New Leader's Guide to Success

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

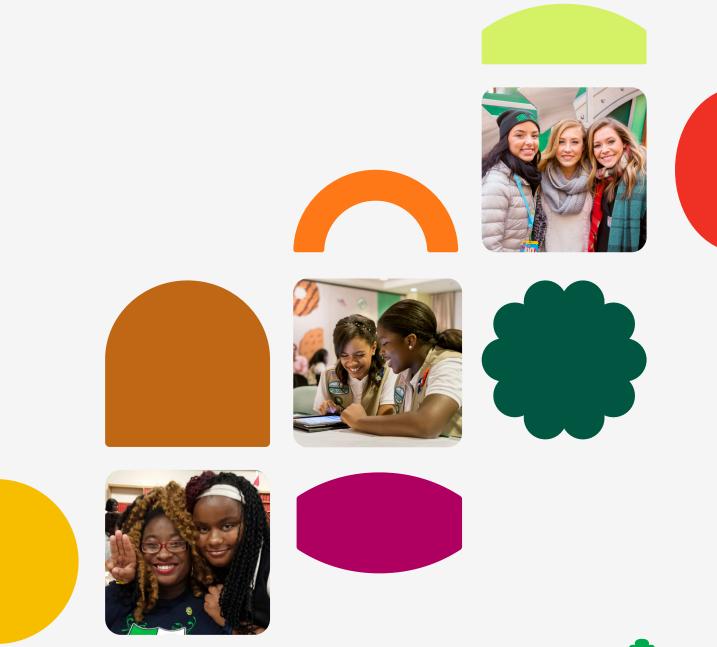




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The Girl Scout Promise

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.

The 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.

Our Mission

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

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

Welcome to Girl Scouts

Thank you for becoming a Girl Scout leader!

Girl Scouts is so much more than a fun activity—it's a movement. It's how youth become forces for good and make a difference in their schools and communities, across the country, and around the world. Girl Scouts, as well as the caring volunteers who support them, grow the values and leadership skills they need to power a lifetime of success and adventure, whatever that looks like for them. This guide will prepare you to effectively lead during your first year as a Girl Scout leader.

Need help along the way? Let us know! We have many tools, training resources, and people to support you through every step. Call 1-800-733-0011 or visit www.gsctx.org/contactus—we're happy to help.

Our vision is for every Girl Scout to find their voice and create a better world. From camping to cookies to traveling the world, Girl Scouts gives youth the skills to succeed as leaders and opens their worlds to endless possibilities. We're glad you're here to help.

Several years ago, I was in your shoes. I signed up to lead my daughter's Daisy troop, and I didn't know where to start. I wish we had this New Leader's Guide to Success then. My advice is to read it and ask questions.

You're part of our team, and we can't wait to see the impact you'll make this year!

Paula Bookidis, CEO

Girl Scouts of Central Texas

You—A Girl Scout Leader

Your Role

Being a Girl Scout troop leader is an incredible journey for you and your troop. And together you'll shape the future through all you do today! Along the way, you'll hone your own leadership style and discover that you'll achieve more than you thought possible.

In Girl Scouting, leadership isn't about being in charge or having a title; it's recognizing that you're part of a team and understanding that team's needs and interests.

Leadership is teaching Girl Scouts:

- They can do and be anything.
- They are decision-makers who should own their decisions.
- How to live the Girl Scout Law by modeling it for them.

As a leader, see yourself as a coach who:

- Advises and cheers on your troop, not as a teacher with a planned lesson or activity.
- Ensures each member can carry out their responsibilities within the troop.
- Encourages Girl Scouts to build their skills and their ethics.
- Gives more responsibility to the troop as they grow and develop.

It's important to remember that:

- You can't expect to know everything the troop might want to learn.
- You'll explore and learn alongside your Girl Scouts and grow your confidence in the process.
- You're letting Girl Scouts take the lead while you provide support.





Let's Get Started

Managing Your Member Experience Online

After you have completed your volunteer registration steps, you'll receive an email prompting you to log into MyGS—your Girl Scout member community. MyGS allows you to manage your member experience online. You can also access MyGS at https://mygs.girlscouts.org.

MyGS gives you access to see the youth and adults registered in troop, add new members to your troop, and access the Troop Participation Catalog. This allows you, the troop leader, to display available openings in your troop for youth and/or volunteers. You can add or update your troop information in the catalog by visiting www.gsctx.org/troopupdate and submitting the online form.

Next Steps

Look out for a welcome email with details on any required training and how to connect with your service unit and council.

New Leader Training

When you're set up for success, you'll be empowered to set up your troop for success! To help you become the best leader you can be, follow these steps:

Step 1: Take Online Training Courses

- Visit gsLearn, our online learning platform:
- Login to MyGS by visiting www.gsctx.org and clicking on the MyGS icon in the top right corner
- · Select gsLearn on the left navigation bar
- Click Content Library on the left navigation bar
- · Check Learning Paths under Content Type
- Select 578 Essential Troop Leader Training
- Take all of the required courses on this learning path
- Optional courses are highly recommended!

Step 2: Take a First Aid/CPR Course

All in-person troop activities must have at least one adult volunteer in attendance with certification.

Step 3: Meet with Service Unit Leaders

Your service unit team volunteers meet with new troop leaders in their area to provide mentorship and locally relevant resources.

Additional Learning Opportunities

In addition to the courses required to address safety and skills requirements, there are also a number of optional opportunities to learn techniques for leading a successful troop.

Supplemental Online Training

There are plenty of additional training courses available on gsLearn. Follow the 578 GSUSA Girl Scout Foundations path or select individual courses to access niche learning that can help you in your new volunteer role.

In-Person Training Courses

Additional training options covering more advanced topcis such as camping and cooking over fires are held at various times during the year. To view all upcoming in-person adult training courses, including first aid/CPR, go to www.gsctx.org/events. Click "OR use the Advanced Search" and then click the "Adult Training" filter under "By Category". Hitting "VIEW RESULTS" at the bottom of the screen will yield the training courses.

More detailed information regarding training requirements and course descriptions can be found at www.gsctx.org/training.

Volunteer Resources

Council-led Programming

Don't plan everything yourself! Girl Scouts of Central Texas offers council-led events and badge-earning programs, in-person and virtually. We can even bring programming to your troop! The Mobile STEM Experience Center delivers STEM-focused programs in several council areas. Learn more at www.gsctx.org/mobilestem.

Girl Scout's Guide to Girl Scouting

What does it mean to be a go-getting Girl Scout? These grade level-specific binders will help you break it down for your troop. It's part handbook, part badge book, and 100 percent fun! Purchase from our online retail shop at www.girlscoutshop.com/CENTRAL-TEXAS-COUNCIL.

Girl Scouts Activity Zone

Explore events, activities, and opportunities available near you. Meeting virtually? We offer online events too! Find council-led badge and award-earning programming centered around subjects that interest them most. Learn more at www.girlscouts.org/activityzone.

Recruitment & Brand Resources

Access ready-made marketing materials to help grow your troop, design your troop T-shirt with the T-Shirt Template, and learn more about representing the Girl Scouts brand when you create your own troop designs at www.gsctx.org/brand.

Safety Activity Checkpoints

The emotional and physical safety and well-being of Girl Scouts is our top priority. Safety Activity Checkpoints outlines the Safety Standards and Guidelines used in Girl Scouting, which apply to all Girl Scout activities. Access your guide in VTK or go to www.gsctx.org/safety to learn more.

Volunteer Essentials

With key information, policies, and procedures that support the safe and consistent delivery of Girl Scout programming to Girl Scouts across the council, Volunteer Essentials is just that—essential. By agreeing to be a Girl Scout volunteer, you agree to follow the guidance outlined in this resource. Volunteer Essentials is updated annually, and the latest version can always be found on our website at www.gsctx.org/ve.

Volunteer Toolkit (VTK)

This fully customizable digital planning tool provides you with Girl Scout program content, award requirements, and other resources, so that you can keep your Girl Scout year running smoothly. Accessible from any computer, tablet, or mobile device, Volunteer Toolkit lets troop leaders:

- Explore meeting topics and program activities with their troop
- Print step-by-step activity guides and shopping lists
- Manage Girl Scout attendance and track achievements
- Add local events
- Track and share financial information
- Message and share meeting activities with troop families
- · And so much more!

To access Volunteer Toolkit, login to MyGS (see page 5), then select Volunteer Toolkit.

The Girl Scout Leadership Experience

What makes Girl Scouts truly unique? Everything is designed especially for, and is tested by, Girl Scouts! Our program centers on our research-backed Girl Scout Leadership Experience—that is, what Girl Scouts do and how they do it. Activities are youth-led, which gives Girl Scouts opportunities to explore leadership roles and to learn by doing in a cooperative-learning environment.

At Girl Scouts, your troop will:

Discover: Every activity they tackle through Girl Scouts helps them discover who they are, what excites them, and what their talents are.

Connect: Girl Scouts collaborate with and learn from other people as they expand their horizons. This helps them care about and inspire others.

Take action: As Girl Scouts deepen their relationship with the world around them, they become eager to take action to make the world a better place.

So what does this mean for your troop? Through Girl Scouting, your troop will develop a strong sense of self, demonstrate positive values, seek challenges, solve significant problems in the community, and establish healthy relationships. These aren't just good qualities—they're leadership skills that will last a lifetime!

What Girl Scouts Do

No matter what excites your Girl Scouts, they'll find engaging and fun activities in the four areas that make up the core of the Girl Scout program:



STEM

Computer science, engineering, robotics, outdoor STEM, and more.



Life Skills

Civic engagement, healthy living, global citizenship, communication skills—to name a few.



Outdoors

Adventure and skill building, from the backyard to the backcountry, including camping experiences for all ages.



Entrepreneurship

The Girl Scout Cookie Program—the largest girl-led entrepreneurial program in the world teaches goal setting, decision making, money management, business ethics, and people skills.

Whether they complete Girl Scout Leadership Journeys, earn badges, run their own cookie business, pack for their first hike, change the world through Take Action projects, or any combination of these activities, at Girl Scouts, every person has countless ways to explore our four program areas and hone the skills they'll need to power a lifetime of success—whatever that looks like for them.

Explore the many exciting possibilities with the Award and Badge Explorer at www.gsctx.org/badges.

Where Girl Scouts Can Take Your Troop

As your troop progresses through Girl Scouts, they'll learn to take the reins and make their Girl Scout experiences their own—it's what being youth-led is all about! And as a leader, you'll encourage them to dream big and challenge themselves as they take their newfound passions to the next level.

While program elements—like outdoor expeditions and entrepreneurial ventures—align across all grade levels, Girl Scout Daisies and Brownies won't be doing the same activities as seasoned Seniors and Ambassadors. But by building on the knowledge and skills they gain year after year, your Girl Scouts' confidence will grow exponentially and they'll be eager to take those next steps.

So what can you expect as they grow through each level of Girl Scouting?



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

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

Girl Scout Juniors are big-idea thinkers. They're explorers at camp and product designers when they earn their Innovation and Storytelling Badges, or even their Bronze Award. Every day, they wake up ready to play a new role.

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

Girl Scout Seniors are ready to take the world by storm, and Girl Scouts gives them countless ways to do it. Their experiences shape their world, while giving them a safe space to be themselves and explore their interests. Seniors can earn the prestigious Gold Award.

Girl Scout Ambassadors know that small acts produce big change. While they get ready for life beyond high school, Girl Scouts helps them take flight. They can also earn their Gold Award and drive lasting impact in their communities.

The Bronze, Silver, and Gold Awards prove Girl Scouts have what it takes to build a better today—and tomorrow. By earning these awards, your Girl Scouts will tackle issues close to their hearts and make a real difference—and the Gold Award qualifies them for exclusive college scholarships and opens doors to promising career opportunities. Get started at www.gsctx.org/leadership.

What Makes a Successful Troop Experience?

No matter where your troop lives, a universal Girl Scout experience connects them to their fellow Girl Scouts around the country. And there are so many ways to make sure your troop gets the full Girl Scout experience in a way that excites and inspires them!



You can count on Girl Scouts to provide...

- · Welcoming spaces for all
- Tools for family involvement
- Supportive adult mentors
- · Cooperative, hands-on learning
- · Youth-led activities
- · Rigorous safety standards

Throughout the troop year, you'll support your troop as they...

- Attend regular meetings
- · Earn badges and Girl Scout awards
- Complete Take Action projects
- Participate in the Cookie and Fall Product programs
- Learn Girl Scout traditions
- Get outdoors
- Go on field trips





Guiding Your Troop Experience

In leading a new troop, you'll want to guide the structure and experiences of your troop—from how and when meetings are held to how the troop communicates, and from steering youth-led activities to setting financial expectations. You'll make these decisions collaboratively with your volunteer team or co-leader, as well as with input from Girl Scouts and their families.

Use these questions to guide your conversation with troop volunteers or co-leader before discussing the topics with families.

Your Troop:

 Will our troop consist of Girl Scouts in a single grade level or facilitated as a multi-level troop with members of many grade levels?

Meeting logistics:

- When will we meet and for how long? How frequently should we schedule troop meetings?
- Where will we meet? Great meeting spaces include schools, places of worship, libraries, and community centers. (Pro tip: if working with teens, consider meeting at coffee shops, bookstores, or another place they enjoy.)
- If we meet virtually, which platform will we use? Can all members access the necessary technology?

Money matters:

- Will our troop charge dues?
- Does someone in the troop need financial assistance? Visit <u>www.gsctx.org/fa</u> for more information.
- How much money will we need to cover supplies and activities? What should our financial plan look like?
- Which components of the uniform tunic, sash, vest—will troop families need to purchase? Get the full rundown on uniforms and insignia at www.girlscouts.org/uniforms.

Troop communication:

- How often will we communicate with troop families?
- How will we keep families in the loop? The Volunteer Toolkit? Emails? Group texts?

Your Troop Volunteer Team:

You're never alone on your troop leader journey! Set the stage for a successful troop year by tapping into the people resources already at your fingertips: families, friends, and members of the community have their own unique strengths and can provide troops with time, experience, and ideas—so get them involved from the very beginning as part of your troop volunteer team! All adult members associated with a troop should have a volunteer role.

Some members of your volunteer team might play more active roles than others—and that's OK! One caregiver in your troop might step up as a dedicated troop treasurer, while others might volunteer to chaperone a field trip. Some roles, especially those that involve handling troop funds and supervising youth, require additional registration and approval. Be sure those volunteers get signed up before they jump into the fun! Have them register as a volunteer at www.gsctx.org/volunteer.

Family Connections

The Key Ingredient to Successful Girl Scout Troops

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

A caregiver meeting should be the first meeting you hold each troop year—it sets up both new and returning troops for success.

Outlining clear expectations, building a team, and engaging families in the Girl Scout experience is a great way to start off on the right foot. When families are involved, leaders have support, and when the troop has a plan, Girl Scouts benefit!

Check out our step-by-step guide and family meeting outline in the Volunteer Toolkit. This hour-long meeting will make all the difference in the year ahead. In fact, 100 percent of troops with the most satisfied parents and troop leaders report that they hold caregiver meetings. You'll also want to hold an additional family meeting ahead of cookie season to introduce families to the program and how they can pitch in.

Although Girl Scout programming is always focused on the Girl Scouts themselves, it's important and helpful to open a few events to their families throughout the year. Inviting the whole crew—whether it's through a virtual meeting where siblings and caregivers join in the fun or a bridging ceremony—helps families better understand the value of Girl Scouts and makes them more likely to invest their time and talents in the troop.

That said, there's no need to wait for one of these special events to engage families in their Girl Scouts' troop lives. Keep communication lines open throughout the year— whether it's through your troop's social media page, personal emails, or in-person chats—to keep adults in the loop on what their Girl Scouts are doing and learning during each meeting, and encourage them to let their Girl Scout "be the expert" at home, by, for example, explaining or teaching a new skill they've learned to the rest of the family.



Why? Because it helps:

- Families understand what Girl Scouting can do for their youth.
- Families and leaders identify ways they will work as a team to support the troop.
- Families and leaders agree about what the troop pays for and what families pay for individually.
- You fill key troop positions—you never know which caregiver will make an awesome troop co-leader or troop cookie manager!
- Families know how the troop will communicate things like upcoming events and schedule changes.
- Families learn about uniforms, books, and other important basics.

Let's Go—Your First Troop Meeting!

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

It doesn't need to be perfect. Did an activity run over time? Or maybe you had tech issues during your virtual meeting? Take a deep breath, roll with the changes, and have fun! Girl Scouts aren't expecting perfection from you; your time, attention, and guidance are the best part of your leadership.

Learn with your Girl Scouts. Keeping activities youth-led also means that at some point the troop 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 your troop 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.

First meeting checklist:

- □ **Cover the basics.** Review the details about when and where the meeting will take place and make sure families are aware.
- □ **Get ready.** Use the Volunteer Toolkit to verify your troop roster and email caregivers. This might be a great time to ask caregivers to provide you with any needed items, such as health history forms, uniform order forms, and troop dues.
- □ **Know the agenda.** Refer to our "Six Elements of a Great Troop Meeting" below and the Volunteer Toolkit sample meeting agenda.
- □ **Review and practice your agenda.** You'll feel calmer during the actual meeting and ready to make adjustments as needed.
- ☐ **Be prepared for fun!** When the Girl Scouts and caregivers see that you're prepared for the meeting and ready to have a great time, they'll follow your lead!

Six Elements of a Great Troop Meeting

- **1. Ramp up.** Plan activities for the troop on arrival so that they have something to do until the meeting begins. This could be as simple as providing coloring pages, journaling, or talking with one another. (5 minutes)
- **2. Open.** Each troop decides how to open its meetings—most begin with the Girl Scout Promise and Law, a simple flag ceremony, song, game, story, or other activity designed by your Girl Scouts. (5–10 minutes)
- **3. Conduct troop business.** Collect dues and make announcements or plan an upcoming event or trip while caregivers are present. (5 minutes)
- **4. Let the fun begin.** Use the meeting plans found in the Volunteer Toolkit! Activities are already designed to fit easily into this part of your meeting as you help your troop earn badges and complete Journeys. (30–45 minutes)
- **5. Clean up.** Because Girl Scouts should always leave a place cleaner than they found it! (5 minutes)
- **6. Close.** Just like the opening, each troop can decide how to close—with a song, game, story, or pretty much anything else! (5–10 minutes)

Meeting virtually?

Check out our virtual meeting facilitation resources at www.gsctx.org/blueprint. You'll find virtual meeting backgrounds, sample meeting agendas, and other helpful resources. Plus, you can access virtual-friendly activity adaptations in the Volunteer Toolkit!

Keeping Girl Scouts Safe

Understanding How Many Volunteers You Need

From camping weekends to cookie booths, registered and background-checked adult volunteers must always be present to ensure youth members have fun and stay safe, no matter their grade level.

Not sure just how many adults you'll need for your activity? The chart below breaks down the minimum number of registered and background-checked volunteers needed to supervise a specific number of Girl Scouts.

Volunteer-to-youth member ratio chart	Group Meetings		Events, Travel, and Camping	
	Two unrelated volunteers (at least one of whom is female) for this number of youth members:	Plus one additional volunteer for each additional number of this many youth members:	Two unrelated volunteers (at least one of whom is female) for this number of youth members:	Plus one additional volunteer for each additional number of this many youth members:
Girl Scout Daisies (grades K-1)	12	1-6	6	1-4
Girl Scout Brownies (grades 2–3)	20	1-8	12	1-6
Girl Scout Juniors (grades 4–5)	25	1-10	16	1-8

Planning Safe Activities

When preparing for any activity with youth, check Girl Scouts' Safety Activity Checkpoints at www.gsctx.org/safety for required guidelines on where to do the activity, how to include people 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 your troop is interested in, contact Customer Care at www.gsctx.org/contact 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 priority. Provide care for the injured person and/or obtain medical assistance, then immediately report the emergency to GSCTX staff. Call our office at 1-800-733-0011 during or after business hours. During after-hours, listen to the menu and press the indicated number to be directly connected to our after-hours emergency service.

Make sure a general first-aid kit is available at your meeting place and accompanies Girl Scouts on any activity. You may need to provide the kit if one is not already available at your meeting location. You must always have on hand the names and telephone numbers of our council office, caregivers of your troop members, and emergency services such as the police, fire department, and hospital.

Girl Scout Troop Finances

Funding the Fun

Your troop probably has some big ideas about what they want to do in Girl Scouts—and that's awesome! As a leader, you'll coach them as they learn to earn and manage troop funds. But where do you start? Troop activities are powered in two main ways:

Troop dues. Many troops decide to collect troop dues to help provide startup funds for troop activities and supplies. These could range from a few dollars per meeting to a lump sum for the entire school year. It's completely up to each troop to decide what works best for them to support the activities they want to do.

Money-earning activities. The Fall Product and Cookie Programs are the primary money earning activities for a troop—and they're a hands-on way for Girl Scouts to learn money management skills that will serve them for the rest of their lives. You'll learn the ins-and-outs of these programs in a separate training course.

We know you have more questions about troop finances, and we've got answers! Check out the troop finances portion of the Money Manager training in gsLearn and in Volunteer Essentials for the details you'll need to keep troop business running smoothly.

Bank Accounts

New troops will need to set up a bank account to collect dues, pay for troop supplies and activities, and collect product sales revenue. The Troop Finances section of Volunteer Essentials breaks down the process for you. Visit www.gsctx.org/ve to learn more.

Financial Assistance

Finances shouldn't stand in the way of a Girl Scout's participation. Any youth member needing financial assistance for membership can request it as part of the online member registration process. Other financial assistance is available for uniform components, events, and camps, and can be requested. Visit www.gsctx.org/fa for more info.

Tax Exempt Status

Girl Scout purchases are exempt from taxation in Texas. Always use a Texas Sales and Use Tax Exemption Certificate when making Girl Scout purchases. Request a tax-exemption certificate through Customer Care at www.gsctx.org/contactus or email customercare@gsctx.org.

Council Contact Information & Resources

Girl Scouts of Central Texas

Mailing Address: 12012 Park Thirty-Five Circle

Austin, TX 78753

Phone: 1-800-733-0011

Website: <u>www.gsctx.org/contact</u>

Email: customercare@gsctx.org

Hours & Locations: www.gsctx.org/hours

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Organizational Structure

Girl Scouts of the USA (GSUSA): A national organization supporting the work of more than 100 councils across the U.S. for more than 100 years. Headquartered in New York City.

Girl Scouts of Central Texas (GSCTX): An independent 501(c) (3) nonprofit chartered by GSUSA, operating as a council under the direction of a local board of directors, and overseeing all service units and troops within a specific geographic area.

Service Unit: A group of volunteers who support the work of troop volunteers within a given geographic area.

Troop: A volunteer-supervised group of Girl Scouts.



Quick References

Council Event List & Calendar Safety Activity Checkpoints www.gsctx.org/events www.gsctx.org/safety

Frequently Asked Questions Spanish Website

www.gsctx.org/faq www.gsctx.org/espanol

Forms Troop Leader Training www.gsctx.org/forms www.gsctx.org/training

Girl Scout Brand and Communication Resources Troop Planning Resources

<u>www.gsctx.org/brand</u> <u>www.gsctx.org/troop</u>

Girl Scout Cookie Program Volunteer Essentials www.gsctx.org/cookies www.gsctx.org/ve

In case of emergency, call 1-800-733-0011. Speak to a staff member during business hours or press the indicated number on our after-hours phone menu to be connected with our after-hours emergency service.

