

# 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

#### Week 2 Week 1 Register as a Girl Scout troop leader. Complete new leader training (complete within first 30 days). Complete a background check. Discover the ins and outs of the You will receive email invite from Volunteer Toolkit (VTK) in MyGS. theadvocates@sterlingvolunteers. Open your troop account and submit the Set up your troop profile. ACH form to GSSEF. Find a second leader and invite girls to Meet with your second leader and plan join your troop. a parent meeting. Join the New Leader Welcome Secure meeting location. Webinar and register for required training: Volunteer Essentials and Find your troop roster in VTK or login into MyGS. Email or call all new Troop Essentials. troop parents to introduce yourself. Decide where your troop will meet. Hold the parent meeting (don't forget to use your parent meeting agenda.) Week 3 Week 4 Complete your bank account set up and make your first deposit. Attend a Service Unit meeting sometimes called a leader meeting. Plan and hold your first troop meeting with the girls. Use this guide and the Reach out to get help planning Volunteer Toolkit. your year in Girl Scouts! Email volunteer@gssef.org.









Find out about the GSSEF Product Sale Programs: Cookies and Sweets & Treats.

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This guide helps take the guesswork out of leading a troop.

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# 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. 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 customer care 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.

# Training

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 30 days of troop formation.

- Each troop must have two non-related registered and background checked leaders.
- In addition, the troop needs a minimum of one **First Aid/CPR trained** adult. More are always better.
- Once your troop is ready for an outdoor overnight or camping trip, you will need to have an adult complete **troop camp training (TCT)**.
- Adult training is required for several Girl Scout activities like canoeing and archery. Check out our **events calendar** for dates and times.



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 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:

#### **Discover**

Find out who they are, what they care about, and what their talents are.

#### **Connect**

Collaborate with other people, locally and globally, to make a difference in the world.

#### **Take Action**

Do something to make the world a better place.

#### **Badges**

What have your girls always wanted to do?

Make their own movie, go geocaching, plant a garden? Great news! They can learn to do all these things and more while earning Girl Scout badges. Badges are worn on the front of the vest or sash. The Volunteer Toolkit and Girl's Guide to Girl Scouting are your resources for the requirements to earning badges.

#### **Patches**



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.

#### Highest Awards



Bronze. Silver. Gold.

These represent the highest honors a Girl Scout can earn.

All three awards give girls the chance to do big things while working on an issue they care about. Whether they want to plant a community garden and inspire others to eat healthy for their Bronze, advocate for animal rights for Silver, or build a career network that encourages girls to become scientists and engineers for their Gold, they'll inspire others (and you!).



#### Girl Scout Levels



#### **Daisv** • *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 their 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!



#### **Junior** • *Grades 4-5*

Juniors are big-idea thinkers.

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.



#### Ambassador · Grades 11-12

Ambassadors know that small acts create big change. While they get ready for life beyond high school, Girl Scouts helps them take flight. They may also earn their Gold Award (which, by the way, adds something "extra" to college applications).



#### **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).

#### 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 our GSSEF Retail Store to purchase uniforms, starter kits, and more. Our staff are here to help. Or shop online 24/7 by visiting our website at www.gssef.org.

#### 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 in Broward, Palm Beach, Martin, St. Lucie, Indian River and Okeechobee counties.

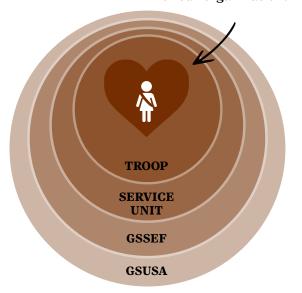
#### **Service Unit**

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.

### Girls are the heart of our organization!



# 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

We 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.

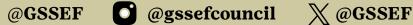
#### Connect with Us!



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, let us know.

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.

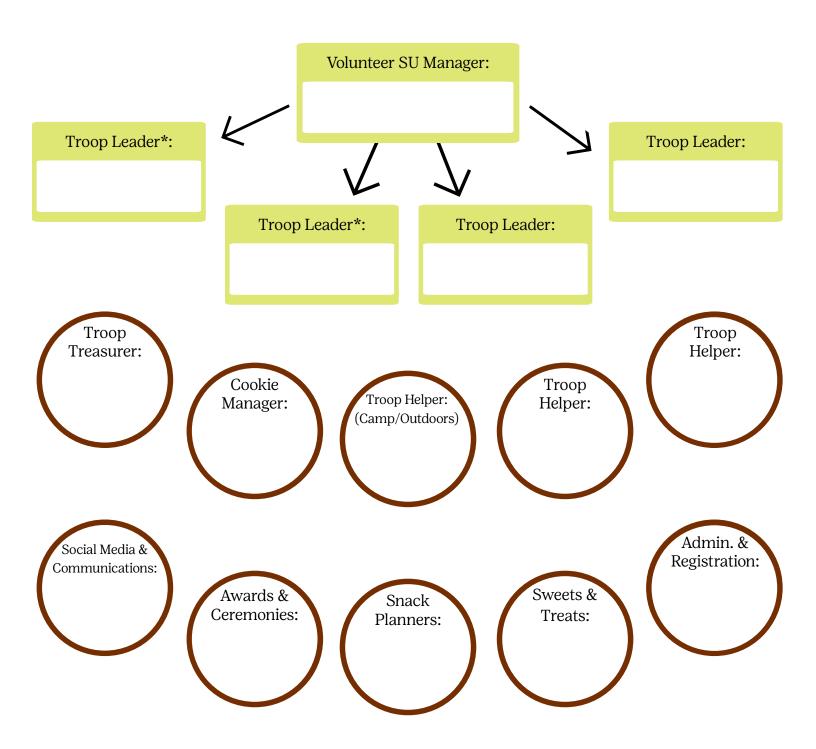
	Troop Role	Description
Leaders	Troop Leaders	Partners to provide regular support for all troop activities. Must be a registered member. Background check and training required. Select "Troop Leader" when registering.

	Troop Role	Description
	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.
Troop Helpers	CPR/First Aider	Attend outings outside regular meeting place.  Membership, background check and certified training required.
Tro	Troop Cookie and Sweets & Treats Manager(s)	Promote and run Product Programs (Cookie Program and Sweets & Treats 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!

# Troop#

Add the names of those who make-up your Troop team.



<sup>\*</sup>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



Girl Scout Brownie Sash



Our GSSEF Retail Store carries everything to meet your Girl Scout needs all year long!

Please visit our retail store in-person or you can also shop 24/7 by visiting our online store.

# Girl Scout Troop Finances

#### **Bank Accounts**

- Two volunteers must be on the bank account.
- Find a bank with free accounts for Girl Scout Troops (Truist is preferred).
- Complete and submit the Request to Open a Bank Account form.
- 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 Sweets & Treats and Cookie Program. Once a troop has participated in these annual programs, they are eligible to participate in other troop money earning activities such as garage sales or car washes with Council approval.



#### 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.

\*Funds are distributed on a first-come, first-served basis until depletion.

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

# Costs of Girl Scouts

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

#### Membership Fee

(\$65 National Dues + \$15 Council Service Fee girls/\$30 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. The Council Service Fee stays with the local council.

#### **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 Product Program (Cookie Program and Sweets & Treats Program) not only gives girls funds for the 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 in "GIRL SCOUT" 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.



# 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 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 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 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:

#### **Girl Health History Forms**

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.

- Extended Travel Application Form
- Day Trip Travel Application Form
- Waiver of Liability

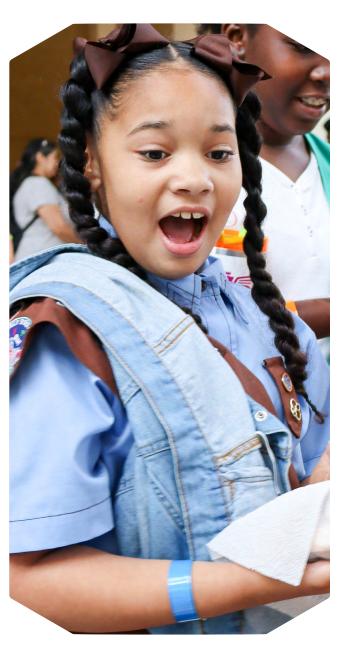
#### **Money-Earning Forms**

The money-earning application is required for any money-earning activity beyond the Girl Scout Sweets & Treats 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 Sweets & Treats 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.

#### Sweets & Treats Program | August - 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, 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 year 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

AUGUST	SEPTEMBER	OCTOBER
National S'more Day Recruit New Girls to Your Troop Summer Funshine Plan Your Year Sweets & Treats Program Begins	Investiture Ceremonies Recruit New Girls to Your Troop Girl Scouts Love State Parks Emerald Awards - Broward	Girl Scout Membership Year Begins Juliet Gordon Low's Birthday Earth Defenders Silver Award Showcase
NOVEMBER	DECEMBER	JANUARY
Sweets & Treats Program Ends S.M.A.R.T. Cookie	We Welaka  Digital Cookie Sale Begins  GSSEF Winter Break	Happy New Year! Cookie Booth Sales Begin
FEBRUARY	MARCH	APRIL
Cookie Booth Sales End Give a Box, Get a Box GSSEF Annual Meeting World Thinking Day Emerald Awards - Martin	Mall Madness Girl Scouts Week	Earth Day National Volunteer Month Girl Scout Leader Day Membership Renewal Feeding Florida Food Drive Rock the Noc!
MAY	JUNE	JULY
National Bridging Week  STEAMapalooza  Gold Award Ceremony  Emerald Awards - Palm Beach	GSSEF Summer Camp Summer Funshine	GSSEF Summer Camp GSSEF Summer Shutdown Summer Funshine

# What Sets us Apart? *The Girl Scout Program!*

Have you ever wondered: "How do I build girls of courage, confidence and character?" The answer is as simple as 1-2-3!

#### 1. Know where you're going before you start:

#### Become familiar with the five outcomes we want girls to achieve through Girl Scouts:

# Develop a Strong Sense of Self:

Girls have confidence in themselves and their abilities, and form positive identities.

## Promote Positive Values:

Girls act ethically, honestly, and responsibly, and show concern for others.

#### **Seek Challenges:**

Girls learn to take appropriate risks, try things even if the might fail, and learn from their mistakes.

## Foster Healthy Relationships:

Girls develop and maintain healthy relationships by communicating their feelings directly and resolving conflict constructively.

# Learn Community Problem Solving:

Girls contribute
to the world in
purposeful and
meaningful ways,
learn how to identify
problems in the
community and
create "action plans"
to solve them.











#### 2. Offer activities from the four Program Pillars:

#### S.T.E.M.:

Science, Technology, Engineering, Math. Activities help girls develop problem-solving and critical thinking skills to build their confidence.

#### **Outdoor:**

Develop outdoor skills over time. This can be as simple as meeting outdoors and working toward more adventurous outdoor exploration.

#### **Life Skills:**

Develop key life skills girls can use forever, like financial literacy, first-aid, and more. Badges are great for this!

#### **Entrepreneurship:**

Participate in the Girl Scout Cookie and Sweets & Treats programs to build key entrepreneurial skills girls will use for a lifetime!









#### 3. Incorporate these program processes into your activities:

#### **Girl Led:**

Girls shape the experience by asking questions, offering ideas, and using their imaginations.

#### **Learning By Doing:**

Girls learn through hands-on activities, talking about what they did, and reflecting on how they would do it differently next time.

#### **Cooperative Learning:**

Girls work together to brainstorm ideas and problem solve their way toward a common goal.

#### **Confirmations**

Confirmations are most commonly sent via email to the adult contact email address approximately 3-10 days before the start of the program.



#### **Cancellations**

In the event of a program cancellation, by GSSEF, the adult contact will be notified via email.

Programs are subject to cancellation in advance of the program day, by GSSEF, if attendance does not meet the minimum requirements or if unforeseen circumstances prevent the program from occurring. In such cases, refunds will be issued to registrants within 7-10 business days.

Registrant-requested cancellations will be accepted up to 14 days in advance of the program day for a full refund. After this date, no refunds will be granted.

Program deposits, such as those required for travel or camp, are non-refundable. When possible, non-refundable fees may be transferred to a future program upon request; but is not guaranteed. Such requests are accommodated on a case-by-case basis.

If the National Weather Service issues a Hurricane "Watch" or "Warning" for any geographic portion of our Council's jurisdiction during any time period for which an activity is scheduled, this program will be automatically postponed. Due to the timing constraints there may not be time for communication in the event of a weather emergency. When the National Weather Service lifts the Hurricane "Watch" or "Warning" and GSSEF operations have resumed, our staff team will determine if the activity can be rescheduled and communicate with the registrants as quickly as possible. If the activity cannot be rescheduled, or if the rescheduled date/time will not work for those previously registered, a full refund will be issued.

#### **How to Locate GSSEF Programs**

- » Visit our website at gssef.org.
- » On the content banner click on "Activities." Here you will see a list of all the different event categories listed on the left side of the page.
- You can click on each category to see full details or on the content banner click on "MyGS".
- » You will be prompted to log in. Select the yellow "Join" box in the upper right corner. Scroll down and select "Find Events." Discover upcoming events in a variety of ways.
- » Explore Events: Use filters to narrow down your search, remember to put your zip code in and change the radius of your search. If you are looking for something GSSEF specific. Select the box "Show only the events of My Council." Virtual events are all listed under zip code 33467, so use that when searching!
- » Event List: Events are listed by month and name. "Advance Search" on this page will allow you to filter options and categories.
- » Event Calendar: Events are listed chronologically by date.

<sup>\*</sup> A tagalong is anyone that is not a Girl Scout member. In respect to Girl Scout programming, a tagalong is a child that is younger than five, nonmember siblings over age five, or nonmember adults. Tagalong ratios must be adhered to for minor tagalongs and can be found in GSSEF Volunteer Policies & Procedures. For example, a tagalong that is one year of age requires one dedicated adult for supervision and this adult cannot be counted in the Girl Scout girl to adult ratio.

#### **Registering for Programs**

Registering online is the quickest way to reserve your spot in the program you want to attend.

You can view programs you are registered for and past events you attended in the My Events tab of your MyGS account. You can also easily see if you still owe a balance on any program registration fees.

#### Search

- Docate the event that you would like to register for and click "Register Now". This will take you to the event information and registration page.
- » Click on "Register Now"
- If you have not signed into your MyGS account, you will be prompted to sign in before continuing with your registration.
- On the left you will see a description and details of the event that you have selected.
- On the right you will see the sign-up/shopping cart. Use the "+" to select the number of spots you need.
- » Click "Add Events"

#### **Add Details**

- » Add attendee name(s) from the drop down menu
- » Choose your payment option
- Click "Submit Member Details"
- » Click "Review Cart"

#### Make a Payment

- » Enter payment and billing address
- » Click "Submit Payment"
- You will now see your payment confirmation and order number

You have successfully registered for the program!

#### **Financial Assistance**

If applying for Financial Assistance, register online for the program first. Click the financial assistance button on the registration page. Once submitted, your request will be received and you will be notified.

Please note, your spot won't be saved until the program registration fee is paid in full or the deposit is paid (on applicable programs).

Financial Assistance is not intended to be the primary funding source for members or troops. Troops are encouraged to participate in our council's annual money earning opportunities, the Sweets & Treats and Cookie Programs.

Financial Assistance allocation amount is subject to council discretion and may be changed at any time. All applications are held confidentially by the Council and are not shared with third parties. Financial Assistance will not be available two weeks prior to a program.

Financial Assistance allocations are made to:

- Provide the full cost of new membership registration, for girls, within the Council's jurisdiction.
- Subsidize the cost of program registration fees for girls currently registered in Girl Scouts of Southeast Florida and within the Council's jurisdiction.
- Subsidize the cost of training opportunities for currently registered adult volunteers.
- Subsidize the cost of purchasing girl's grade-level uniform components, handbooks and program registration fees.
- Based on registration fees, Financial Assistance might not cover the full program cost.

For more information of our Financial Assistance Process visit **gssef.org** or email **customercare@gssef.org**.

# Girl Scout Camping

When Girl Scouts get outside and connect with nature in a girl-led setting, they grown in self-confidence, 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, 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 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 <b>two unrelated</b> 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 <b>two unrelated</b> volunteers, including one female, for up to this number of girls:	There should be one extra adult for every additional:
<b>Daisies</b> K-grade 1	12 Girl Scouts	1-6 Girl Scouts	6 Girl Scouts	1-4 Girl Scouts
<b>Brownies</b> grades 2-3	20 Girl Scouts	1-8 Girl Scouts	12 Girl Scouts	1-6 Girl Scouts
<b>Juniors</b> grades 4-5	25 Girl Scouts	1-10 Girl Scouts	16 Girl Scouts	1-8 Girl Scouts
<b>Cadettes</b> grades 6-8	25 Girl Scouts	1-12 Girl Scouts	20 Girl Scouts	1-10 Girl Scouts
<b>Seniors</b> 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.

You can use editable pre-written sample meeting plans, or build your own meeting plan, in the Virtual Toolkit. It also has printable resources you can use as visual aids.

# 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 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?**

your lead.

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

T. 11	ist meeting checknst
	Cover the basics. Review the details about when and where the meeting will take place and make sure parents/caregivers are aware.
	Get ready. Use the VTK to verify your troop roster and email parents. This might be a great time to remind parents to send health history forms, uniform orders, and troop dues to the meeting.
	Know the agenda. Refer to the Six Elements of a Troop Meeting list and your meeting agenda/plans.
	Review and practice your agenda. You'll feel calmer during the actual meeting and ready to make adjustments as needed.
	Prepare for magic! When the girls and parents see that you're prepared for the meeting and ready to have a great time, they'll follow

# 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!

# Make your experience even better!

#### Engage

- Host family-friendly events and a caregiver meeting.
- Connect parents to the Volunteer Toolkit, so they can see what the girls are doing each meeting.

#### Earn

- · Badges: Girls build skills.
- Awards: Girls earn these on a variety of topics including leadership and mentoring.
- Support girls to earn one of the Highest Awards: Bronze, Silver, and Gold.

#### Build

- Attend a Girl Scout event in your local service unit to meet other Girl Scouts.
- Attend a council-sponsored event. This book is full of them!
- Attend a community partner event.
- Learn about the history of Girl Scouts.
- Set up a meeting where younger girls learn from older Girl Scouts.
- Practice Girl Scout traditions and allow girls to create their own, by incorporating:
  - The Girl Scout Promise and Law into all activities.
  - Meaningful, girl-planned ceremonies, like bridging and court of awards.
  - Girl Scout Spirit Wear Girl Scout uniforms at meetings, events and on field trips.

#### Connect

Help girls explore their community through service and take-action projects.

# **Make it Happen!**

A handy troop checklist

Here are 10 essential things you can do to make your troop year a success!

- Host a investiture ceremony/parent meeting at the beginning of the year. Let the girls do the planning, and invite the whole family to attend!
- Start each meeting with the Girl Scout
  Promise and Law. Ask girls to share examples
  of how they have used the Promise and Law
  in their lives since the last meeting.
- Set a plan to earn at least 4 badges. Events in this book can help you or visit the Volunteer Toolkit.
- Help the girls decide what they want to do this year in Girl Scouts. What badges, Journeys, and awards do they want to earn? What events would they like to attend?
- Attend a council-sponsored event to try new things and meet other Girl Scouts.
- Attend a community-sponsored event to explore your community and connect with experts.
- Participate in the Cookie Program to build your troop budget to achieve the girls' goals. Don't forget about Sweets & Treats, too!
  - Get girls outdoors! Do an age appropriate outdoor experience like just going for a hike in a local park or meeting outside. Check out the events in this book to get you started.
- Recognize girls' accomplishments. Host a bridging event or a court of awards ceremony at the end of the year. Invite the whole family, and let the girls take the lead.

# 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!



#### The Girl Scout Secret Sauce

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

#### WHAT:

Girl Scouts do activities in Four Pillars:









Traditions | Troop Meetings | Field Trips Badges | Patches | 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

#### 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

# Quick Stats at a Glance

#### **Our Mission**

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

#### HOW THE COOKIE CRUMBLES





74%

of cookie sale revenue reinvesting in local Girl Scouts.



3,939 Girls

learned entrepreneurship skills by participating in the 2024 Cookie Sale Program.



64,674 Boxes

were donated to Cookies for the Military.



1,461,662 Boxes

of Girl Scout cookies were sold in 2024.

#### HIGHEST AWARDS

Girl Scouts earned a High Award in 2023-2024.



The Silver

Award

**76 GIRLS** 

#### 4,000 Hours

Of community service given through Silver Award projects.



The Bronze Award

**120 GIRLS** 

2,400 Hours

Of community service given through Bronze Award projects.



The Gold Award

17 GIRLS

1,900 Hours

Of community service 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.

15 Programs

**Serving 455 Girl Scouts** 



**OUTDOORS** 

97% of Girl Scouts who have attended camp say the experience helped them improve their outdoor skills.

22 Programs

**Serving 580 Girl Scouts** 



LIFE SKILLS

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

26 Programs

Serving 1,389 Girl Scouts



ENTREPRENEURSHIP

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

18 Programs

Serving 1,716 Girl Scouts





















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.



Seek challenges and learn from setbacks.



**Identify and solve** problems in the community.

I really like the Feeding Florida community service program because I don't want anybody in my community to go hungry and by participating in that I can make a difference and make sure that doesn't happen.

- Arabella K., Troop 14218



#### HOW GIRL SCOUTS BENEFITS GIRLS:



Develop a strong sense of self.



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



Seek positive challenges.



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



Gain new experiences in Girl Scouts.



Feel they can make a difference in the world.



#### **GSSEF LOCATIONS**

#### **Administrative** Headquarters

6944 Lake Worth Rd. Lake Worth, FL 33467

#### **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

# NOTES



On my honor, I WILL TRY: to serve  ${f GOD}$  and  ${f MY}$   ${f COUNTRY}$ , 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**.

Girl 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

