

Girl Scouting provides the best opportunities for girls when families step up and play an active part in the troop. Without meaningful support from parents and caregivers, it's difficult for a troop to be all it can be. Plus, girls feel a special sense of pride when their families take part and show interest in the things they are doing!

The Parent/Caregiver Meeting starts each year and is valuable for all troops because it:

- ▶ Helps parents/caregivers understand what Girl Scouting can do for their girl.
- ▶ Identifies ways parents can work together to support the troop and sets expectations for family involvement.
- ▶ Reaches an agreement on what the troop pays for and what families pay for individually, including uniforms.
- ▶ Fills key troop positions—you never know which parent will make an awesome co-leader, troop cookie manager, etc.
- ▶ Communicates how the troop will inform families of things like upcoming events, schedule changes, etc. and how families will respond to leaders.
- ▶ Sets the troop up for success!

READ THROUGH THE FOLLOWING INFORMATION TO PREPARE FOR YOUR PARENT MEETING:

TROOP VOLUNTEERS

Before your meeting, review the following troop volunteer roles and the Twig and Tree Patch Requirements and decide where you would like to ask for help.



Anyone who works directly with girls or with troop funds must be a registered Girl Scout and have a current Girl Scout background check.

FALL SALES MANAGER

Girl Scouts can sell candy, nuts, and magazines in the fall. Many new troops will wait until their second year to participate, but it is a great opportunity to raise funds early in the year. The Fall Sales Manager will attend online training to learn more about the fall sale and communicate with families about the sale. Product will be shipped to the Fall Sales Manager for distribution to families.

MEETING HELPERS

Attend meetings and assist girls/leaders with meeting activities.

TROOP COOKIE MANAGER

This is a great position for adults who love working with data but may not like to volunteer during meetings. The Troop Cookie Manager will attend online training to learn more about the cookie program, communicate with families about ordering cookies, collect orders, keep information updated in the cookie management system, distribute cookies to troop families and track troop cookie inventory. Troop leaders are strongly discouraged from holding this position on top of acting as the troop leader.

TREASURER

Works with troop leaders to manage troop finances. Balances the troop bank account submits the Troop Finance Report in early summer. This position is not required, but some leaders like to have someone else help with the finances.

SNACK COORDINATOR

Depending on meeting times you may or may not have snacks.



THE [TWIG AND TREE PATCH PROGRAM](#) IS A GREAT WAY TO GET FAMILIES INVOLVED.

MEETING TIME, DAY & FREQUENCY

- ▶ The meeting plans are designed to meet twice a month, but you will decide how often your troop meets. Talk with your co-leader(s) and decide what days and times will work best for you before meeting with parents.
- ▶ You can send out a Google Form or a Doodle before the meeting to find out from troop families what times work for them.

FINANCES

- ▶ Dues (how much, how often)
 - Each troop decides for themselves what to charge for dues keeping in mind the financial situation of the community, the troop's plans for the year, and its participation in product sales.
 - We strongly discourage troops from collecting dues at each meeting. It's time consuming and difficult to track.
 - Collecting annual dues or breaking dues up into two payments is preferable. Keep in mind that no girl should be discouraged from participation due to financial concerns.
 - A general guideline for troop dues would be no greater than \$5 a month. Dues generally do not cover the price of uniforms.
- ▶ Financial assistance is available through the [Opportunity Fund](#) for girl membership. It does not cover troop dues.
- ▶ Participating in the cookie sale and fall product program is a great way to fund troop activities, supplies, membership fees, and uniforms.
- ▶ The Product Program teaches girls business skills and financial literacy as well as social skills. Proceeds from all Product Program sales not only provide funds for troops, but they also contribute to Council costs for camps and other facilities, volunteer training, girl programs, and other resources.
- ▶ Uniforms (will the girls wear a tunic or vest, choose for themselves, or have no uniform?) Uniforms are not required, and many troops decide to wait until after the cookie sale to purchase uniforms. See the uniform and petal, badge, and patch price list on the last page of this document.

TROOP SUPPLIES

- ▶ Look through the meeting plans and ask families if they would like to donate new or gently used items. Take advantage of back-to-school deals.
- ▶ Is there a volunteer who can do the troop printing? This can be a great help to you and cut down on troop costs.

COMMUNICATION

Read through the list of expectations in the parent/caregiver meeting plan. Add anything specific to your troop you would like.

FORMS

Review the following forms. You will want to send them out to families before the meeting. Forms will be returned to Troop leaders to keep on file. The Health History and Annual Permission Slip should be with the leader at every troop meeting and activity.

- [Girl Health History & Annual Permission Slip](#)
- [Girl/Family Info Sheet](#)



MEETING ELEMENT	ACTIVITY:	SUPPLIES:
<p>SUPPLIES AND ADVANCE PREPARATIONS:</p> <ul style="list-style-type: none"> ▶ Name tags ▶ Markers ▶ Twig and Tree requirements ▶ List of needed supplies for meetings ▶ List of volunteer roles you would like filled <p>PRIOR TO THE MEETING:</p> <ul style="list-style-type: none"> ▶ Schedule a time and location (in person or online) for your parent/caregiver meeting ▶ Invite families to the meeting ▶ Email PDF versions of the following forms and ask parents to bring them to the meeting: <ul style="list-style-type: none"> ● Girl Health History and Annual Permission Slip ● Girl/Family Info Sheet ● Send the membership registration link (gsksmo.org/join) to families who have not yet joined 		
PRE-MEETING ACTIVITY	As parents arrive, have them make a name tag. If you are meeting virtually ask them to make sure their name is correct on screen.	<i>Name tags</i> <i>Markers</i>
WELCOME & INTRODUCTIONS	<ul style="list-style-type: none"> • Have each adult share their name and what they hope their daughter will get out of Girl Scouting. • Leaders also share what they hope the troop will gain from the year. 	
BRIEF OVERVIEW OF GIRL SCOUTS	<ul style="list-style-type: none"> • As you begin your discussion this is a great time to give parents a brief overview of the Mission of Girl Scouts, let them know that Girl Scouts is girl led and girls learn by doing! • Mission: To build girls of courage, confidence and character who make the world a better place • Girl-led (decision-making and planning), hands-on (active not passive), and collaborative (girls feel safer to try new things in collaborative team-based environments) • The girls and adult members in the troop are members of Girl Scouts of the United States of America and our local Girl Scout Council, Girl Scouts of NE Kansas & NW Missouri. • All annual membership dues go directly to the national organization and includes insurance coverage for approved Girl Scout activities. 	
MEETING TIME, DAY, AND FREQUENCY	<ul style="list-style-type: none"> • Finalize the meeting time, day, and frequency with troop families. • If you do not have a meeting place, ask troop families if they have a church, business, or their own workplace that would make a good meeting location. 	
TROOP VOLUNTEERS	<p>Let families know that their Daisy/Brownie troop will be run entirely by volunteers— including the troop leaders.</p> <ul style="list-style-type: none"> • Share the list of troop jobs and ask families how they will be volunteering to assist the troop. Troop helper registration (\$25) is required for all participating adults. • Our Twig and Tree Patch Program is a great way to get families involved. Pass out the patch requirements to all families and ask them how they can help the troop earn the patch! • Let parents know that you don't know today what help you may need in the future and that you will be reaching out throughout the year for help! 	

FINANCES	<ul style="list-style-type: none"> • Let families know your plan for troop dues. Encourage families to reach out to you if dues will be a financial burden. • Make sure that all families are aware of the Opportunity Fund and let them know that it does not cover troop dues but that all families with financial need are encouraged to apply. • Discuss participation in the cookie sale and fall product program to fund troop activities, supplies, membership fees, and uniforms. <ul style="list-style-type: none"> • <i>The Product Program teaches girls business skills and financial literacy as well as social skills. Proceeds from all Product Program sales not only provide funds for troops, but they also contribute to Council costs for camps and other facilities, volunteer training, girl programs, and other resources.</i> • Uniforms- share with families the options for uniforms and your recommendation. Decide if families will purchase uniforms on their own, if they will pay the troop to buy uniforms, or if you will wait until after Fall or Cookie sales and use proceeds for uniforms. 	
TROOP SUPPLIES	<ul style="list-style-type: none"> • Let families know what supplies the troop will need and ask if they would like to donate new or gently used supplies. Take advantage of back-to-school deals. 	<i>List of needed supplies</i>
COMMUNICATION AND TROOP ETIQUETTE	<ul style="list-style-type: none"> • Survey parents on what method of communication will work best for them. Would they prefer a group text, messaging app, or a designated and private Facebook group, or email? • Once your communication method is established, set expectations for how quickly leaders and parents/caregivers will respond. <p>OTHER COMMUNICATION REMINDERS:</p> <ul style="list-style-type: none"> • The troop leader should be notified in advance if a girl will not be attending a meeting or event. • Responding to troop leader questions, RSVPing for events, and keeping the troop leader apprised of any changes pertinent to the troop are a responsibility of all families. • It is the expectation of all families that they will actively communicate with troop leaders. Failure to do so creates undue work for leaders and other volunteers and could result in a Girl Scout not participating in an activity if deadlines are not met. Most activities require an upfront payment and list of girls attending in advance. 	
QUESTIONS	<ul style="list-style-type: none"> • Provide the opportunity for families to ask questions. Let them know you may not have all the answers now, but you will get back with them. 	
CLOSING	<ul style="list-style-type: none"> • Thank parents and caregivers for attending in support of their Girl Scout • Reconfirm any decisions made during the meeting about troop roles and communication methods. Be sure to thank the family members who volunteered to help the troop. • Give families a deadline for any forms or registrations that need to be completed online or returned to you. 	

Uniform + Elements Price List

DAISY UNIFORM	
Tunic or Vest	\$19.50
World Association Pin	\$2.50
Daisy Pin	\$2.50
Insignia Tab	\$3.75
American Flag	\$2.50
Council ID Set	\$6.50
Troop Numbers (4 x \$1.95)	\$7.80
\$45.05	

BROWNIE UNIFORM	
Vest or Sash	\$20.50/\$9.00
World Assoc. Pin (can move from Daisy uniform)	\$2.50
Brownie Pin	\$2.50
Insignia Tab	\$3.75
American Flag	\$2.50
Council ID Set	\$6.50
Troop Numbers (4 x \$1.95)	\$7.80
\$46.05/\$34.55	

DAISY YEAR 1 BADGES/PATCHES/AWARDS	
Daisy Petals	\$10.00
My First Cookie Business Badge	\$3.50
Toy Business Designer Badge	\$3.50
Eco Learner Badge	\$3.50
World Centers Patch	\$2.00
Twig and Tree Patch	\$3.50
Membership Star	\$1.75
\$27.75	

BROWNIE YEAR 1 BADGES/AWARDS	
Making Friends Badge	\$3.50
Girl Scout Way Badge	\$3.50
Dancer Badge	\$3.50
Money Manager Badge	\$3.50
My Cookie Customer Badge	\$3.50
Celebrating Community Badge	\$3.50
Think Like a Programmer/Take Action Badge	\$7.00
Letterboxer Badge	\$3.50
Membership Star	\$1.75
\$33.25	

DAISY YEAR 2 BADGES/PATCHES/AWARDS	
Daisy Petals (new girls only)	\$10.00
Daisy Trail Adventure Badge	\$3.50
Outdoor Art Maker Badge	\$3.50
Good Neighbor Badge	\$3.50
Cookie Goal Setter Badge	\$3.50
Mech. Engineering: Roller Coaster Badge	\$3.50
Space Science Explorer Badge	\$3.50
Buddy Camper Badge	\$3.50
Take Action Award	\$3.50
Twig and Tree Patch	\$3.50
Bridging to Brownies Badge	\$1.75
\$36.74 (\$46.75 with petals)	

BROWNIE YEAR 2 BADGES/AWARDS	
Fair Play Badg	\$3.50
Democracy Badge	\$3.50
First Aid Badge	\$3.50
Philanthropist Badge	\$3.50
Cookie Decision Maker Badge	\$3.50
World of Girls Journey Awards	\$8.00
Cabin Camper/Hiker/Take Action Award	\$10.50
Bridging to Juniors Badge	\$3.00
Brownie Wings	\$2.00
Membership Star	\$1.75
\$42.75	