

2025
2026

GSKSMO

New Leader Manual

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

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Troop co-leaders make Girl Scouts possible!
This guide takes the guesswork out of leading a troop.

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Troop Leaders

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.

You are the face of Girl Scouts to the girls in your troop!

What do you want to accomplish as a Troop Leader?

[illegible]

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.

Girl Scout Signs



Special Girl Scout Signs

Girl Scouts make the **Girl Scout sign** when they say the Girl Scout Promise. The three fingers represent the three parts of the Promise.

You can greet other Girl Scouts with the **Girl Scout handshake**. Shake hands with your left hand and make the Girl Scout sign with your right. This is a special way to remind us that we are all connected!

Girl Scouts use the **quiet sign** when everyone is talking and it's time to be quiet. Someone raises their right hand and stops talking. As others see the hand in the air, they raise their right hands and stop talking, too.



Girl Scout Days

Throughout the year, Girl Scouts and Girl Scout volunteers celebrate some very special days in Girl Scouting.

Juliette Gordon Low's Birthday/Founder's Day

October 31, marks the birth in 1860 of Girl Scouts of the USA founder Juliette Gordon Low in Savannah, Georgia.

World Thinking Day

February 22, celebrates the birthdays of Girl Guide/Girl Scout founder Lord Baden-Powell (1857–1941) and World Chief Guide Lady Baden-Powell (1889–1977).

Girl Scout Week

Girl Scout Week is celebrated each March, starting with Girl Scout Sunday and ending with Girl Scout Sabbath on a Saturday, and it always includes Girl Scouts' birthday, March 12.

Girl Scouts Celebrates Faith

Girl Scouts Celebrate Faith events give Girl Scouts an opportunity to be recognized at their places of worship during Girl Scout Week, share their legacy of service to others, and deepen their connection to their faith and Girl Scouting. Celebration days include Girl Scout Sunday, Girl Scout Jummah, and Girl Scout Sabbath/Shabbat.

Girl Scout Leader's Day

April 22, honors all the volunteers who work as leaders and mentors in partnership with girls. On this day, Girl Scouts, their families, and their communities find special ways to thank their Girl Scout volunteers.

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)

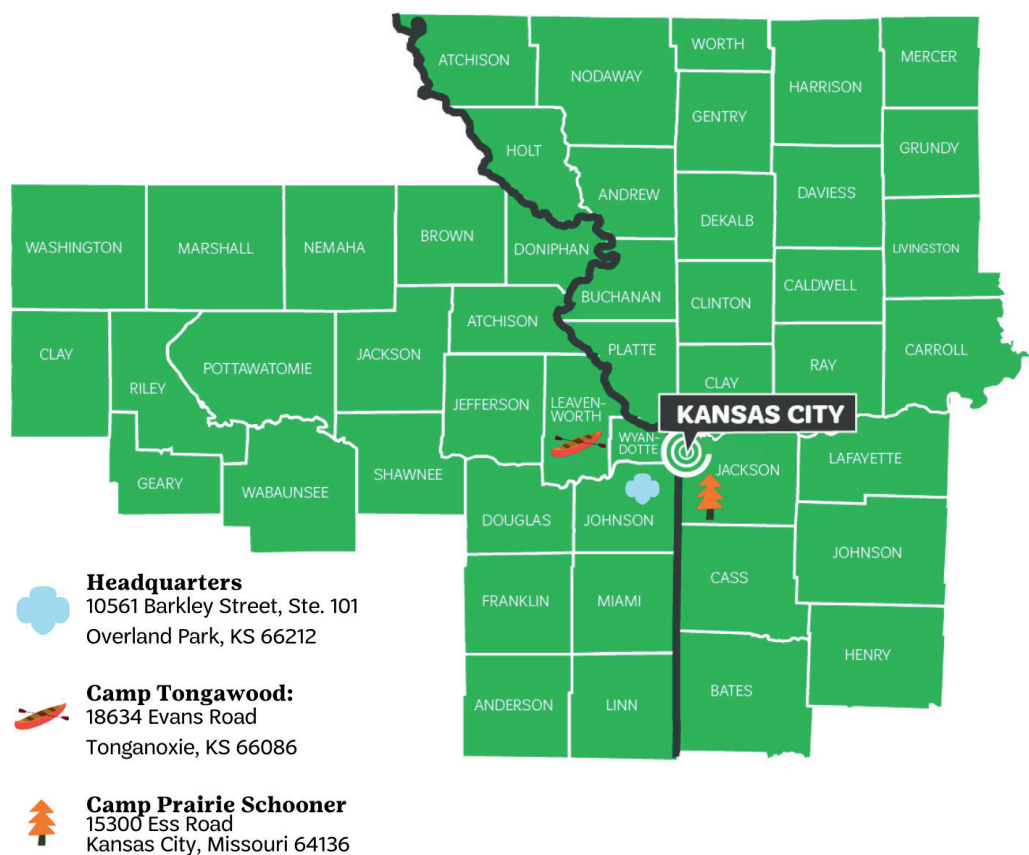
Our local council serving girls in 47 counties throughout Kansas and Missouri.

Service Units

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

Troops

Volunteer-supervised groups of Girl Scouts!



Leading Together

As soon as possible, troop leaders should meet to make decisions about your troop and how you will work together.

You can use these questions to help guide your conversation.



Meeting time, day, and frequency

How often do we want to meet?

Will we meet after school, in the evening, or on the weekend?

What day would we like to meet?

Where will we meet? (school, library, place of worship, etc.)

Communication

What is the best way for us to communicate with each other? Phone call, text, email, etc?

When are you available to talk about the troop? Think about work schedules, family responsibilities, etc.

What method do we want to use to communicate with troop families? Email, text, Facebook, app?

Will one of us communicate with families, or will we split communication duties?

Money Matters

How much will we collect for troop dues?

Will we recommend getting troop uniforms?

Will we have families purchase their own uniforms, or will we collect money and purchase uniforms for the troop?

Troop Bank Account

What bank would we like to use for our troop account?

Who will complete the “Open Bank Account” form to begin the bank account process?

Expectations

What are you hoping the troop accomplishes this year? In the future?

What is the best way that I can support you as a co-leader?

How often should we do a check in with each other to ensure we are both feeling good about our role as a Troop Leader?

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.



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.

Daisies are never allowed to participate in money-earning outside of the Fall Product and Cookie Programs.



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 **Troop Leader Resources Dropbox**.

**Pro
Tips!**

Keep track of your troop's finances using our Troop Finance Spreadsheet in the New Troop Leader Rally files.

Uniforms

Uniforms are an excellent way for girls to show off their accomplishments and 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, and our shop manager will help you.



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 most 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.

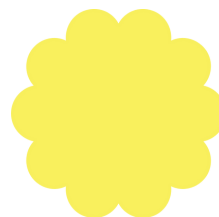
Badges (all levels):	\$3.50
Award Pins:	\$4.00-4.50
Cookie Entrepreneur Pin:	\$3.50
Fun Patches:	\$1.50-2.50
Daisy Petal Sets*	\$11.00

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

You may decide to go on a field trip or participate in a fun activity that troop dues cannot cover. That's OK! In those cases, ask troop families to pay for some or all of the fees for that activity.

Once troops participate in the Cookie Program, they may decide they 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.

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, you are ready to open your troop bank 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

You may choose which bank to use for your troop bank account, but some banks have established a process to open new accounts with us, and a few banks will not open troop accounts. If you choose a bank not on this list, please confirm bank fees and minimums with the bank before opening an account.

We have a strong relationship with the following banks:

- **US Bank**
- **Equity Bank**
 - Equity Bank will allow you to open an account using DocuSign.
- **Commerce Bank**
 - Commerce Bank does not offer online banking for troop accounts.

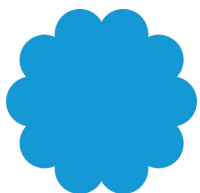
The following banks will not establish troop accounts:

- **Bank of America**
- **Bank of the West**
- **BOK Financial**
- **Community America Credit Union**
- **Lead Bank**
- **Mazuma Credit Union**
- **UMB**

Bank Midwest will establish troop accounts, but their account fees are higher than other banks offering troop accounts and require a high minimum balance.

If you order 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. Do not put a mailing address on the checks. The bank will ask you for a mailing address for their records – supply your home address. Addresses on checks complicate changes in bank account leadership.

Reach out to Customer Care at 800-728-8750 or CustomerCare@gksmo.org with any questions about the process.



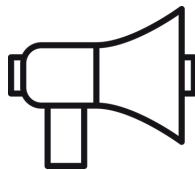
Your troop account can have more than two signers. Consider adding your Troop Cookie Manager to the account, too.

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 the Girl Scout pillars,
meeting once or twice a month.**



STEM | LIFE SKILLS/ CIVIC ENGAGEMENT
ENTREPRENUERSHIP | OUTDOOR

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.

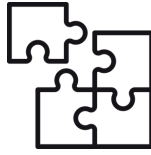
GIRL SCOUT TRADITIONS

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.

Planning Your Troop Year

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

- Most new troops do not start at the beginning of the school year. Go at your own pace, and don't compare your troop to other troops!
- There is no requirement for the number of petals or badges that a troop earns in a year.
- We recommend starting with the GSKSMO Meeting Plans or the Girl Scout Experience Box (eligible new Daisy troops).
- 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 if you feel girls can use one 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 – some of the best fun comes when things don't go as expected!
- 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.

If you are 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.

Parts of a Meeting

Pre-
Meeting
Activity

Opening

Activity

Business
Meeting

Cleanup

Closing

NOTES

- Girls will likely need a snack if you are meeting right after school.
- Daisies meet 45-60 minutes
- Brownies meet 60-75 minutes
- Juniors and up can meet longer if the activity calls for it.
- Start with shorter meetings and add time when you think girls are ready

Close Your Meeting with a Friendship Circle



A friendship circle is a way to show the unbroken chain of friendship between Girl Scouts and Girl Guides around the world. To make one, Girl Scouts gather in a circle, crossing their right arms over their left and holding hands with their friends on both sides, or connecting the circle in whatever way they can. Everyone then makes a silent wish as a friendship squeeze is passed from person to person around the circle.

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.

Field Trips—Get Out and Explore!

Taking field trips is an exciting way for Girl Scouts to learn new things about their community, practice new skills, and gain confidence.

Planning a Field Trip

- Consider attending a local council event! Or find inspiration by thinking about places in your community that connect to a petal or badge.
- Involve your Girl Scouts in planning! Talk as a troop about how you'll travel to the location, what you'll need to bring, and what questions you will ask the people you meet. Girl Scouts can also help make their packing list.
- Plan to cover the cost of the field trip using troop dues or product program proceeds. Deciding on a field trip is a great way to help Girl Scouts set a cookie sales goal.

Safety Checklist

- **Discuss safety with Girl Scouts before your trip.** Adults are responsible for safety, but Girl Scouts are part of the plan, too! Talk about how Girl Scouts always use the “buddy system” (every Girl Scout always has a buddy), and why it’s important to listen to troop leaders and other adult helpers during the trip.
- **Keep parents/caregivers informed.** You may choose to invite all parents/caregivers on your first few field trips to build community among the troop. You could also ask just a few parents/caregivers to be chaperones.
- **Review Safety Activity Checkpoints.** Ask your local Girl Scout council for this document. Be sure to read the *Introduction—Standard Safety Guidelines*, especially the *Checklist for Drivers*, if troop volunteers will be driving anywhere. If you are doing an activity that has its own checkpoint (e.g., Community Clean Ups, Hiking), skip to that checkpoint for additional guidance.
- **Plan for health.** Make sure you have a trained first-aider attending, and plan to bring all completed parent/caregiver permission forms and health history forms on your trip. Ask your council if there are any other steps you'll need to take.

Reflection

- Talking about what they experienced after the trip helps Girl Scouts learn and build confidence. Ask questions like,
 - *Did we follow our plan? Did we have to make any changes to the plan?*
 - *What went well?*
 - *What might we do differently next time we take a field trip?*
 - *Did you do anything for the very first time?*

Going and Growing

- After your Girl Scouts are expert day-trippers, you can start to plan an overnight experience, giving them more responsibility for planning.
- Your field trip is the first step of the Girl Scout Travel Progression, which offers a world of possibility for your Girl Scouts!



Visit girlscouts.org/travel to learn more.



Girl Scout Experience Box

What is the Girl Scout Experience Box?

The Girl Scout Experience Box provides leaders of first-year Girl Scout Daisy and Brownie troops with an amazing resource. Troop leaders of new Daisy and Brownie troops will receive a complimentary monthly supply box delivered directly to one of the leaders each month.

What is included in the monthly box?

Each box contains a meeting guide with activity outlines and script suggestions. Supplies needed to complete each activity (kid-friendly scissors, crayons, paper plates, etc.) are also included!

What are the requirements to participate?

Daisy Box

- register at least four Daisy Girl Scouts
- register at least one adult volunteer
- complete the required order form

Brownie Box

- register at least four Brownie Girl Scouts
- register at least one adult volunteer
- complete the required order form

Where will my boxes be delivered?

Boxes will be delivered to the address provided when you complete your Roadmap Zoom.

How many Girl Scouts will I receive supplies for? What if I add more Girl Scouts to my troop?

Each box contains enough supplies to serve all Girl Scouts in your troop, and likely some extra supplies you can save for future meetings. Troop registration counts are updated with each shipment, so you'll have enough supplies as your troop grows.

How many boxes will I receive?

Every troop will receive the Welcome Box first and the remaining boxes in the series once you have met the participation requirements.

Should we finish all of the meetings in the Girl Scout Experience Boxes this year?

Many troops meet once a month, but your monthly box will include plans for two meetings. You may decide to go on a field trip or participate in a Girl Scout event rather than holding a traditional meeting. You do not have to use the meeting plans the month they arrive. Other than the My First Cookie Business badge and the end-of-year celebration, plans are not tied to a specific time of year.

If you are a first-grade troop and this will be your only year in Daisies, you may want to combine some meetings and earn two petals in a meeting. If you are a Kindergarten troop, you do not need to earn all of the Daisy petals in your first year. You can set aside some of the meetings to have next year!

What if we don't have four girls yet?

You may not have four girls in your troop yet. If your troop has two registered and background-checked adults, you can still meet while you wait for a fourth girl to join. Below are patches you may want to work on as a troop.

If troop meetings cannot be held because you do not have a second registered and background-checked adult, these are great programs for families to do at home, too.

Spending a few meetings where girls get to know each other and start building Girl Scout sisterhood is always a great way to start a troop year. Your troop can meet at a park and learn Girl Scout Games and Songs, and your troop binder includes both a songs guide and a games guide.

Girl Scouts Love The Outdoors



Activity Guide

Girl Scout Tree Promise



More info!



Activity Guide

Resilient. Ready. Strong.



More info!



Activity Guide

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 Caregiver Info Session/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 upcoming events, schedule changes, etc., and how families will respond to leaders.
- Sets the troop up for success!



Pro 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 Family Meeting.
- If girls will be present during the Family Meeting, ask older Girl Scouts or a volunteer to help with the girl activities in the Family Meeting Plan.

The Troop Volunteer Team



Troop Leader



Troop Leader



Troop Helpers/Drivers



**Product Program
Manager**

**CPR/First Aid
Certified**

Camp Certified

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.

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

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 an excellent position for adults who love working with data but may not be available to volunteer during meetings.

The Fall Product Program Manager attends online training. They communicate with troop families about the Candy, Nut, and Magazine sale. The program runs in October. Volunteers should register as the Fall Product Program Manager.

The Troop Cookie Manager attends online training to learn more about the cookie program, communicates with families about ordering cookies, collects orders, keeps information updated in the cookie management system, distributes cookies to troop families and tracks troop cookie inventory. Volunteers should register as the Troop Cookie Manager.

MEETING HELPERS/DRIVERS

Attends meetings and assists girls/leaders with meeting activities or drive girls to troop coordinated activities. Volunteers should register as a Troop Helper.

CAMPING CERTIFIED VOLUNTEER

Attends required training and attends camping events with the troop. Volunteers should register as a Troop Helper.

FIRST AID/CPR CERTIFIED VOLUNTEER

Completes a First Aid/CPR certification program. Programs held completely online do not meet requirements. At least one First Aid/CPR certified must attend and troop activities held outside of a troop's regular meeting space.

ADDITIONAL POSITIONS TO CONSIDER:

- Troop Communication Manager
- Troop Photographer
- Snack Coordinator
- Field Trip/Event Organizer
- Craft Coordinator

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. If you have a multi-level troop you will follow the guidelines for the youngest Girl Scout attending.

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

Pro Tips!

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 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.

Suggested items to include:

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

Pro Tips!

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!

Logging Into Your Account

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.

The screenshot shows the GSKSMO home page. At the top, there is a navigation bar with the Girl Scouts of Northeast Kansas and Northwest Missouri logo on the left. In the center, there are links for 'Discover', 'Get Involved', 'Support Us', 'Cookies & Fall Program', 'Activities', and 'Volunteers'. On the right, there are buttons for 'SHOP', 'DONATE', 'MY GS', and 'ES'. An arrow points from the text 'Click on MY GS. Log in with your username and password.' to the 'MY GS' button. Below this, another arrow points from the text 'Once logged in, click on My Account.' to the 'My Account' button in the bottom navigation bar. A dropdown menu is shown next to the 'MY GS' button, containing links for 'Support Us', 'Cookies & Fall Program', 'Activities', 'Volunteers', 'SHOP', 'DONATE', 'MY GS MyGS', and 'ESpanol'.

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

The screenshot shows the user dashboard. On the left, there is a sidebar with a 'Welcome, Leader Name!' message and a list of links: 'My Account', 'My Household', 'My Troop(s)', 'My Profile', 'My Events', 'Volunteer ToolKit', 'gsLearn', 'Contact Council', and 'Log Out'. On the right, there is a table titled 'Leader Name household' with columns for 'Name', 'Troop(s)', 'Participation', and 'Status'.

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 active girls.

Welcome,
Leader Name!

My Account

My Household

My troop(s)

Troop 02772

My Profile

My Events

Volunteer ToolKit

gsLearn

Contact Council

Log Out

girl scouts
of ne kansas
and nw missouri

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

Troop Cookie Manager

Rachelle David

Troop Leader

Troop Cookie Manager

Dawn Hewitt

Troop Leader

Dawn Hewitt

Troop Cookie Manager

Melissa DeShazo

Troop Leader

Member details

SAVE RETURN STATUS

RENEW

Girl

☐ Select All

Show inactive and not returning members

Girl Name

Edit details

Participation

Caregiver(s)

Exp. date

Program level

☐ Troop 02772

girl scouts
of ne kansas
and nw missouri

Caregiver's Name

09/30/2023

brownies

Girl's Name

Girl Name

Edit details

Participation

Caregiver(s)

Exp. date

Program level

Status

Not Returning

☐ Troop 02772

girl scouts
of ne kansas
and nw missouri

Caregiver's Name

09/30/2023

brownies

• NOT RETURNING

☒

Girl's Name

Girl Name

Edit details

Participation

Caregiver(s)

Exp. date

Program level

Status

Not Returning

☐ Troop 02772

girl scouts
of ne kansas
and nw missouri

Caregiver's Name

09/30/2023

brownies

• ACTIVE

☐

Girl's Name

30

Finding Your Troop Roster

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

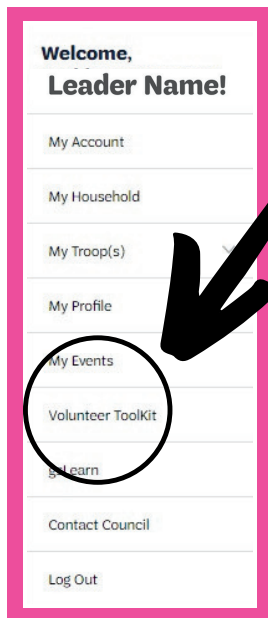
1 Click on MY GS. Log in with your username and password.



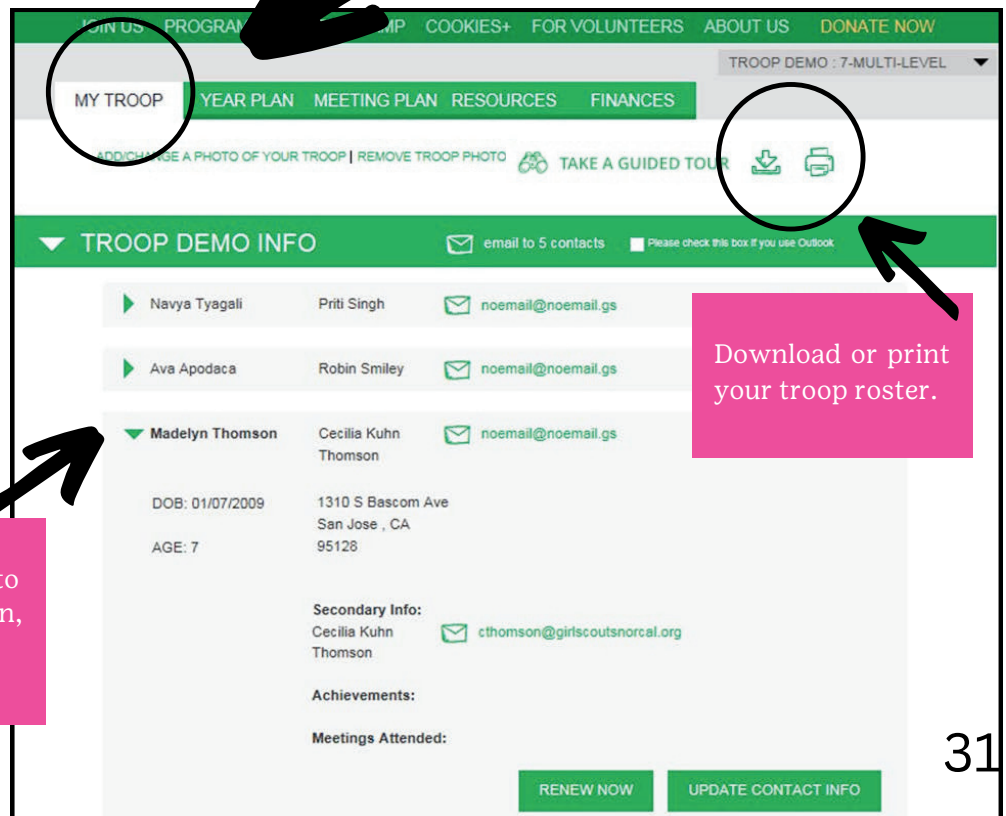
2 Once logged in, click on My Account.



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.

Download or print your troop roster.

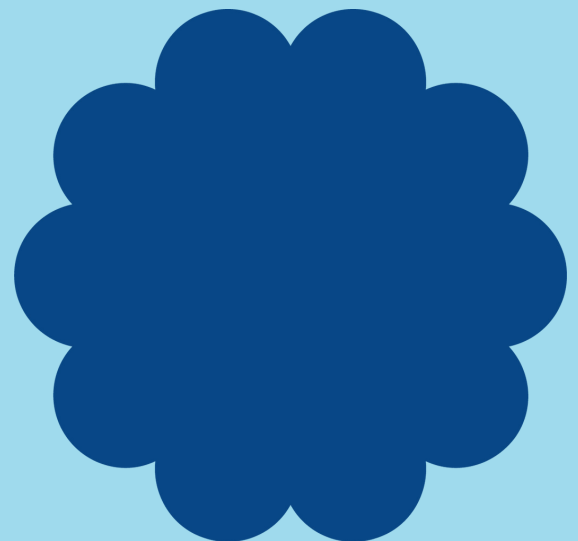
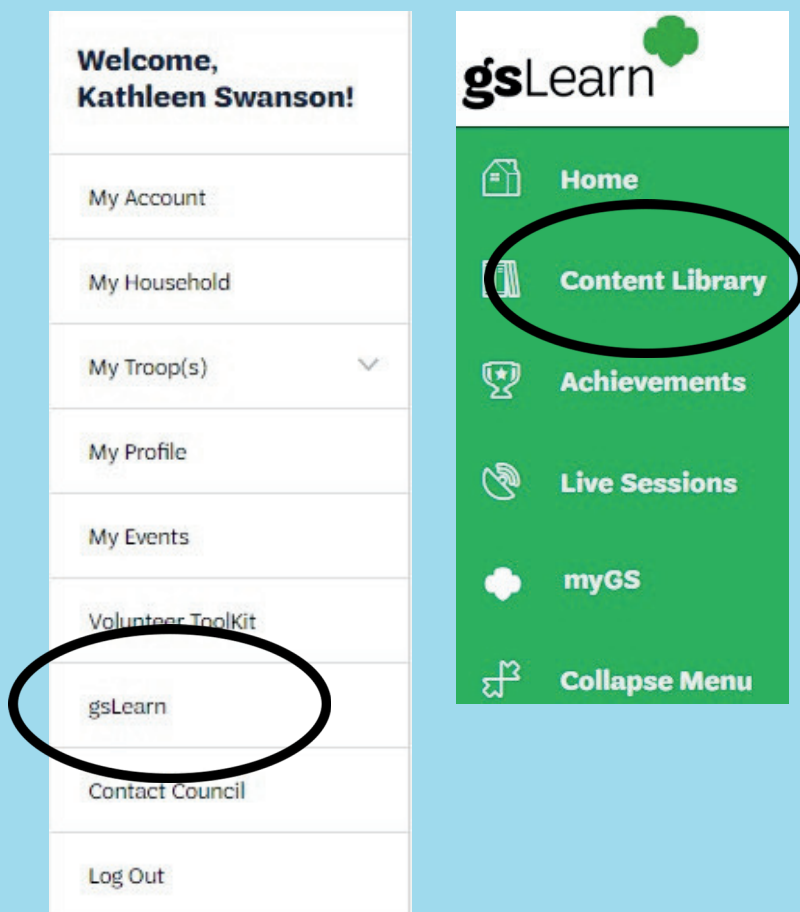
gsLearn

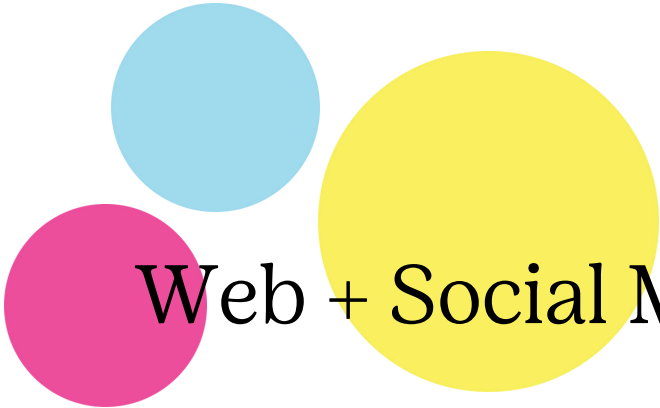
After completing New Leader Training, additional training opportunities are available through gsLearn.

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

1. From the GSKSMO home page, log into your account through MY GS.
2. Choose gsLearn from the side menu.
3. Click on Content Library to see available courses.





Web + Social Media + Contact Us



gsksmo.org
shop.gsksmo.org



facebook.com/gsksmo
Your Service Unit Facebook Group



[@gsksmo](https://www.instagram.com/gsksmo)



pinterest.com/gprograms



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