visit our Palm Beach or Broward retail store in-person or you can also shop 24/7 by visiting our <u>online store</u>.

Girl Scout Troop Finances

Bank Accounts

- Two volunteers must be on the bank account.
- Find a bank with free accounts for Girl Scout Troops (PNC is preferred).
- Complete and submit the Request to Open a <u>Bank Account form</u>.
- Register the account with GSSEF by submitting the <u>ACH form</u>.

Troop Budgets – Keeping good financial records is a must. Keep receipts and track troop activity costs. Troops should share financial information with parents regularly. When planning make sure to keep the troop budget in mind and to save money to help fund next year's activities, too.

Troop Dues – Most troops have troop dues and/or troop start-up fees. Make sure to be flexible with families when collecting troop monies. Troop dues/fees should be just enough to cover the cost of supplies, activity fees and badges/patches. Dues average \$3-5/meeting. Start-up fees range between \$5 and \$30 depending on the troop needs.

Sales Tax – In accordance with Florida State Statutes, the Florida Department of Revenue and the Florida Administrative Code, GSSEF's exemption from Sales and Use Tax does not extend to the Troop or Service Unit components of GSSEF.

Fund Raising – A troop's primary money earning should come from the GSSEF Fall Product and Cookie Program. Once a troop has participated in the annual cookie program, they are able to participate in other troop money earning activities such as garage sales or car washes.



Financial Assistance

<u>Financial assistance</u> is made available to all members and is intended to ensure the cost of membership never keeps a girl from experiencing Girl Scouts.

For more information about finances check out <u>Volunteer Essentials</u> in gsLearn.

Costs of Girl Scouts

Girl Scouts is a great value! Its a good idea to talk to the troop parents about expenses they can anticipate for the coming year.

Membership Fee

(\$40 girls/\$25 adults)

Every girl and volunteer who participates in Girl Scouts is required to become a member of the organization. The membership fee, which is sent to our national organization, covers the cost of fundamental services that support the Girl Scout Movement as well as accident insurance for members participating in approved Girl Scout activities.

Uniforms

(\$33 - \$46/year)

Uniforms are recommended but not required, and many girls enjoy wearing them to display their badges. There is a uniform for each grade level, and one uniform can be used for up to two years.

Girl Scout Books

(\$7 - \$22/year) A variety of books are available to support programming in troops.

Special Programs

(Varies)

When not covered by the troop, special programs, such as field trips or programs, are generally paid for individually. Examples include camping trip supplies or fees to go to a GSSEF hosted program.



Product Program

The Girl Scout Poduct Program (Cookie Program and Fall Product Program) not only gives girls funds for the troop (on average, \$1,100 per troop), but it also supports all of the council's services to volunteers, parents, and girls.

Girl Scout Traditions



Hand Sign – Raise three fingers of the right hand with the thumb holding down the pinky. The three fingers represent the three parts of the Promise.



Handshake – Shake hands with the left hand and make the Girl Scout sign with the right hand. The left hand is nearest to the heart and signifies friendship.



Friendship circle – The unbroken chain of friendship. Girl Scouts stand in a circle crossing their right arm over their left, and clasping hands with their friends on both sides.



Girl Scout Out – fun way to end a meeting, girls are in the friendship circle, each girl spells a letter until one gets to O, the O is the out. That girl in turn raises her arms still clasping hands, turning to the right and out of the circle. The next girl begins again with the G until the last girl is left as the winner.



SWAPS – Small tokens of friendship that girls often make and take to events or while traveling to swap with other Girl Scouts – "Special Whatchamacallits Affectionately Pinned Somewhere".

Kaper Charts – A chart dividing up troop responsibilities. Indicates all the jobs available and who is responsible during a meeting or a camp-out.

Keeping Girls Safe and First Aid Kits

Make sure a general first-aid kit is available at your group meeting place and accompanies girls on any activity (including transportation to and from the activity). Please be aware that you may need to provide this kit if one is not available at your meeting place. Purchase a Girl Scout first-aid kit, buy a commercial kit, or you and the girls can assemble a kit.



Girl Scout activity insurance forms, parent consent forms, and health histories may be included as well. Check the kit regularly. Make sure the flashlight batteries work. Check expiration dates and replace any used or out-of-date contents.

Items to include:

- Adhesive bandages
- Sterile gauze pads
- Antibiotic ointment packets
- Hydrocortisone ointment packets
- Antiseptic wipe packets
- Non latex gloves
- Instant cold compress

Always keep your kit and required forms with the troop at all times.

As their leader, I want to give girls the opportunity to try new things and get out of their comfort zones.

Girl Scouts encourages girls to be responsible and educated citizens, and encourages making the world a better place.

> Gretchen Wilson Troop #24307

The Volunteer Toolkit: Your Digital Troop Assistant

The Volunteer Toolkit (VTK) is a web-based platform that allows you more time to focus on your girls. It makes managing your troop and planning your meetings smooth and easy all year long. Inside, you'll find meeting overviews, activity plans, badge and journey outlines, meeting aids, Girl Scout resources, and more!

Plan and Customize Your Year

At Girl Scouts, we know that when girls take part in shaping their Girl Scout experience and adventures, they will be more engaged and will have more fun. The VTK makes it easy for you and the girls to explore meeting topics and ideas available for their grade level together and select what they want to include in their year. You can take this information to plan and customize the troop's year using the VTK's pre-populated meeting plans, agendas, supply lists, and activity instructions.

Manage Troop Rosters,

Attendance, and Accomplishments

With the VTK, you will be able to view your troop roster, update contact information, record attendance at meetings, track girls' badge and Journey achievements, and renew memberships.

One-Click Communication

The VTK is not just for leaders, it's for parents, too! With its unique parent-view, parents can keep up with troop activities, meeting information, and what badges and Journeys their girls are working on. You can also email upcoming meeting agendas and troop plans to them with just one click.



Learn more about the VTK

For more information about the Volunteer Toolkit, check our website at gssef.org.

Easy Navigation at your Fingertips!

Here are just a few of the many features you'll find inside the VTK. We strongly encourage you to utilize the VTK to streamline your troop management and planning. GSUSA continues to update and enhance the VTK with additional resources, features, and functions.

MY TROOP

- View, edit, download, and print rosters.
- Edit contact information.
- View achievements and attendance.
- Email families.
- Renew memberships.

YEAR PLANS

- Specify meeting dates and locations.
- Preview and choose pre-populated year plans.
- Add and/or combine meeting plans to customize your year.
- Add custom troop activities like celebrations, field trips, camping trips, etc.

MEETING PLANS

- View, download, or print individual meeting summaries, activity plans, and supply lists.
- Track attendance and achievements.
- Search and print meeting aids such as name tags, handouts, and more.

RESOURCES

- Access award logs, badge charts, meeting plans, and more.
- Access council specific resources on troop leadership, safety, training, GS traditions and awards, trips and travel, GS product program, and camp and outdoor programs.

FINANCES

• Submit the annual troop finance report.

Troop Communication

Good communication is essential to a well-run troop. It's a great idea to discuss how troop communications will be handled. Will you make phone call reminders or text? Be sure to include response expectations in this conversation. A good idea is to always provide a deadline for communication responses. Do you have a parent who will be the designated communications person?

It's also important to keep an open and honest communication line with parents regarding behavior and/or special needs of girls and the troop.

GSSEF volunteer policies and procedures requires that all parents/ guardians of a registered girl member have access to any troop-related social media pages associated with the troop.

As a troop leader, you will find that forms are a necessity! Some useful forms you will need include:

<u>Girl Health History Forms</u>

To be completed by caregivers each year.

Parent Permission Form

To be completed by caregivers for each activity.

Troop Travel

These forms are required for Girl Scout events or activities that require travel.

- <u>Extended Travel Application Form</u>
- Extended Travel Insurance Form
- Day Trip Travel Application Form
- <u>Waiver of Liability</u>

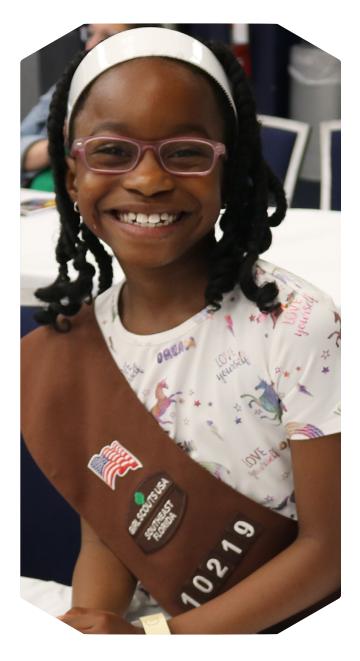
Money-Earning Forms

The money-earning application is required for any money-earning activity beyond the Girl Scout Fall Product and Cookie Program.

Troop Changes

Safety Activity Checkpoints

Volunteer Policies and Procedures



Product Sale Program

Each year, troops have two opportunities to participate in council sponsored money earning activities: the Fall Product Program and the Girl Scout Cookie Program. Each of these programs offer girls and troops the opportunity to earn funds to power their Girl Scout adventures, as well as rewards to keep girls engaged and motivated.

Through their participation in product programs, girls are able to launch their very own businesses while learning important life skills along the way:

Goal Setting

Decision Making

Money Management

People Skills

Business Ethics

There are also badges and curriculum that help troop volunteers guide girls on this journey to developing their confidence in having a voice to set their goals, decide what they want to do with the money earned, and understanding how to successfully run their Product Sale Program.

- With the support of a volunteer in your Service Unit and the GSSEF Product Sale team, you will be connected to resources and support to ensure that you and your troop have everything that you need to have a successful experience.
- It's important to remember that any funds earned through money earning activities become property of the troop as a whole to further the Girl Scout experience. Funds are not the property of individual girls.
- It must also be a girl-led decision on how these funds should be spent. Troop funds can be used towards meeting supplies, badges, field trips and activities, camping, experiences and more.

Fall Product Program | September - November

This is a great way to get girls and families comfortable with participating in council sponsored money earning activities.

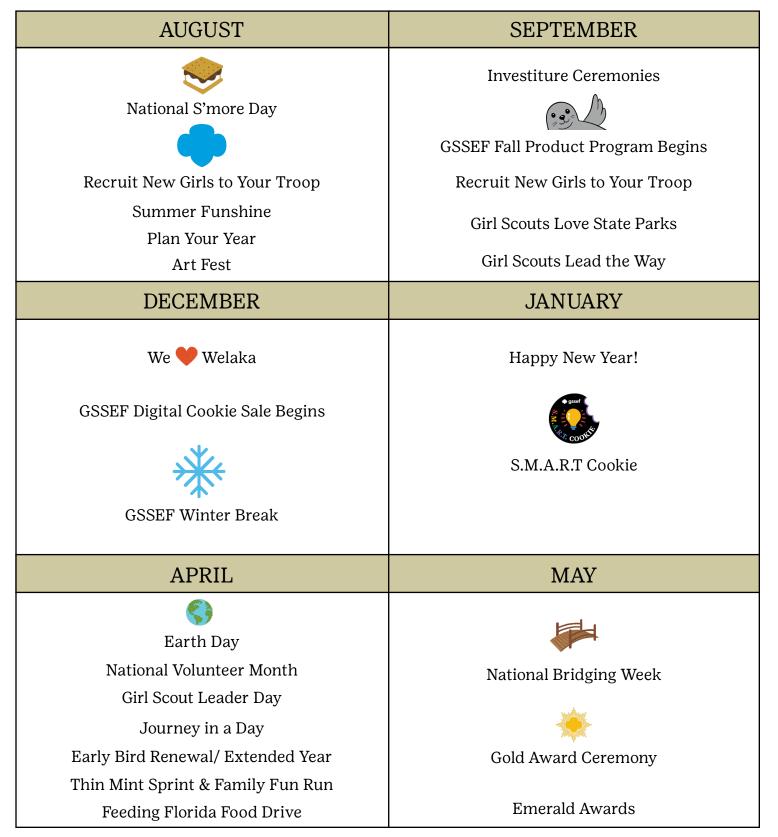
- What: Girls sell nuts, candy, coupon books, and magazines in-person and online to family and friends.
- **How:** Customers can select to have their order delivered by the Girl Scout or shipped directly to them. Products to be delivered by girls will be shipped directly to the troop in November for distribution to girls and families.
- **Why:** Troops earn of funds that will help support their Girl Scout activities for the years and girls earn rewards based on their sales.

Cookie Program | December – February

The Girl Scout Cookie Program is the largest girl-led entrepreneurial program in the world. The bulk of the troop's funds are earned through girls' participation in the Cookie Program and it's where they truly get to put the five skills they have learned into action.

- What: Girls sell cookies to customers near and far online, in-person, and at booth sales.
- **How:** Family and friends support their favorite Girl Scout by purchasing cookies to help her reach her goal. With the support of parents/ caregivers and troop volunteers, girls can also participate in booth sales at local grocery stores, restaurants and more.
- Why: Troops earn proceeds on each package of cookies sold and girls earn rewards based on the number of packages they sell.

Your Year in Girl Scouts



Visit **gssef.org** to learn more about our events and find the most up-to-date information. All events are subject to change.

OCTOBER	NOVEMBER
Girl Scout Membership Year Begins	GSSEF Fall Product Program Ends
Juliette Gordon Low's Birthday	Thanksgiving
Rock the Noc! Earth Defenders	Be Kind to Your Mind
Mentor Me	
Silver Award Showcase	Movie Mania
FEBRUARY	MARCH
	Mall Madness
GSSEF Cookie Booth Sales	
Give a Box, Get a Box	Girl Scout Week
GSSEF Annual Meeting World Thinking Day	Girl Scouts Celebrate Faith
JUNE	JULY
X	Independence Day GSSEF Summer Camp SORRY, WE'RE CLOSED
GSSEF Summer Camp	GSSEF Summer Shutdown Membership Recruitment
Summer Funshine	Kick-off
	Summer Funshine

Girl Scout Camping

When Girl Scouts get outside and connect with nature in a girl-led setting, they grown in selfconfidence, develop their leadership skills, and foster a passion for environmental stewardship. Many Girl Scouts will tell you that camping trips and summer camp are some of the best things about their Girl Scout experience.

Our Camp and Outdoor Program

With a troop camp-trained adult along, girls can go troop camping at one of our two camps throughout the year. Summer Camp offerings are announced in December/January each year.

Camp Properties

Camp Welaka: Located on a portion of Jonathan Dickinson State Park in Tequesta, Florida, Camp Welaka occupies 640 acres, including a swimming pool, Lake Akalew and access to the Loxahatchee River. Facilities are provided for daytime, overnight and Troop/Group Camping for Daisy, Brownie, Junior, Cadette, Senior and Ambassador age levels. A full time camp ranger lives on site. Camp Welaka facilities include a combination of both platform tent and cabin sites, a lodge, and an activity and dining center equipped with a commercial kitchen and sports and recreational areas.

Camp Nocatee: Located southwest of Clewiston, Florida in Hendry County, Camp Nocatee occupies 640 acres with a 13 acre lake, swimming pool and campsite units. Facilities are available for daytime, overnight and Troop/Group camping for Daisy, Brownie, Junior, Cadette, Senior, and Ambassador Grade levels. A full time camp ranger lives onsite. Camp Nocatee's facilities include a camp commons area that includes Founder's Hall, an activity and dining center that is equipped with a commercial kitchen, a Nature Center and Trading Post in the camp commons area.



Highest Awards

Once your troop becomes a Junior Girl Scout troop, they are able to complete the first level of our Girl Scout Highest Awards – The **Bronze Award**.

Girl Scout Juniors team up to make a difference in their community. They learn important leadership skills, discover new passions, and watch how seemingly small actions make a big difference. Girls may earn individually or as a troop. Earning the Bronze Award includes the completing of a Girl Scout Journey and 20+ hours of project planning, implementation and promotion.

Cadette Girl Scouts may earn the **Silver Award**, the second-highest award.

Seniors and Ambassadors may earn the highest award achieved by a Girl Scout, The **Gold Award**. For more information about Highest Awards, visit the Highest Awards page on our website **gssef.org**.

How Many Volunteers Do You Need?

Troop leaders are responsible for arranging and maintaining proper adult supervision for meetings and activities. Each troop meeting or Girl Scout group must have at least two unrelated adult members with an eligible background check status on file present at all times, plus additional adult volunteers as necessary. Adult volunteers must be at least 18 years old and one adult in every group must be female.

Use the table to identify how many adults you need based on the number of girls participating:

	TROOP MEETING		FIELD TRIP	
	The adult-to-girl ratio is two unrelated volunteers, including one female, for up to this number of girls:	There should be one extra adult for every additional:	The adult-to-girl ratio is two unrelated volunteers, including one female, for up to this number of girls:	There should be one extra adult for every additional:
Daisies K-grade 1	12 Girl Scouts	1-6 Girl Scouts	6 Girl Scouts	1-4 Girl Scouts
Brownies grades 2-3	20 Girl Scouts	1–8 Girl Scouts	12 Girl Scouts	1-6 Girl Scouts
Juniors grades 4-5	25 Girl Scouts	1–10 Girl Scouts	16 Girl Scouts	1-8 Girl Scouts
Cadettes grades 6-8	25 Girl Scouts	1-12 Girl Scouts	20 Girl Scouts	1-10 Girl Scouts
Seniors grades 9-10	30 Girl Scouts	1-15 Girl Scouts	24 Girl Scouts	1-12 Girl Scouts
Ambassadors grades 11-12	30 Girl Scouts	1-15 Girl Scouts	24 Girl Scouts	1-12 Girl Scouts

Safety Responsibilities for Girls

Girls who learn about and practice safe and healthy behaviors are likely to establish lifelong habits of safety consciousness. For that reason, each Girl Scout is expected to:

- Assist you and other volunteers in safety planning.
- Listen to and follow your safety instructions and suggestions.

- Learn and practice safety skills.
- Learn to "think safety" at all times and to be prepared.
- Identify and evaluate an unsafe situation.
- Know how, when, and where to get help when needed.
- Practice the buddy system when participating in troop activities.

Let's Go! Your First Brownie Troop Meeting

Your first Brownie troop meeting is a great chance to get to know the girls and brainstorm all the exciting things they want to do in the year to come. If you're feeling a little nervous about leading troop meetings and experiences with your girls, that's OK! Just remember that:

It doesn't need to be perfect. Did an activity run over time? Or, maybe a field trip didn't go according to plan? Take a deep breath, roll with the changes, and have fun. The girls aren't expecting perfection from you: your time, attention, and guidance are the best part of your leadership.

Learn with your girls. Keeping activities girl-led also means that at some point, the girls will want to earn a badge or complete a project in a subject unfamiliar to you. Don't let that hold you back. Be open with the girls when you don't know something and that you will be learning together. You'll show them that learning is a lifelong process and that with an open mind, they can overcome any challenge that comes their way.

Six Elements of a Great Troop Meeting

The only requirement for your troop meetings is that your girls are engaged and having fun. Many leaders use this basic structure for troop meetings:

- Ramp Up Plan an opening activity for girls upon arrival at the meeting so they have something to do before the meeting begins. Plan about five minutes for this. It could be a snack, creating a thank you card or coloring a page to donate, etc.
- 2. Opening Each troop decides what they will do regularly. Most begin with reciting the Girl Scout Promise & Law, a song, game, story, or other activity designed by the girls. Plan 5-10 minutes for this.
- **3. Troop Business** Collect dues, take attendance, make announcements, or plan

upcoming activities while parents may be present.

- **4. Let the magic begin** This is your activity for the meeting. Work on a badge, Journey, or complete other activities during this time. Plan 30 minutes to 1 hour according to your meeting time.
- **5. Clean Up** Girls clean up all supplies and always leave a place cleaner than they found it. Plan about five minutes.
- **6. Closing** As a troop, girls decide how they will end each meeting a song, a game, a Girl Scout tradition. Plan 5-10 minutes for this.

Got Snacks?

Snacks are optional, but if your troop has chosen to include snacks, guide families to consider healthy snacks and always share any food allergies the girls in your troop may have. Include snack time as part of your troop meeting.

First Meeting Checklist

L v	Cover the basics. Review the details about when and where the meeting will take place and make sure parents/caregivers are aware.
r g h	et ready. Use the VTK to verify your troop oster and email parents. This might be a great time to remind parents to send health history forms, uniform orders, and troop dues o the meeting.
0	now the agenda. Refer to the Six Elements of a Troop Meeting list and your meeting genda/plans
С с	eview and practice your agenda. You'll feel almer during the actual meeting and ready o make adjustments as needed.
s r	repare for magic! When the girls and parents ee that you're prepared for the meeting and eady to have a great time, they'll follow our lead.

Working with Brownies

Girls at this age have a variety of skills at different levels. Reading abilities, attention spans, and small motor coordination are still developing. As you get to know your troop, you'll better help them plan activities and adjust your own expectation levels. Be sensitive to their feelings about their differences and remember that each girl is an individual.



Brownies (2nd/3rd Grade Girls)	This means
Have lots of energy and need to run, walk, and play outside.	Taking your session activities outside whenever possible.
Are social and enjoy working in groups.	Allow girls to team up in small or large groups for art projects and performances.
Want to help others and appreciate being given individual responsibilities for a task.	Let girls lead, direct, and help out whenever possible. Allow group decisions about individual roles and responsibilities.
Are concrete thinkers and focused on the here and now.	Do more than just reading to girls about the Brownie Elf's adventures. Ask questions to gauge understanding and allow them to role-play a pretend visit to a new country.
Need clear directions and structure, and like knowing what to expect.	Offer one direction at a time, and have girls create the schedule and flow of your get-togethers and share it at the start.
Are becoming comfortable with basic number concepts, time, money, and distance.	Offer support only when needed. Allow girls to set schedules for meetings, count out money for a trip, etc.
Are continuing to develop their fine motor skills and tie shoes, use basic tools, beginning to sew, etc.	Encourage girls' creative expression by making things with their hands. They may still need some assistance with things like holding scissors or threading needles.
Love to act in plays, create music, and dance.	Girls might like to create a play about welcoming a new girls to their school or telling a story through dance or creative movement.
Know how to follow rules, listen well, and appreciate recognition of a job done well.	Acknowledge when the girls have listened or followed directions well, which will boost their motivation to listen and follow directions again.

Letting Brownies take the lead:

- Encourage girls to be creative and add their own flair to projects and activities.
- Let the girls try new things and make mistakes in the attempt.
- Let the girls do the talking with meeting guests, their troop mates, other troops, or the service units.
- Ask thoughtful questions instead of just providing answers.
- Let girls make decisions between multiple options.
- Use the buddy system with Brownies at each meeting or outing.
- Brownies can lead meetings with a caregiver or as a small group with adult guidance!

Meeting as a Troop

Your Troop Year at a Glance

We have found that troops who meet twice a month have the best experience. Make sure you mix it up and that meetings and outings capture the interests of the girls in your troop. At the end of this guide, we have provided some sample activities you can use. More information on leading these badges can be found in your **Volunteer Toolkit**.

This is a great starting place for a troop to get started, but a troop isn't just about earning badges or Journeys, it's really about making sure that the girls are making age-appropriate decisions and having fun. To that end, you will want to weave a variety of activities into your Girl Scout year. Girls will enjoy getting outdoors, performing community service, going on field trips, and just hanging out together having fun and having new experiences. Two pieces of advice: keep it girl-led and keep it fun!

To help you create a well-rounded year in Girl Scouting, set up your troop calendar in your **Volunteer Toolkit.**

Resources For Planning Meetings

Virtual Meetings

In today's world, many troops are finding the need to offer virtual meetings. Some troops will continue to meet virtually and some are going to go with a hybrid model of in person meetings along with virtual meetings. It's a great idea to discuss this with your leader(s) and your troop families.

You can find some great information and tools for virtual meetings on our website: <u>www.gssef.org</u>.

You will find info on how to get a gsZoom license, backgrounds, how to adapt badge plans and connect with your girls virtually! **Troop Leader Blueprint** – Find even more badges. Journeys and activities broken down to help you. The Troop Leader Blueprint has info on how to work with girls and their families plus great ideas for icebreakers and games, meeting virtually and in person, and more.



Here's to a great year in Girl Scouting!

The rest of this handbook includes sample plans that have been simplified to help you get your year started! They are meant to be used in conjunction with the Volunteer Toolkit. We hope this helps you gain confidence as you embark on your own Girl Scout journey.

Your Brownie Year-at-a-Glance

The Brownie Smile Song

I've got something in my pocket, it belongs across my face.

I keep it very close at hand, in a most convenient place.

I'm sure you couldn't guess it if you guessed a long, long while.

So I'll take it out and put it on, it's a Great Big Brownie Smile!

Here's to a great year in Girl Scouting!

The rest of this handbook includes 8-10 meeting plans that have been simplified to help you get your year started! These meeting plans are meant to be used in conjunction with the Volunteer Toolkit. We hope this helps you gain confidence as you embark on your own Girl Scout journey.

> For more information about taking your troop camping or on a trip visit <u>gssef.org</u>.

The Girl Scout Secret Sauce

WHAT:

Girl Scouts do activities in Four Pillars



Traditions | Troop Meetings | Field Trips Badges | Patches | Journeys | Camp Cookie Business | Take Action Projects

HOW:

Girl Scouts experience our unique environment and three processes

Environment = all-girl safe space with supportive adult mentors (you!)

Three processes = girl-led, learn by doing, cooperative learning

The **"secret sauce"** is the vehicle that distinguishes Girl Scouts from other youth organizations and the driver of amazing leadership outcomes!

WHY:

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

Outcomes, or benefits, of the Girl Scout experience include:

Sense of Self • Positive Values Healthy Relationships • Challenge Seeking Community Problem Solving



Coding for Good 1: Coding Basics

Badge Overview

Find out how computer scientists write programs for computers to solve problems. When you've earned this badge, you'll know how programmers write programs that make computers work and how people can use computers to help others.

Badge Components

1. Create algorithms for a computer that follow a sequence

An <u>algorithm</u> is a set of instructions designed to perform a specific task. This can be a <u>simple</u> process, such as move forward 2 spaces and turn left.

On the Code.org website complete 1. Learn to Drag and Drop, 2. Sequencing with Scrat and
 3. Programming with Angry Birds. (FYI videos advertising other sections of the website pop up between sections but you can just dismiss them.)

2. Use loops to improve your algorithm

On the Code.org website complete 7. Loops with Scrat

3. Use events to make things happen

On the Code.org website complete 12. A Royal Battle with Events

4. Learn about women in computer science

Do some research on Ada Lovelace and Grace Hopper to find out why they are so important to the development of computer science.

5. Create your own set of commands that use events

O Go to the Dance Party section of the code.org <u>website</u>. Click on START and complete the section. If you are enjoying learning about coding you can complete part 2 also.

Materials

Computer or tablet

Florida Educational Standards

The content of all Girl Scout national proficiency Badges and Journeys have been correlated by grade level to national and state learning objectives.

Click here for more information on how Girl Scout Badge-work supports Florida's educational standards.





Finished with your badge? Now buy it for your Girl Scout Uniform. Order online at <u>https://</u> www.girlscoutshop.com/SOUTHEAST-FLORIDA-COUNCIL and we'll ship it for free.



We love to see Girl Scouts in action. Snap a photo and send it to **marcomm@gssef.org**. Include her name, troop# and the name of the badge she's working on and we'll feature her.



Outdoor Art Creator



Badge Overview

Through earning this badge, Brownies will learn how to create a variety of art projects outdoors.

Badge Components

1. Find art ideas outdoors

Nature and the outdoors have inspired art for centuries. From using berries to make dyes for clothing to using bits of driftwood to create a sculpture, the opportunities are endless. Check out what these artists are doing:

O Artists Who Celebrate Nature and Promote Positive Social Change

- O Artists Who Let Nature Do The Hard Work For Them
- O Artists to Inspire Nature-Related Art Projects

2. Make something!

Get out your crayons and paper and let's make a leaf rubbing! Gather some leaves from around the neighborhood. Look for different sizes, shapes, and textures. Take each leaf and put it under your paper. Rub an unwrapped crayon on your paper over where the leaf is underneath.

O Here's a video on how to make leaf rubbings.

O Take a look at your different leaves; can you tell them apart? Can you see their textures?

3. Dance or make music outdoors

Ask your parents to turn on some music and have a dance party in the back yard. Notice the sounds of nature along with the music you hear.

- Try to dance like some of your favorite wild animals, for example, leaping like a deer or slithering like a snake.
- O Add some extra fun by creating your own outdoor band using overturned trash cans, the fence, some flower pots and anything else that can make a sound to create your own music.

4. Be a nature photographer

Ask for help from your parents to make a video about something in nature. It could be the sunrise in the morning, the birds in your backyard, or those tiny ants marching through the flowerbed.

O Talk about how what you are recording makes you feel and why you chose this part of nature. Make sure to share your video with your friends!

5. Design with nature

Let's make a stained-glass window inspired by nature. You may need your parents help with a couple steps.

- O Trace nature shapes onto tissue paper and cut them out. They can be animals, leaves, trees or anything else outdoors. Set these aside while you mix 2 parts dish soap with 1 part water to create a temporary 'glue' to hold your artwork on the window. Use a sponge to cover your window area with the soapy solution. Stick your cut out nature shapes on to make a picture and let it dry.
- O Check out your window at different times of the day to see if it looks differently. Make sure to help clean up the window when it is time to remove your art.

Materials

- Access to internet
- Crayons
- Paper
- Leaves
- Phone or camera
- Tissue paper
- Scissors
- Dish soap
- Water
- Sponge

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Questions? Contact customercare@gssef.org





Badge Overview

Find out how to make new friends, keep old friends, and be the best Brownie friend you can be. When you've earned this badge, you'll know how to be a good friend.

Badge Components

1. Make friendly introductions

Sometimes making friends can be as simple as introducing yourself! Earn this step by introducing yourself to 3 people you do not know. It can be people from school, your sports team, another girl scout troop, or your neighborhood.

BONUS! If you are spending time at home right now, ask your family member if you can introduce yourself to three of their friends. Their friends may be colleagues from work or friends from community groups.

2. Show friends you care

Good friends are there for one another. Sometimes friends go through a hard time or have a bad day, and as friends, it is important we are there for one another. It is also nice to show your friends that they mean a lot to you. Earn this step by completing one of these activities:

O Write and mail a letter to a friend.

O Make a friend a special gift.

o If you do not have any arts and crafts supplies at home, consider gifting your friend a SWAP!

3. Share favorite activities

Each person is unique, and has their own favorite color, animal, and even activity! Talk to your friend and find out what their favorite activity is. Then, share your favorite activity with them too. Maybe your friend enjoys soccer, and you love to paint. Earn this step by both you and your friend participating in each other's favorite activity. You can play a game of soccer together, and then paint a picture together!

4. Learn how to disagree

A good friend respects each other's opinions and thoughts. You may find yourself wanting to play on the play set, but your friend wants to swim in the pool. It is important to learn how to disagree with each other. Earn this step by watching this <u>video</u>.

5. Practice friendship!

It is important that we always practice being a good friend to one another. Earn this step by completing one of the following:

O Introduce yourself to a new friend at the park, in your sports/activity club, or in your neighborhood.

O Find a new table in the cafeteria to sit at, you can always bring a friend with you!

O Talk with your friend and share 5 kind things about them.

Materials

- Access to internet
- Something to write with
- Something to write on

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Badge Overview

Money helps us buy things we need, like food and clothes. And money helps us buy things we want, like video games and movie tickets! Learn the difference between wants and needs in this badge. Use the workbook as you shop through the 5 steps below!

Badge Components

1. Shop for elf items with your elf doll

Print and cut out the elf shopping items in the workbook to set up a store for Brownie elf to shop in!

O She only has \$30, so help make sure she gets everything she needs!

2. Go grocery shopping

It's time to go grocery shopping right in your own home!

O Use the price list in the workbook to find out how much the food in your kitchen costs, then make sure you spend your \$25 wisely!

3. Go clothes shopping

Next you'll go shopping in your own closet!

With \$35 and the price chart in the workbook, you'll need to show your style as you build 3 different outfits!

4. Get ready for school

You have to go get some school supplies, but first you have to figure out which items on your shopping list in the workbook are the right ones to bring to your class!

O Then figure out how much money you need to pay for them all!

5. Have some fun

After getting all the things you need, it is time to have some fun!

• Fun still costs money, so once you decide where you're going and who you're bringing, you'll need to complete the budget in the workbook to plan how much you'll need to save!

Materials

- Something to write with
- My Shopping Workbook

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Questions? Contact customercare@gssef.org

girl scouts of southeast florida

HOW THE COOKIE CRUMBLES

86.6%

Of cookie sale revenue generated goes directly to serving girls in Southeast Florida.

3,747

Girls learned entrepreneurship skills by participating in the 2022 Cookie Sale Program.

1,221,867

Boxes of Girl Scout cookies sold in 2022.

60,126

Boxes donated to Cookies for the Military.





Bronze Award Girl Scouts



Silver Award Girl Scouts



Gold Award **Girl Scouts**

400 Hours Of community service



3.200 Hours

given through Silver Award projects.



given through Gold Award projects.

GIRL SCOUTS WORK!



STEM

Girl Scouts are 20% more likely to be digital leaders, compared to non-Girl Scout girls.

97% of Girl Scouts who have attended

camp say the experience helped them

improve their outdoor skills.

21 Events Serving 1,072 Girl Scouts

34 Events Serving 1,629 Girl Scouts

47 Events

Serving 4,653 Girl Scouts

9 Events

Serving 550 Girl Scouts



LIFE SKILLS

OUTDOORS

Girl Scouts are twice as likely to be community problem solvers and participate in civic engagement activities.



ENTREPRENEURSHIP

91% of Girl Scouts want to be entrepreneurs in the future!

HIGH AWARDS

confidence, and character,

Girl Scouting builds girls of courage,

who make the world a better place.

Our Mission

Girl Scouts earned a High Award in 2022.



given through Bronze



Of community service

Of community service

1,339 Total Daisv Grades K-1



1.514 Total Brownie Grades 2-3

1,485 Total Junior Grades 4-5





498 Total Senior

Grades 9-10



6,477 2022 GI **MEMBERSHIP**





Girl Scouts bring their dreams to life and work together to build a better world. They lead the way as they find their voices and make changes that affect the issues most important to them. Girl Scouts develop skills that allow them to break barriers and become the leaders our businesses, communities and our world needs.

Girl Scouts is proven to help girls thrive in five key ways as they:







Develop a strong sense of self.

Display positive values.

Form and maintain healthy relationships.



learn from setbacks.

Identify and solve problems in the community.

"

My favorite thing about being a Girl Scout is being able to inspire other girls to reach their goals.

- Addison W. Troop 20570





HOW GIRL SCOUTS BENEFITS GIRLS:



Develop a strong sense of self.



Feel that Girl Scouts helped them become more confident in school.



Feel that Girl Scouts helped them become a better leader in more activites.



Feel they can make a difference in the world.



GSSEF LOCATIONS

Administrative **Headquarters** 6944 Lake Worth Rd. Lake Worth, FL 33467

Broward County Retail Store 7413 NW 57th St. Tamarac, FL 33319

Palm Beach County **Retail Store** 1232 W. Indiantown Rd., #105 Jupiter, FL 33458

Camp Nocatee 6009 Flaghole Rd. Clewiston, FL 33440

Camp Telogia 6501 Holmberg Rd. Parkland, FL 33067

Camp Welaka 10205 SE Girl Scout Camp Rd. Tequesta, FL 33469





Seek positive challenges.



Gain new experiences in Girl Scouts.

Links

PAGE 2- Checklist for New Troop Leaders





Registration

MyGS

PAGE 6- Training



Volunteer Essentials

PAGE 8- What's the Girl Scout Program?





Shop Page

PAGE 14- Pin and Badge Placement...



Retail Store



ACH Form



Parent Meeting Agenda



Zoom Meetings

PAGE 20- Troop Communication



Bank Form

ACH Form



<u>Girl Health</u> <u>History Form</u>



Parent Permission Form



Fund Raising

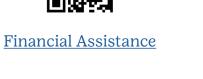
Extended Travel
Application Form



Extended Travel Insurance Form



Volunteer Essentials





Day Trip Travel Application form



<u>Money-Earning</u> <u>Forms</u>



Troop Changes



Safety Activity Checkpoints



PAGE 19- The Volunteer Toolkit...

<u>Volunteer Toolkit</u>



Volunteer Policies and Procedures



Event Calendar





<u>Troop Leader</u> <u>Blueprint</u> Virtual Meetings

PAGE 24- Highest Awards

PAGE 29- Your Brownie Year at a Glance



The Girl Scout Experience



Troop Camping

NOTES



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**.

Cirl Scout Mission

GIRL SCOUTING BUILDS girls of courage, confidence and **character**, who make the world a better place.

GSSEF Administrative Headquarters

6944 Lake Worth Rd, Lake Worth, FL 33467 • 561.427.0177 • customercare@gssef.org









