

2022  
2023

# GSKSMO New Leader Manual

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

# Getting Started

New leaders spend the first few weeks getting started and setting up their troop.

## Start-up Checklist

Have you...

- Purchased your Girl Scout membership and selected the Troop Leader role?
- Completed a Girl Scout criminal background check?
- Completed New Leader Training?
- Met with your co-leader?
- Selected a meeting time and place?
- Found your troop roster online in the Volunteer Toolkit?
- Scheduled a Family Meeting?



Need help with anything?  
GSKSMO is here for you!  
Give us a call at  
816-759-3025 or email  
[customercare@gksmo.org](mailto:customercare@gksmo.org)

**Great! When your troop has two leaders and at least five girls, your Recruitment Manager will send you a "Your Troop is Ready to Start" email and you will be ready to...**

**1**

### Get Connected

Girl Scouting is all about sisterhood. In addition to your troop co-leader, your troop team of parents/caregivers, Service Unit, and Council are all here for you.

**2**

### Be Social

GSKSMO social media accounts are a great way to learn about new things happening in our council and to interact with other troop leaders.

**3**

### Plan and Hold Your First Meeting

We have many resources to help you, but start with our GSKSMO Meeting Plans. [gksmo.com/troopleader#plans](http://gksmo.com/troopleader#plans)

**Attend a New Leader Open House to ask questions at any time after completing New Leader Training!**

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This guide takes 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.

“ Being a Girl Scout leader is an incredible Journey along which you will shape the future by working with girls today. With your guidance, encouragement and go-getting spirit, your Girl Scouts will be ready to embark on a lifetime of leadership success, and adventure. And along the way, you'll hone your own leadership style and discover that you'll achieve more than you thought possible. ”

*Joy Wheeler, GSKSMO CEO*

**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 leader's own organizational and leadership skills
- Join a global community of sisterhood

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

# Organizational Structure

## Girl Scouts of the USA (GSUSA)

Our national organization headquartered in New York City. Your annual membership fee makes you a member of GSUSA.

## Girl Scouts of NE Kansas & NW Missouri (GSKSMO)

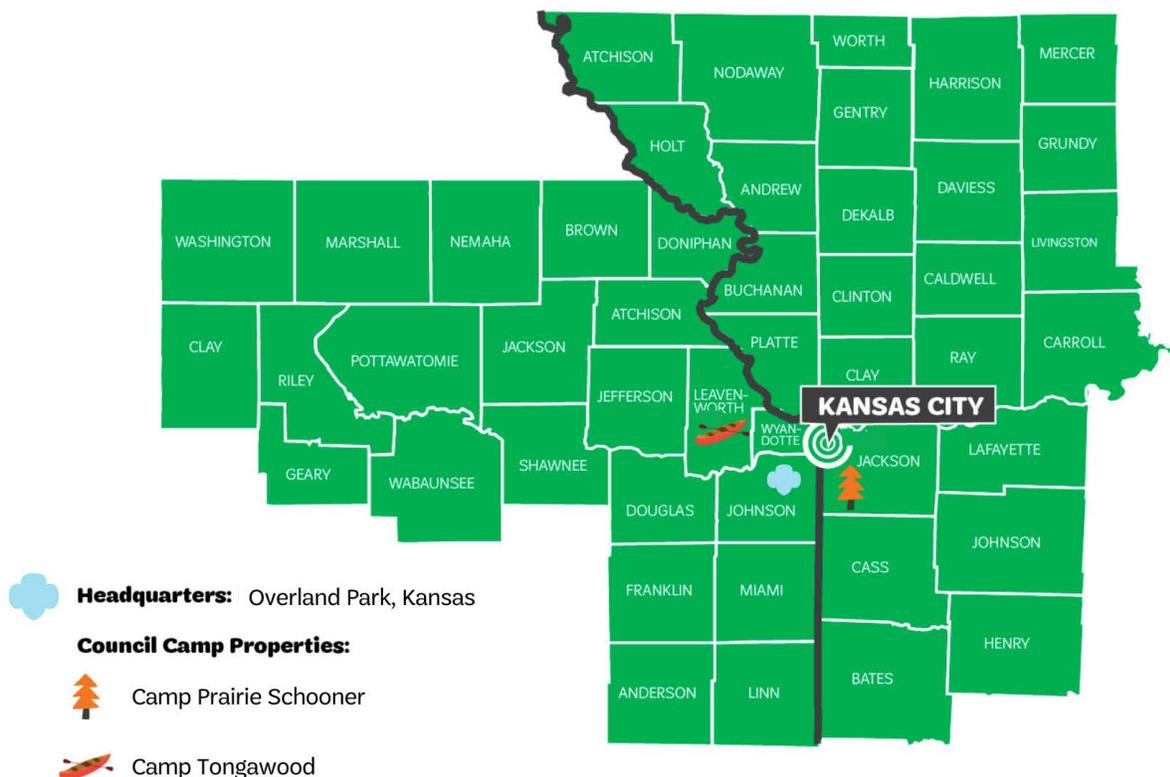
Our local council serving girls in 47 counties throughout Kansas and Missouri.

## Service Units

Service units are comprised of volunteers and troops within a geographic location.

## Troops

Volunteer-supervised groups of Girl Scouts!



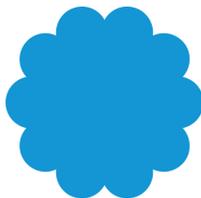
# Council Staff

As a new leader you will have a team of council staff working together to support you.



## **Recruitment Manager**

Your Recruitment Manager is the generally the first staff person you will work with as a new leader and will help you find a co-leader, connect you with New Leader Training, and recruit new girls to your troop. Your Service Unit has an assigned Recruitment Manager.



## **New Leader Engagement Manager**

The New Leader Engagement Manager provides New Leader Training, holds New Leader Open Houses, and will guide you through your first two years as a troop leader.



## **Service Unit Support Manager**

The Service Unit Support Manager works directly with your volunteer Service Unit team and is the council resource for activities that are done at the Service Unit level such as the Fall Product Program, Girl Scout Cookie Program, and Service Unit Day Camps. Your Service Unit has an assigned Service Unit Support Manager.



## **Troop Experience Manager**

The Troop Experience Managers are experts on Girl Scout programming. They created our GSKSMO Troop Meeting Plans and they also moderate and post on the GSKSMO Facebook Leader Pages.

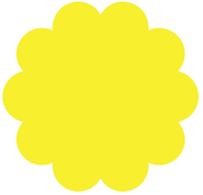


## **Customer Care**

Contacting our Customer Care Team is the best way to get help from council staff. They can be reached by phone or email and will often times be able to help you immediately. For those situations that require further research they will direct your call or email to the appropriate staff member to assist you.

# Service Unit Team

Your Service Unit Team is made up of volunteers in your area. Not all positions are filled in every service unit and your service unit may have additional positions on their team.



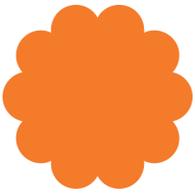
## **Service Unit Manager**

The Service Unit Manager is the volunteer leader of the service unit. She will lead service unit meetings and will communicate about service unit events and other important information.



## **Welcome Specialist**

The Welcome Specialist will provide a service unit orientation so you can learn more about what makes your service unit unique. They are happy to answer questions or direct you to the correct person if they cannot help.



## **Product Program Manager**

Some service units have two Product Program Managers, a Fall Product Program Manager and a Cookie Product Program Manager, and in other service units one person does both jobs. This person is your first point of contact for questions and will distribute materials and service unit specific training.



## **Opportunity Consultant**

The Opportunity Consultant ensures that we have correct information for all troops in your service unit. They may reach out to you a few times a year to confirm details such as your troop size and location, days, and times of your troop meetings.

## **Service Unit Meetings**

Attending regular Service Unit meetings is recommended for at least one troop leader or troop representative. At Service Unit Meetings you will have the opportunity to:

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

*Learn more from your Service Unit Manager or Welcome Specialist!*

# Leading Together

Each troop needs two unrelated, background checked adults who are registered Girl Scout members. If you do not already have a co-leader, your Recruitment Manager will assist in finding one.

Before meeting with troop families, you and your co-leader will want to get together and make some decisions about your troop. Use these questions as a guideline for your conversations.

## **Your Troop**

- Will your troop consist of girls in a single grade level or as a multi-level troop with girls of many grade levels?

## **Meeting time, day, and frequency**

- When will you meet? Talk with your co-leader(s) and decide what days and times will work best for you before meeting with parents.
- Will you meet once or twice a month, or weekly? Decide what makes the most sense for your troop.
- Where will you meet? Schools, places of worship, libraries, and community centers can be great meeting places.

## **Communication**

- How will you communicate with troop families and who will be responsible? There are many platforms available to communicate with families, but talk through what you feel most comfortable with before discussing communication with troop families.

## **Money Matters**

- Will your troop charge dues?
- How much money will you need to cover supplies and activities?
- Will your troop purchase uniforms?
- Will the troop collect money and buy uniforms, or will families purchase uniforms themselves?

## **Troop Volunteer Team**

- Talk with your co-leader about what you enjoy doing and what you don't. Begin thinking about those tasks where you would like volunteer help. Every troop has different volunteer wants and needs.

# Troop Finances

New leaders often feel nervous about dealing with troop money, but the next few pages will answer your questions and put your mind at ease!

**Every troop has its own unique economic situation. Keep that in mind when making financial decisions. We never want a girl to be unable to participate in Girl Scouts due to finances.**

## **Financial Assistance**

Any Girl Scout may apply for funding for a current year membership, discount on uniforms, and day camp. Families must demonstrate a need for assistance on their application. Applications are accepted year-round. For more information visit [www.gsksmo.org/opportunityfund](http://www.gsksmo.org/opportunityfund).

## **Girl Scout Product Sales**

Girl Scouts has two opportunities during the year for troops to earn money, our Fall Product Program and the Cookie Program. After their first year, many troops fund all of their activities from these two programs.

## **Money Earning**

A troop's primary money earning should come from the GSKSMO Fall Product Program and Cookie Program. Once a troop has participated in the annual Cookie Program, they are able to participate in age appropriate money earning activities with council approval.

## **Tax Exempt Status**

Girl Scout purchases are exempt from taxation in Kansas and Missouri. Always take an exemption form with you when making Girl Scout purchases. The form can be found in the **New Leader Resources Dropbox**.

**Keep track of your troop's finances using our Troop Finance Spreadsheet in our New Leader Resources Dropbox folder at [tinyurl.com/GSKSMONewLeader](http://tinyurl.com/GSKSMONewLeader).**

# Troop Bank Account

**Every Girl Scout troop must have a troop bank account.**

Troop accounts are used to pay for troop activities. All funds collected by the troop should be deposited in the troop bank account, including troop dues and cookie sales.

**Once your troop has two leaders, click here to visit our Troop Banking page and open your account!**

1

## **Choose a bank with your co-leader**

You will find more information in "Choosing a Bank" on the following page.

2

## **Decide who will be on the bank account.**

You must have two non-related adults as signers on the account. All account signers must be registered Girl Scouts with a current background check.

3

## **Request & receive a Bank Authorization Letter**

Request your Bank Authorization Letter online. Wait until you receive your approval by email before going to the bank.

4

## **Contact your bank branch**

Call your bank branch to make an appointment or verify when you can visit to open an account.

5

## **Open your account at the bank**

Request either a counter check or a bank letter with your account number and routing number to complete the ACH Permission Form.

6

## **Submit the ACH Permission Form**

A link to this form is included in your Bank Authorization Letter email or can be found on our website.

# Choosing a Bank

When you have two troop leaders and are ready to open your bank account we will assist you through this process.

Your service unit may have a bank that it has a relationship with or that it prefers you use. In those instances you will want to open a troop account at that bank. We will help you identify if there is a preferred bank.

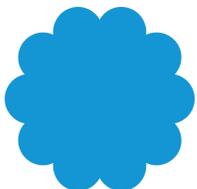
If there is no preferred bank, you are free to choose a bank. When deciding on a bank you should review the bank's small banking guidelines (specifically for "non-profit accounts").

## **Here are some considerations when choosing a bank:**

- Fee free banking
- Free customer service calls
- No or low minimum deposit or transaction requirements
- 1 or 2 debit and/or deposit cards
- Cost to purchase checks (checks are needed to pay for many Girl Scout activities)
- Unlimited number of deposits per month (this will be important during cookie season)
- Ability to connect Venmo or Square
- Convenient location for all troop leaders
- If you prefer to bank online, will your account be eligible

When ordering checks through your bank or another vendor, print checks with Girl Scouts of NE KS & NW MO on the first line and your troop number on the second line.

Use your mailing address for the bank account, but do not put a mailing address on the checks. This way you will not need new checks if you move or troop leaders change.



**Your troop account can have more than two signers. Consider adding your Troop Cookie Manager to the account too.**

# Uniforms

Uniforms are a great way for girls to show off their accomplishments and their Girl Scout pride!

Families can purchase uniforms on their own, or you can collect money and make one purchase for your troop.

Pickup is available at our council office in Overland Park by purchasing through our council online shop at **shop.gsksmo.org**. If you need any help placing your order, including ordering out of stock items, email [customercare@gsksmo.org](mailto:customercare@gsksmo.org) and our shop manager will assist you.

Not sure where to place all of the uniform components? You will find the Uniform Insignia Placement Guide in the New Leader Resources Dropbox.



Daisy Uniform	
Tunic or Vest	\$23.00
World Trefoil Pin	\$3.00
Daisy Pin	\$3.00
Insignia Tab	\$3.75
American Flag	\$2.50
Council ID Set	\$7.00
Troop Numbers (4 x \$1.95)	\$7.80
<b>\$50.05</b>	

Brownie Uniform	
Vest or Sash	\$24.00/\$10.50
World Trefoil Pin	\$3.00
Brownie Pin	\$3.00
Insignia Tab	\$3.75
American Flag	\$2.50
Council ID Set	\$7.00
Troop Numbers (4 x \$1.95)	\$7.80
<b>\$51.05/\$36.50</b>	



Items listed are the basic uniform components

Uniforms are not required, but it is recommended that girls wear some form of Girl Scout clothing when doing activities in the community.

# Troop Dues

Most troops collect troop dues to help provide startup funds for troop activities and supplies. Dues can range from a few dollars per meeting to a lump sum for the entire year and generally do not cover the price of uniforms.

For many troops, yearly dues of \$30-40 without uniforms is a reasonable amount.

When deciding on an amount for troop dues you will want to consider any troop supplies you may need.

**Here are a few common items with their prices to also keep in mind.**

<b>Badges (all levels):</b>	<b>\$3.50</b>
<b>Award Pins:</b>	<b>\$4.00-4.50</b>
<b>Cookie Entrepreneur Pin:</b>	<b>\$3.50</b>
<b>Fun Patches:</b>	<b>\$1.50-2.50</b>
<b>Daisy Petal Sets*</b>	<b>\$10.00</b>

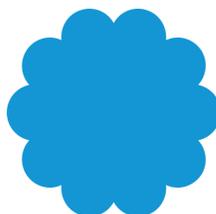
*\*many troops have families purchase with the Daisy uniform*

Your troop may decide to go on a field trip or do another activity that your troop dues cannot cover. In those cases, ask troop families to pay for some or all of the fee for that activity.

There will be fun opportunities come up throughout the year that you cannot plan for when your troop is just starting out, and that's OK!

Once troops participate in the Cookie Program they may decide they no longer need to collect troop dues. Cookie funds can be used for a variety of troop expenses, including:

- supplies
- field trips/activity fees
- yearly memberships
- badges and awards



# Troop Supplies

Your troop will need some basic supplies to get started. You will not need all of these supplies for every meeting, but these items will be helpful to have on hand.

- washable markers
- crayons
- pencils
- scissors
- glue sticks
- copy paper
- construction paper
- craft supplies
- hand sanitizer
- cleaning wipes
- paper towels
- trash bags

Here are suggestions for preparing for troop meetings without spending a lot of money!

## **Ask for donations**

You can send a basic supply list to troop families and ask for donations to the troop. Feel free to include specific needs for crafts like extra fabric, pony beads, or things of that nature. Encourage parents to pass it to their friends and family members or businesses that they have personal ties to in your area to widen the reach.

## **Host a Juliette Gordon Low Birthday Party**

Juliette Gordon Low, was born on October 31, 1860. Ask each girl/family to donate one of the items you need and have them bring them to a birthday party for the Girl Scout founder! This is a fun way for the girls to celebrate and give to the troop.

## **Connect with your Service Unit**

There may be a troop that has moved up to the next GS level and would be able to donate their craft supplies. As girls enter their teen years of Girl Scouts, their leaders often have donations they can hand down to starting troops.

# Volunteer Resources

## **New Leader Training**

This is a required training for all new leaders and provides an overview of your role as a troop leader. We will walk you through the steps to getting your troop started, engaging with families, and planning your first few meetings.

## **New Leader Open Houses**

The New Leader Engagement Manager will be available by Zoom to answer your questions. You can drop in at any time during the open house and attend as many open houses as you would like. Leaders must complete New Leader Training before attending a New Leader Open House.

## **Girl Scout Program Deep Dives**

The Daisy/Brownie Troop Experience Manager will delve deep into Girl Scout programming resources, including our GSKSMO Meeting plans. Join via Zoom to get help and ask questions. Leaders must complete New Leader Training before attending a Program Deep Dive.

## **GSKSMO Meeting Plans**

Full meeting plans for Daisy, Brownie, Junior and Daisy/Brownie Multi-Level troops. Plans include detailed instructions to simplify the planning process for troop leaders. These plans were developed at GSKSMO and can be easily accessed through our website at [gsksmo.com/troopleader#plans](https://gsksmo.com/troopleader#plans).

## **New Leader News & Notes**

An email newsletter, sent to first and second year leaders four times a year, giving new leaders a head's up on things to be on the lookout for in the coming months.

## **Troop Leader Central**

Troop Leader Central is the hub of volunteer information on the GSKSMO site. You will find program resources, information about working with families and girls, frequently used forms, meeting plans and more, all in one spot. [gsksmo.org/troopleader](https://gsksmo.org/troopleader)

## **Volunteer Essentials**

Volunteer Essentials details information, policies, and procedures that support the safe and consistent delivery of Girl Scout programming to girls across the council. By agreeing to be a Girl Scout volunteer, you agree to follow the items outlined in this resource. Volunteer Essentials is updated annually. [gsksmo.org/essentials](https://gsksmo.org/essentials).

## **The Volunteer Toolkit (VTK)**

The GSUSA source for Girl Scout program content, award requirements, troop roster and contact information, and other resources. Log into the Volunteer Toolkit through your myGS account at [gsksmo.org](https://gsksmo.org).

## **New Leader Resource Dropbox**

Printable or downloadable resources to make a troop leader's life easier at [tinyurl.com/GSKSMONewLeader](https://tinyurl.com/GSKSMONewLeader).

# Working with Parents and Caregivers

Unlike many other extracurricular activities, a Girl Scout troop needs parent and caregiver support to thrive! Girls feel a special sense of pride when their families take part and show interest in the things they are doing.

Each Girl Scout year should start with a Family Meeting. This meeting is valuable for all troops because of the following:

- 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!

**You will find a complete Family Meeting plan as well as important forms for families to complete on Troop Leader Central under "Engaging Family & Friends".**

## Helpful Tips!

- Make your ask for help clear and direct. “Will you be our First Aider?”
- Explain that you need parent/caregiver buy-in if the troop will be successful
- Invite a member of the Service Unit team to help during your Parent/Caregiver meeting
- If girls will be present during the parents’ meeting, have a small craft or activity ready to keep them busy and engaged

# Troop Volunteer Roles

There are many ways that families can volunteer with the troop. Here are a few roles that you may wish to fill. Roles with a flower  are key positions.

## **PRODUCT PROGRAM MANAGER**

Troops may choose to split this position into two roles with a Fall Product Program Manager and a Troop Cookie Manager, or one person can do both programs. This is a great position for adults who love working with data but may not like to volunteer during meetings.

The **Fall Product Sales Manager** will attend online training. They will communicate with troop families about the Candy, Nut and Magazine sale.

Because the program runs early in the school year, many new troops will wait until their second year to participate. Volunteers should register as the **Fall Product Sales Manager** and complete a background check.

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 serving as the troop leader. Volunteers should register as the **Troop Cookie Manager** and complete a background check.

## **MEETING HELPERS/DRIVERS**

Attend meetings and assist girls/leaders with meeting activities or drive girls to troop coordinated activities. Volunteers should register as a **Troop Helper** and complete a background check.

## **CAMPING CERTIFIED VOLUNTEER**

Troops who plan to camp in an indoor building with restrooms need at least one Camping 101 trained volunteer. Volunteers should register as a **Troop Helper** and complete a background check.

## **FIRST AIDER**

At least one adult volunteer should be first aid/CPR certified. It is required for any overnight trips, camping or high risk activities. A troop leader can be the first aider, but any registered and background checked adult can fill this role.

## **COMMUNICATIONS/PHOTOGRAPHER**

Manage troop communication by texting or emailing families with meeting reminders and manage social media if used by the troop. Take photos or videos at troop meetings or Girl Scout events. Verify that families have given permission to use photographs on the Girl Health History and Annual Permission Form. Volunteers should register as a **Troop Helper** and complete a background check.

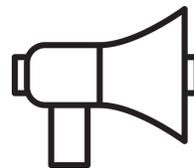
Anyone who works directly with girls or with troop funds must be a registered Girl Scout and have a current Girl Scout background check.

# What do Girl Scouts do?

Girl Scouts do lots of amazing things, but most importantly, they have FUN!

Our research-based model describes what girls do in Girl Scouts, who they do it with, how they do it, and how they benefit.

**Troops do activities from four Girl Scout pillars, meeting once or twice a month.**



STEM | OUTDOORS | CIVIC ENGAGEMENT | ENTREPRENEURSHIP

**Girls experience a variety of activities and build supportive relationships.**

## REGULAR MEETINGS & ACTIVITIES

Troops try a variety of activities, including troop meetings, community service, field trips, and events.

## EMOTIONALLY & PHYSICALLY SAFE SPACE

Troop leaders care about girls, enable possibility thinking, are inclusive, and provide a safe space. Plus, girls build positive relationships with their Girl Scout peers.

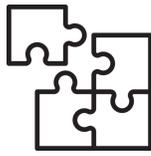
## GIRL SCOUT TRADITIONS

Girls earn badges and petals, get outdoors, and participate in the Girl Scout Cookie Program.

## How do Girl Scouts do all of these cool things?



Girl-Led



Learn by Doing



Cooperative Learning

**Girl Scouts is different because girls lead the way!**

### **Girl Led**

Girls decide what the troop will do by making age appropriate choices, asking lots of questions, and exploring those things that are most interesting to them.

### **Learn by Doing**

Girls don't just hear about things, they roll their sleeves up and try them out.

### **Cooperative Learning**

Girls learn about working together all while having a lot of fun. They grow as a troop and practice being a sister to every Girl Scout.

**When girls participate in Girl Scouts, they benefit in five important ways:**



#### **STRONG SENSE OF SELF**

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



#### **POSITIVE VALUES**

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



#### **CHALLENGE SEEKING**

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



#### **HEALTHY RELATIONSHIPS**

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



#### **COMMUNITY PROBLEM SOLVING**

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

# Girl Scout Traditions

## Kaper Charts

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



## Friendship Circle

The friendship circle is often formed at the end of meetings or campfires as a closing ceremony. Everyone gathers in a circle where they **cross their right arm over their left** in front of them, and hold hands with the people on either side.

Once everyone is silent, the leader **starts the friendship squeeze** which is gently passed from hand to hand. When the squeeze returns to the leader, she says 'Goodnight, Girl Scouts,' and the girls raise their arms over head and then turn the circle inside out.

Girls will often sing 'Make New Friends' before passing the hand squeeze.



## Make New Friends

Make new friends,  
but keep the old.  
One is silver,  
the other is gold.

A circle is round,  
it has no end.

That's how long  
I want to be your friend.



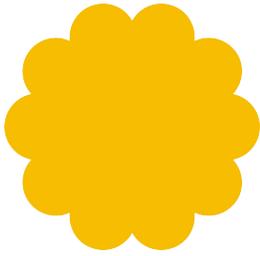
**Girl Scout Sign** – Raise three fingers of the right hand with the thumb holding down the pinky. The three fingers represent the three parts of the Promise.



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



**Girl Scout Quiet Sign** - Raise the right hand with all five fingers extended.



# Where do I begin?

**First, don't be afraid to be a beginner.** The best way to build girls of courage, confidence and character, who make the world a better place, is to show them you are being courageous too!

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. But don't let that hold you back! Be open with the girls when you don't know something and become their partner in learning more. You'll show them that learning is a lifelong process and that with an open mind, they can overcome any challenges that come their way.

## **Here are some things to think about when planning your first troop year:**

- We recommend you start with the petals and badges included in the GSKSMO Meeting Plans and let the girls vote on the order.
- Alternate regular meetings with fun outings, field trips or events. You don't have to "earn" something at every meeting!
- Keep it age appropriate. For example, most girls starting Kindergarten are still learning to use scissors and cannot read. It is easier to add a bit of a challenge for girls who are ready than to make a difficult project simpler in the middle of a meeting.
- Remember to be flexible – be prepared for a meeting plan to run askew and adjust – keep it fun!
- If girls miss a meeting, it's okay. Making up a badge is voluntary.
- Take time to get to know the girls and their interests – they will let you know in what direction they want the troop to move.
- As you plan your year, engage the parents with the girls – have each girl sign up to lead a meeting with her caregiver, she chooses the badge/activity and you serve as their mentor.

# GSKSMO Meeting Plans

We know leaders are busy people. To help you manage your troop we have created troop meeting plans for your use.

These plans include:

- Meeting plans for Daisies, Brownies, Juniors and Daisy/Brownie Multi-Level troops
- A variety of badges, patches, and journeys
- Girl Scout traditions and celebrations
- Family involvement

## CUSTOMIZE

Feel free to pick and choose the meetings and badges that work best for your troop! Does an activity not seem like a good fit for your troop? Substitute something you think they will like better! Take one from a different plan if it sounds like more fun! Does a community partner offer some of the badge steps? Great! Go for it! Most importantly, it is okay to have a meeting where you just have fun and build your Girl Scout community!

## TIME

The meetings are planned for an hour, which does not include a snack time. If your troop NEEDS a snack—and if you meet after school, most girls will need a snack – plan to add another 15 minutes to the plan. Snack can be part of your pre-meeting activity or stand on its own.

If you have a large troop, it may take more than the allotted time to get through a group activity. For especially active meetings, consider adding time. Start the year with one hour meetings, especially for Daisies, and add time later to your meetings if you find out it works best for your troop.

## HOW PLANS ARE ORGANIZED:

All meetings are arranged in the same table fashion.

At the top of the page, you'll find a synopsis of what you'll learn/do.

If you're working toward a petal or badge, objectives and/or badge steps will be listed here. The number of steps will depend on the program level.

<i>Badge X</i>	1. <i>Activity</i>
	2. <i>Activity</i>
	3. <i>Activity</i>
	4. <i>Activity</i>
	5. <i>Activity</i>

## Helpful Tips!

- Build on the strengths of each girl
- Praise desirable behavior
- Use simple words
- Use quiet, pleasant tones
- Be flexible – attention spans can be short
- Utilize the Girl Scout Promise and Law
- Try to be at the girl's eye level
- Encourage girls to solve problems
- Develop a friendly relationship with each girl
- Keep activities short and varied

# Meeting Plan Design

Each plan has detailed steps for running a meeting. From preparation to closing you will have all the information that you need. Our meeting plans also make it easy to hand off duties to other troop volunteers to lead a meeting. Girls love the opportunity to have their parent or caregiver take over as leader for the day!

MEETING ELEMENT	ACTIVITY:	SUPPLIES:
<p><b>SUPPLIES AND ADVANCE PREPARATION:</b></p> <p>Here you will find a list of the supplies you will need for the whole meeting. They will also be listed along with the activity in the Supplies column.</p> <p>You will also find instructions for any pre-meeting arrangements you need to make, like communicating with parents, inviting a guest speaker, booking a field trip with a community partner, or printing activity sheets.</p>		
<p><b>PRE-MEETING ACTIVITY</b></p>	<p>Something to keep the early arrivals occupied or start on the meeting activities.</p>	<p><i>If supplies are needed, they'll be listed here.</i></p>
<p><b>OPENING</b> <i>5 min.</i></p>	<p>Openings can be as simple as joining a circle and reciting the Girl Scout Promise &amp; Law.</p>	
<p><b>ACTIVITY</b> <i>30-40 min.</i></p>	<p>This section is where the bulk of your time will be spent working on a petal, badge, or Journey.</p>	
<p><b>BUSINESS MEETING</b> <i>10 min.</i></p>	<p>During the business meeting, you will let girls know about upcoming troop events or vote on things they'd like to do in the future. You will also address seasonal topics like the cookie program or Founder's Day (October 31st).</p> <p>The business meeting can take place at any point during the meeting and can happen while girls are working on other activities.</p>	<p><i>You might want some chart paper or a white board to record ideas.</i></p>
<p><b>CLEAN UP</b> <i>5 min.</i></p>	<p>Have everyone survey the meeting space and clean up supplies and trash. Remember, if a girl can do it a girl should do it.</p>	
<p><b>CLOSING</b> <i>5 min.</i></p>	<p>Recap what you did in the meeting and ask question, like "what was your favorite part?" or "what did you learn?"</p> <p>End with a song and a friendship circle and any reminders for next time.</p>	
<p><b>EXTRA TIME BONUS:</b></p>	<p>Some meetings will include an extra song or game related to the topic or just for fun.</p>	<p><i>Varies</i></p>
<p><b>RESOURCES:</b></p> <p>At the bottom of the meeting outline you will find links to resources for the meeting.</p>		

# How Many Volunteers Do You Need?

Troop co-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 and a background check 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	<b>12 Girl Scouts</b>	<b>1-6 Girl Scouts</b>	<b>6 Girl Scouts</b>	<b>1-4 Girl Scouts</b>
<b>Brownies</b> grades 2-3	<b>20 Girl Scouts</b>	<b>1-8 Girl Scouts</b>	<b>12 Girl Scouts</b>	<b>1-6 Girl Scouts</b>
<b>Juniors</b> grades 4-5	<b>25 Girl Scouts</b>	<b>1-10 Girl Scouts</b>	<b>16 Girl Scouts</b>	<b>1-8 Girl Scouts</b>
<b>Cadettes</b> grades 6-8	<b>25 Girl Scouts</b>	<b>1-12 Girl Scouts</b>	<b>20 Girl Scouts</b>	<b>1-10 Girl Scouts</b>
<b>Seniors</b> grades 9-10	<b>30 Girl Scouts</b>	<b>1-15 Girl Scouts</b>	<b>24 Girl Scouts</b>	<b>1-12 Girl Scouts</b>
<b>Ambassadors</b> grades 11-12	<b>30 Girl Scouts</b>	<b>1-15 Girl Scouts</b>	<b>24 Girl Scouts</b>	<b>1-12 Girl Scouts</b>

## Helpful Tip!

Older Girl Scouts do not count in your volunteer count, but they can be a great help. Younger girls love to work with older girls from their school or service unit and it is a great opportunity for older girls to use their leadership skills. Your Service Unit can connect you with other troops in your area.

# Keeping Girls Safe

## Planning Safe Activities

When preparing for any activity with girls, check **Safety Activity Checkpoints** for required guidelines on where to do the activity, how to include girls with disabilities, where to find both basic and specialized gear for the activity, and the specific steps to follow on the day of the activity. Safety Activity Checkpoints will also note if a first-aider is required.

If a safety activity checkpoint doesn't exist for an activity you and your girls are interested in, contact Customer Care at [customercare@gsksmo.org](mailto:customercare@gsksmo.org) before making any definite plans.

## What to Do in an Emergency

Although we all hope the worst never happens, you should know and follow our council's procedures for handling emergency incidents.

Remember, at the scene of an incident, safety is your first priority. Provide care for the injured person and/or obtain medical assistance, then immediately call **(816) 759-3040** to report the emergency.

You must always have on hand the names and telephone numbers of our council office, parents/caregivers of your girls, and emergency services such as the police, fire department, and hospital.

## First Aid Kit

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 commercial kit, or you and the girls can assemble a kit. This is also a great place to keep copies of Girl Scout activity insurance (when needed) and **Annual Health History and Permission** slips.

Items to include:

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

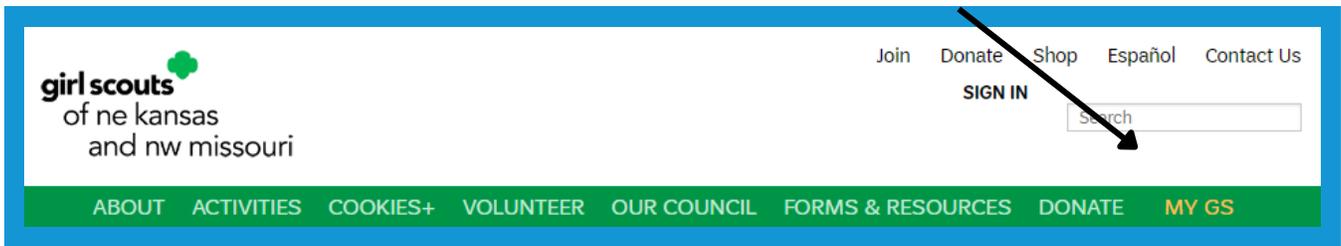
## Helpful Tip!

You will never regret having facial tissues, paper towels, Ziploc bags, and a trash bag whenever and wherever the girls meet. They will always come in handy!

# Online Troop Information

Troop leaders and troop families can access their Girl Scout accounts by logging into MY GS from the GSKSMO home page.

Click on MY GS. Log in with your username and password.



Once logged in, click on My Account.



At the top of the page you will find information on your household. Parents/Caregivers will see the same information about their families

**Welcome, Leader Name!**

- My Account
- My Household
- My Troop(s) ▾
- My Profile
- My Events
- Volunteer ToolKit
- gsLearn
- Contact Council
- Log Out

Leader Name		household	
Name	Troop(s)	Participation	Status
Leader Name	Retired Troop 01618	Troop Leader	• ACTIVE
	Retired Troop 00177	Troop Helper	
	Forming Now Troop 01484	Troop Leader	
	Your volunteer role(s)	Council Staff Members	
Family Member	Your volunteer role(s)	Day Camp Volunteer, Adult Members	• ACTIVE
Family Member	Retired Troop 01618	IRG	• ACTIVE

Troop information appears below your household. Parents/Caregivers will not see the same information as the troop leader. The page will default to showing all girls, active and inactive.

**Welcome, Leader Name!**

- My Account
- My Household
- My Troop(s)**
  - Troop 02772**
- My Profile
- My Events
- Volunteer ToolKit
- gsLearn
- Contact Council
- Log Out


0

## Troop 02772

Hide information 

**Meeting details** Edit meeting details 

📍 Serving Independence School Dist | 3301 S Noland Rd, Independence, MO 64055

🕒 Bi-weekly | Wednesday, 6:30 PM - 8:00 PM

**Program Level**

brownies 

**Contact information**

<b>Troop Cookie Manager</b>	<b>Troop Cookie Manager</b>	<b>Troop Cookie Manager</b>	<b>Troop Leader</b>
			
			
			
<b>Troop Leader</b>	<b>Troop Leader</b>		
			
			
			

**Member details**

SAVE RETURN STATUS
RENEW

**Girl**

Select All Hide inactive and not returning members 

Girl Name	Participation	Caregiver(s)	Exp. date	Program level	Status	Not Returning
 Girl's Name	<input type="checkbox"/> Troop 02772	Caregiver's Name	09/30/2023	brownies	• NOT RETURNING	<input checked="" type="checkbox"/>
 Girl's Name	<input type="checkbox"/> Troop 02772	Caregiver's Name			• ACTIVE	<input type="checkbox"/>

Date most current membership ends

Volunteer contact information will be listed here.

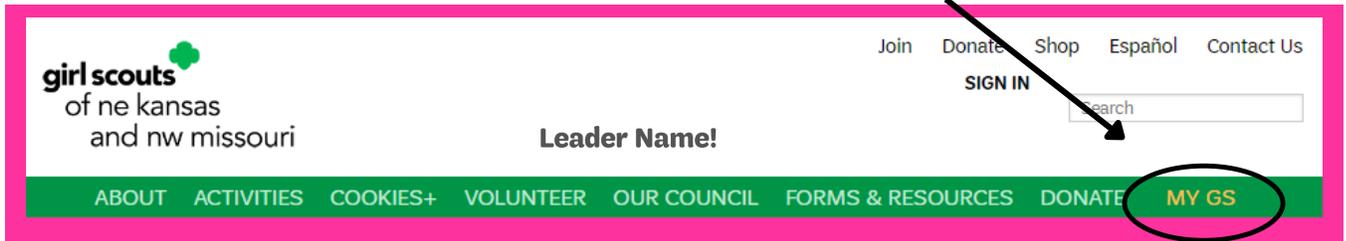
Currently showing all girls who have been in the troop. Click to hide girls who are not active or returning.

Status will be either active, inactive (membership needs to be renewed) or not returning.

# Troop Roster

A more detailed troop roster with family contact information is found in the Volunteer Toolkit (VTK).

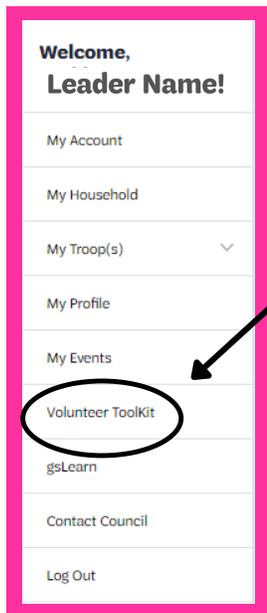
**1** Click on MY GS. Log in with your username and password.



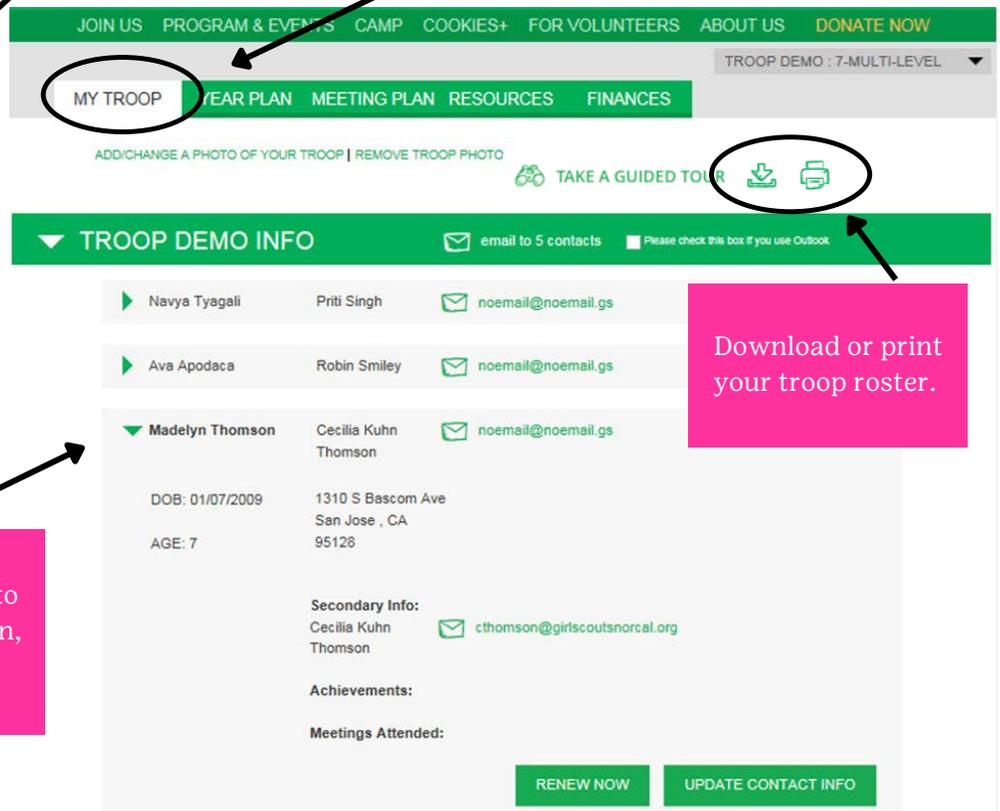
**2** Once logged in, click on My Account.



**3** On the left of your screen click on Volunteer Toolkit.



**4** Click on the My Troop tab to view a roster of the currently registered girls in your troop.



Click on the green arrow next to each girl's name to open detailed information, including address and date of birth.

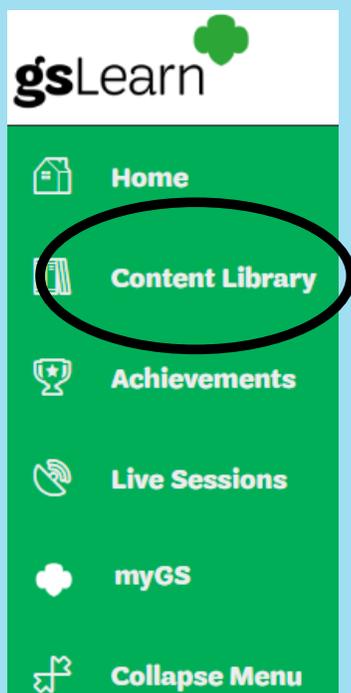
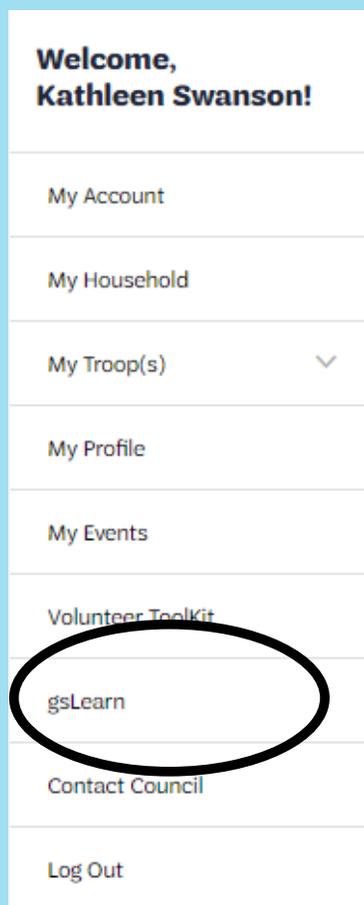
# Additional Training Opportunities

New Leader Training is a requirement, but you may decide to deepen your Girl Scout knowledge once you begin leading your troop.

GSUSA provides training courses on a variety of subjects through their gsLearn platform.

Here are just a few of the courses available:

- Camping 101
- GSUSA Daisy Grade Level Essentials (each grade level has its own course)
- GSUSA New Leader Onboarding Series
- GSUSA Foundations Series



Log into your account at MY GS and choose gsLearn from the side menu. Click on Content Library to see available courses.

The first time you log in to gsLearn you may not see courses in your Content Library. Courses will populate approximately 24 hours after your first log in.



# Web + Social Media



gsksmo.org  
outdoor.gsksmo.org



facebook.com/gsksmo  
GSKSMO Daisy Leaders  
GSKSMO Brownie Leaders  
GSKSMO Junior Leaders  
GSKSMO Cadette, Senior & Ambassador  
Leaders  
Service Unit Facebook Groups



pinterest.com/gprograms

## Contact Us



816-759-3025



customercare@gsksmo.org