



TROOP ESSENTIALS

Girl Scouts of Connecticut

January 2010

Contents

Defining the Troop Pathway.....	3
Understanding Your Role as a Troop Volunteer	3
Your Responsibilities	3
Your Support Team	4
Taking Your First Steps.....	5
Forming a Troop Committee	5
Deciding When and Where to Meet	6
Holding a Parent/Guardian Meeting.....	7
Planning and Holding Troop Meetings	10
Using Journeys	10
Utilizing Other Resources	11
Holding Troop Meetings	12
Troop Governance: Letting Girls Lead	13
A Sample Troop Year.....	14
Index.....	16
Appendix: Forms	18

Welcome to the *Troop Essentials*, an add-on to *Volunteer Essentials*, which is a handbook for volunteers in all pathways. After you've read through *Volunteer Essentials*, come back to this add-on, which tells you specifically about the troop pathway.

Defining the Troop Pathway

Girls and adults participating in the troop pathway usually stay together for an entire school year and meet once a week, once a month, or twice a month—how often is up to you and the girls! Troops can meet just about anywhere, as long as the location is safe, easily accessible to girls and adults, and within a reasonable commute (“reasonable” having different definitions in different areas: In rural areas, a two-hour drive may be acceptable; in an urban area, a 30-minute subway ride may be too long). In each meeting, girls participate in fun activities that engage them in the Girl Scout Leadership Experience.

Troops provide a flexible way for girls to meet for nine to twelve months. Some ideas include:

- Fifteen Girl Scout Brownies who meet twice a month from November through March at a local community center
- Seven girls who are home schooled and meet weekly as a Girl Scout Cadette troop
- Girls who meet together once a week at their juvenile detention center to participate in Girl Scout activities

Understanding Your Role as a Troop Volunteer

Your most important role as a troop volunteer is to be excited about everything this opportunity affords you: a chance to partner directly with girls; an invitation to play a critical role in their lives; a chance to watch them blossom under your direction!

Sure, you'll have a few other responsibilities, too, and the rest of this section shares those details.

One note, however: As a troop volunteer, you serve as a partner and role model to girls. You'll also work closely with a co-volunteer, because two adults must be present at all times when working with girls, and at least one of those volunteers must be female and *not* related to the other adult. This is an important distinction that bears repeating: Men can serve as troop volunteers, but an adult female who is not related to the other volunteer must be present at all times, and at no time is a girl to be alone with only one volunteer. Remember to also check the adult-to-girl ratios in Chapter 5 of *Volunteer Essentials*.

Your Responsibilities

Your other responsibilities as a troop volunteer include:

- Sharing your knowledge, experience, and skills with a positive and flexible approach

- Working in a partnership with girls so that their activities are girl-led, and also partnering with other volunteers and council staff for support and guidance
- Organizing fun, interactive, girl-led activities that address relevant issues and match girls' interests and needs
- Providing guidance and information regarding Girl Scout events and troop meetings with girls' parents or guardians on a regular and ongoing basis through a variety of tools, including email, phone calls, newsletters, blogs, or whichever other method you choose
- Processing and completing registration forms and other paperwork, such as permission slips
- Communicating effectively and delivering clear, organized, and vibrant presentations or information to an individual or the troop
- Overseeing troop funds with honesty and integrity
- Maintaining a close connection to your volunteer support team

Your Service Team

In your role as a troop volunteer, you'll team up with helpers, including your co-volunteer(s), parents and guardians, a volunteer Service Team, council staff members, and others who have expressed interest in working alongside you. Service Units have key volunteer Service Team members who help with recruitment events, registration, publicity, product sales, the Service Unit treasury; act as school or troop/group consultants, etc. Service Units provide essential information on upcoming programs and events in your area, information and updates from GSOFACT, and an opportunity to be connected to other Girl Scout volunteers in your town.

The first thing you'll want to do is meet with this group and discuss what brought you to Girl Scouts, review your strengths and skills, and talk about how you would like to work together as a team. Also discuss:

- When and where to meet as a troop
- When, where, and how often to hold parent/guardian meetings
- When you will hold an investiture (pinning and dedication) ceremony
- Your local council resources, which list seasonal events, trainings, celebrations, Girl Scout special days, and product sales (including the Girl Scout Cookie program).

Remember to call on your volunteer Service Team, which can help you observe a meeting, assign you a buddy, help with registration forms, assist you with opening a bank account, plan your first meeting, and so on. Also plan to attend Service Unit meetings—usually held several times throughout the year—that provide excellent opportunities to learn from other volunteers.

Your GSOFACT Service Unit Manager is/are: _____

Your next Service Unit Meeting will be held on: _____ at _____.

Taking Your First Steps

Your first steps as a troop volunteer include the following:

- Form a troop committee
- Decide when and where to meet
- Hold a parent/guardian meeting

This section shows you how to complete all three steps. After you've completed those, you're ready to plan and hold your first few troop meetings, which is discussed in the remainder of this module.

Forming a Troop Committee

You need to involve other adults in the troop—please don't try to go it alone or depend on too few adults! Many hands make light work, and the role is more fun when it's shared. Think about the people you know whom you admire, who connect with children (especially girls), who are dependable and responsible, and who realistically have time to spend volunteering. (Remember that these adults will need to register as Girl Scout members, fill out a volunteer application form, complete a background screening and reference checks, take online learning sessions, and review written resources.) Consider business associates, neighbors, former classmates, friends, and so on. If you have trouble finding reliable, quality volunteers to assist, talk to your volunteer Service Team for advice and support.

Your troop committee members might help by:

- Filling in for you
- Arranging meeting places
- Locating adults with special skills to facilitate a specialized troop meeting
- Assisting with trips and chaperoning
- Managing troop records

A troop committee may be made up of general members or may include specific positions, such as

- **Troop Cookie Manager:** A volunteer who would manage all aspects of Girl Scout Cookie sales
- **Transportation Coordinator:** The volunteer you'd look to whenever you needed to transport girls for any reason; this person would have volunteers available to drive and chaperone
- **Troop Records Keeper:** This volunteer could be like a treasurer/secretary rolled into one person—someone to keep track of the money and keep the books.
- **Troop Registrar** – collects and reviews completed registration forms and submits them to the Service Unit Registrar.

- **Telephone Contact** – communicates information to all parents/guardians in a timely manner.
- **Emergency Contact** – is the back home contact during troop trips.
- **Troop Shopper** – makes Troop/Group purchases and is reimbursed from Troop funds.
- **Troop First Aider** – maintains current First-Aid & CPR certification and is present at appropriate Troop functions (does not have to be the Troop/Group Leader).
- **Troop Outdoor Volunteer** – successfully completes the necessary outdoor training to take the troop on outdoor activities and camping trips (does not have to be the Troop/Group Leader).

Set up positions that work for you, and draw on other volunteers who possess skill sets that you may lack. When you're ready to invite parents, neighbors, friends, colleagues, and other respected adults to work with you, send them a letter and invite them to their first troop committee meeting. The adult guides for the Girl Scout Daisy, Brownie, and Junior *It's Your World—Change It!* leadership journeys include a sample welcome letter and a friends/family checklist to assist you in expanding your troop's adult network. There's a similar version included in the appendix to this module.

Deciding When and Where to Meet

When to meet is at your troop committee's discretion: What day and times work best for the girls, for you, for your co-volunteer(s), and for other adults who will be presenting or mentoring? Once per week throughout the school year is common, but so is once or twice per month. Is after-school best? Can your co-volunteers meet at that time, or will meetings work better in the evenings or on the weekends? If so, which day of the week? At what time?

Where to meet can be a bit trickier: A troop meeting place needs to provide a safe, clean, and secure environment that allows for the participation of all girls. You might consider using meeting rooms at

- Schools
- Libraries
- Houses of worship
- Community buildings
- Childcare facilities
- Local businesses

For teens, you can also rotate meetings at local coffee shops, bookstores, and other places girls enjoy spending time. When choosing a space, consider the following:

- **Cost:** The space should be free.
- **Size:** Make sure the space is large enough to hold all the girls in the troop while engaged in a variety of activities.

- **Availability:** Be sure the space is available at the time and day you want to meet, for the entire length of time you plan to use the space.
- **Resources:** Determine what types of furnishings (table? chairs?) come with the room and ensure that the lighting is adequate. A bonus would be a cubby of some sort, where you can store supplies!
- **Safety:** Ensure that the space is safe, secure, clean, properly ventilated, heated (or cooled, depending on your location), free from hazards, and has at least two exits that are well-marked and fully functional. Also be sure first-aid equipment is on-hand.
- **Facilities:** Sanitary and accessible toilets are critical.
- **Communication-friendly:** Be sure your cell phone works in the meeting space. If you do not have a cell phone make sure there is a public phone you can use.
- **Allergen-free:** Be sure pet dander and other common allergens won't bother susceptible girls during troop meetings.
- **Accessibility:** Be sure the space can accommodate girls with disabilities, as well as parents/guardians with disabilities who may come to any meetings.

If this is your first time asking for a Girl Scout meeting place, here are a few speaking points to get you started: "I'm a Girl Scout volunteer, and I run a troop of _____ girls. We're doing lots of great things for girls and for the community, like ____ and _____. We're all about leadership—the kind that girls use in their daily lives and the kind that makes our community better. We'd love to hold our meetings here because _____.

Holding a Parent/Guardian Meeting

A parent/guardian meeting will provide you with an opportunity to get to know the families of the girls in your troop. This meeting should be held shortly after receiving the troop roster. Before the meeting, be sure you've done the following:

- Set the date, time, and place far enough in advance so families can participate.
- Contact each family to ensure adult attendance. If the majority of the parents/guardians cannot attend that evening, reschedule to a better time.
- Plan the meeting with your Co-Leader(s). Determine which of you is covering each portion of the meeting. Dividing up the agenda and providing a portion for each of the Leaders to cover helps parents/guardians identify each of the Leaders rather than having one viewed as being "in charge" and the others there to serve the Leader.
- Arranged for a parent, another volunteer, or a group of older girls to do activities with the girls in your troop while you talk with their parents/guardians (if girls will attend the meeting, too)

- Practiced your discussion on the following: Girl Scout Mission, Promise, and Law; benefits of Girl Scouting for their daughters, including how the GSLE is a world-class system for developing girl leaders; all the fun the girls are going to have; expectations for girls and their parents/guardians; and ideas of how parents and other guardians can participate in and enrich their daughters' Girl Scout experiences.
- Determined when products sales (including Girl Scout Cookie sales) will happen in your council; parents/guardians will absolutely want to know!
- Created a sign-in sheet. Use nametags so parents/guardians and Leaders can get to know each other.
- Determined what information parents should bring to the meeting
- Create a one-page information sheet (your contact information, contact information for other troop committee members, the day and time of each meeting, location of and directions to the meeting place, what to bring with them, your troop number, and information on how to get journey books and other merchandise like sashes, vests, T-shirts, and so on).
- Gather supplies, including the sign-in sheet, the information sheet, Girl Scout registration forms (available from your council), permission forms for parents/guardians to keep on hand (also available from your council), any other appropriate forms (see the appendix of this module), Girl Scout merchandise catalogs (also available from your council), pens, and an envelope for troop dues.
- Collect information to compile a roster of the girls in the troop including addresses, telephone numbers, parent/guardians names, and emergency contact names and telephone numbers (cell phone numbers also).
- Prepare yourself to ask parents and guardians for help with the troop, plan to be as specific as you can about the kind of help you will need! Encourage participation from the very beginning of the troop year.

Registering the Girls in the Troop

Every participant (girl or adult) in Girl Scouting must register and become a member of Girl Scouts of the USA. GSUSA membership dues are valid for one year, from October 1 to September 30. Membership dues (currently \$12) are sent by the council to GSUSA; no portion of the dues stay with the council. Membership dues may not be transferred to another member and are not refundable.

Early Bird Registration for the upcoming membership year occurs in the spring. Troop members are encouraged to register early to avoid the "fall rush." Early registration helps ensure uninterrupted receipt of forms and materials from the council, helps girls and troops plan ahead, and gets girls excited about all the great stuff they want to do as Girl Scouts next year. Girl Scout grade level is determined by the current membership year beginning October 1.

Lifetime membership is available at a reduced rate. A lifetime member must be at least 18 years old (or a 17-year-old highschool graduate) and agree to the Girl Scout Promise and Law.

You're free to structure the parent/guardian meeting in whatever way works for you, but the following structure works for many new volunteers:

- **As the girls and adults arrive, ask them to sign in.** Hand out registration forms and any other paperwork, including a one-page information sheet.
- **Open the meeting by welcoming the girls and adults.** Introduce yourself and other members of the troop committee. Have adults and girls introduce themselves, discuss whether anyone in their families has been a Girl Scout, and talk about what Girl Scouting means to them. Welcome everyone, regardless of experience, and let them know they will be learning about Girl Scouts today. (If you're new to Girl Scouting, don't worry—just let everyone know you'll be learning about Girl Scouting together!)
- **Ask the girls to go with the adult or teen in charge of their activity and begin the discussion.**
- **Discuss the information you prepared for this meeting:**
 - All the fun girls are going to have!
 - When and where the troop will meet and some examples of activities the troop might choose to do
 - That a parent/guardian permission form is used for activities outside the troop's usual meeting place and the importance of completing and returning it as indicated
 - Purpose of Annual Consent Form
 - How you plan to keep in touch with parents/guardians (e-mail, text messaging, a phone tree, fliers the girls take home, posting on an invitation-only group you create on Facebook are just some ideas)
 - The Girl Scout Mission, Promise, and Law
 - The Girl Scout program, especially what the Girl Scout Leadership Experience (GSLE) is and what the program does for their daughters.
 - When Girl Scout Cookies (and other products) will go on sale and how participation in product sales teaches life skills and helps fund troop activities.
 - The cost of membership, which includes annual GSUSA dues, any troop dues (ask your local council), optional uniforms, and any resources parents/guardians will need to buy (such as a journey book)
 - Although Girl Scouts is a uniformed organization, there is no requirement to have a uniform. However, a Girl Scout Daisy tunic, or a sash for Brownies, Juniors, Cadettes, Seniors, and Ambassadors is suggested.

- Uniforms and Girl Scout handbooks may be purchased from Girl Scouts of Connecticut council shops or through the council website shop at <http://shop.gsofct.org/store> . Council shops are currently located in: Bridgeport, Hartford, North Haven, North Windham, Torrington, Waterbury, and Wilton.
 - The availability of financial assistance and how the Girl Scout Cookie Program and other product sales generate funds for the troop treasury. Contact your Membership Marketing Manager for information regarding financial assistance. Financial Request for Girls and Adult Forms are located on our website at www.gsofct.org under the Forms Library.
 - That families can also make donations to the council—and why they might want to do that!
 - What the troop committee does, who is on it, in which areas you are looking for additional volunteers (be as specific as possible!)
- **Collect the completed registration forms.**
 - **Remind the group of the next meeting (if necessary) and thank everyone for attending.** Hold the next meeting when it makes sense for you and your troop committee—that may be in one month if face-to-face meetings are best or in six months if you’re diligent about keeping in touch with parents/guardians via e-mail, phone calls, or some other form of communication.
 - **After the meeting,** follow up with any parents or guardians who did not attend to connect them with the group, inform them of decisions, and discuss how they can help the troop.

Planning and Holding Troop Meetings

To plan and hold successful troop meetings, follow the steps in each of the following sections. You’ll feel confident and comfortable in no time!

Using Journeys

Like all pathways, the troop pathway offers an opportunity to deliver the Girl Scout Leadership Experience, in which girls discover themselves, connect with others, and take action to make the world a better place. The most efficient—and fun!—way to deliver the GSLE in a troop setting is to use journey books, which are the core program offering from Girl Scouts. **To get started, all you need is a sense of adventure to guide girls on a great journey. Check out these five simple tips:**

1. **Boot up your computer and take a 10-minute walk through the Girl Scout Leadership Experience interactive resource** at www.girlscouts.org/gsle. This bilingual interactive resource is designed for the busy volunteer. A guide talks you through each component of the Girl Scout

Leadership Experience and provides clear definitions, illustrating how each piece is part of a well-researched, powerful, and change-making experience for girls.

2. **Kick off your shoes and sit down to relax.** Yes, this is where the real fun starts. Read the (grade-appropriate for the troop) girl journey as if you were a girl and without thinking what to do with it.
3. **Break out your accompanying adult guide** and flip straight to the “sample sessions at a glance” two-page spread for a “bird’s eye” view of how to bring the journeys to life.
4. **Now that you know what’s possible, invite the girls (and their parents) to use their imaginations** for how to make the journeys real in ways that excite them (girl led). You do not have to do everything as exactly as laid out in the books. The books are a great resource with lots of room for creativity. Remember, the books provide the ice cream: The girls and you add the sprinkles!
5. **Step back and watch** how the girls, with your knowledge, support, and guidance, have enormous fun and a rewarding experience. Celebrate with them as they earn their leadership awards, too!

Throughout your own journey—and even before—volunteer and staff members of your local Girl Scout council are there to offer crucial support with learning opportunities and advice. Never hesitate to contact them.

Utilizing Other Resources

You have other resources at your disposal, as well, including the *Daisy Girl Scout Activity Book*, *Try-Its for Brownie Girl Scouts*, *Junior Girl Scout Badge Book*, and *Interest Projects for Girls 11–17*. These resources provide topic-specific skills-building activities as girls earn the associated badges.

In addition, you’ll find a wealth of Girl Scout resources centered on four core areas: STEM (science, technology, engineering, and math), financial literacy; the environment and outdoor education, and healthy living. Contact your local council or your volunteer coach for guidance on where to find these resources and how to infuse them into your troop activities.

Take a few moments to check out these websites that will help you in your troop role.

www.gsofct.org Girl Scouts of Connecticut Council website

www.girlscouts.org Girl Scouts of the USA website

www.gogirlsonly.org Girl Scouts of the USA website for girls 7-11

www.studio2b.org Girl Scouts of the USA website for girls 11-17

www.girlsgotech.org Girl Scouts of the USA website for science, math, and technology

Holding Troop Meetings

Troop meetings usually include six components, and journey book sample sessions are also arranged in a similar way, making the process easy for you!

- **Start-up:** Start-up activities are planned so that when girls arrive at the meeting they have something to do until the meeting starts. For younger girls, it could be coloring pages; teen girls might jot down a journal entry or just enjoy a little time to talk.
- **Opening:** The opening focuses the meeting and allows girls to start the meeting. Each troop decides how to open their own meeting—most begin with the Girl Scout Promise and Law, and then add a simple flag ceremony, song, game, story, or other ceremony designed by the girls. Girl Scout Brownies, for example, might create a new tradition by skipping in a circle while singing a song. Ceremonies, even when brief or humorous, make Girl Scout time special.
- **Business:** Troop business may include taking attendance, collecting dues, making announcements, and planning an upcoming event or trip. This is a good time for girls to lead, especially as they grow up! (Note that some troops move the business portion of the meeting to an earlier slot.)
- **Activities:** Activities will depend on what the girls want to do in their troop and how they want to spend their collective time. Outdoor time is important, so, encourage the girls to an activity at a park or forest. If girls are interested in animals, encourage the girls to plan a visit to a zoo or animal shelter. As you engage in one of the two leadership journeys, review the “Sample Sessions at a Glance” in the adult guide for journey activity ideas.
- **Clean-up:** Clean-up is just how it sounds, and it’s a great habit for girls to get their meeting space back to the way it was when they got there—maybe even cleaner than it was! Girls can also take leadership of the cleaning themselves, deciding who does what. They might even enjoy the tradition of a kaper chart (or a chore chart, listing all the chores, and assigning girls names to each), so that everyone takes turns at each responsibility.
- **Closing:** The closing lets the girls know that the troop meeting is ending. Many girls close with the friendship circle, in which each girl stands in a circle, puts her right hand over her left, and holds the hands of the girls standing next to her. The friendship squeeze is started by one girl, and then passed around the circle until it comes back to the girl who started it. When the squeeze is finished, girls twist clockwise out of the circle lifting their arms and turning around out.

Treat Time!

Treats are an option some troops decide to include in their meetings and range from a bottle of soap bubbles, to a jump rope, or a food snack. If girls choose to include snacks, guide them to consider the health of a potential snack, as well as possible food allergies. Enlist the help of parents or guardians by asking them to sign up and bring a treat.

You help each troop member do her part to ensure the meeting and activities are enriching and fun. Based on their grade levels and abilities, girls may decide and plan opening and closing activities, bring and prepare treats, teach songs or games, and clean up. As girls grow, they can show and teach younger members about Girl Scouting. They can also assist you in preparing materials for activities. For activities such as trips, campouts, parent meetings, and multi-troop events, girls may be responsible for shopping, packing equipment, handing out programs, cleaning up, gathering wood, and so on. As long as you pay attention to grade level and maturity, the list of girl involvement is endless! (See Chapter 3 in *Volunteer Essentials* for a better understanding of girls' progression by grade level; also see detailed information about each grade level in the journey adult guides.)

Troop Governance: Letting Girls Lead

Many troops employ a democratic system of governance so that all members have the opportunity to express their interests and feelings and share in the planning and coordination of activities. Girls partner with you and other adults, who facilitate, act as a sounding board, and ask and answer questions. Girls from the youngest Girl Scout Daisies through Ambassadors will gain confidence and leadership skills when given the opportunity to lead their activities, learn cooperatively as a group, and learn by doing instead of by observing.

The following are some traditions troops have used for girl-led governance, but these are just examples—girl-led and cooperative learning can happen in many ways! Journeys offer other examples of team decision-making, too.

- **Daisy/Brownie Circle:** While sitting in a circle (also called a ring), girls create a formal group decision-making body. The circle is an organized time for girls to express their ideas and talk about activities they enjoy, and you play an active role in facilitating discussion and helping them plan. Girls often vote to finalize decisions. If girls are talking at once, consider passing an object like a talking stick that entitles one girl to speak at a time (see Chapter 4 of *Volunteer Essentials* for additional tips).
- **Junior/Cadette/Senior/Ambassador Patrol or Team System:** In this system, large troops divide into small groups, with every member playing a role. Teams of four to six girls are recommended so that each girl gets a chance to participate and express her opinions. Patrols may be organized by interests or activities that feed into a take-action project, with each team taking responsibility for some part of the total project, and girls may even enjoy coming up with names for their teams.

- **Junior/Cadette/Senior/Ambassador Executive Board:** In the executive board system (also called steering committee), one leadership team makes decision for the entire troop. The board's responsibility is to plan activities and assign jobs based on interests and needs, and the rest of the troop decides how to pass their ideas and suggestions to the executive board throughout the year. The executive board usually has a president, vice president, secretary, and treasurer and holds its own meetings to discuss troop matters. Limit the length of time each girl serves on the executive board so all troop members can participate during the year.
- **Junior/Cadette/Senior/Ambassador Town Meeting:** Under the town meeting system, business is discussed and decisions are made at meetings attended by all the girls in the troop. As in the patrol and executive board systems, everyone gets the chance to participate in decision-making and leadership. Your role is to act as a moderator, who makes sure everyone gets a chance to talk and that all ideas are considered.

A Sample Troop Year

Here is just one example of how you could set up your troop year. As long as you're basing your activities on the GSLE (using the three keys—discover, connect, and take action—and realizing the outcomes/benefits that Girl Scouts promises) and using the three processes (girl-led, learn by doing, and cooperative learning), there is no wrong way!

- Hold a parent/guardian meeting.
- Open a checking account.
- Register the girls and the adults in the troop.
- Meet together for the first time, allowing the girls to decide how they can learn each others' names and find out more about each other.
- Kick off the journey with a trip or special event that fits the theme. Have the girls brainstorm and plan this trip or event.
- Have the girls work through the journey, which will involve eight to ten gatherings (but can be more or less, depending on whether you combine or stretch out the sample sessions, based on your needs).
- Complete the take-action project.
- Encourage girls to plan a culminating ceremony for the journey, including awards presentations.
- Choose badge-exploration activities that girls will enjoy and that will give them a well-rounded year.
- Have the girls plan, budget for, and work on their Girl Scout Cookie sale (see Chapter 7 of *Volunteer Essentials*).
- Help girls plan a field trip or other travel opportunity.
- Pre-register girls for next year.

- Camp out!
- Participate in a council-wide event with girls from around your region.
- Have the girls plan and hold a bridging ceremony for girls continuing on to the next Girl Scout grade level.

Index

adult-to-girl ratios	3
allergies	13
badges	11, 14
bridging	15
checking account	15
Cookie Manager	5
disabilities	7
events	6,15
Girl Scout Ambassador	13,14
Girl Scout Brownie	3,6,11,13
Girl Scout Cadette	3,13,14
Girl Scout Cookies	10
Girl Scout Daisy	3, 11,13
Girl Scout Leadership Experience	3,8,9
Girl Scout Mission	8, 9
Girl Scout Promise	9, 12
Girl Scout Senior	12
journey	6, 10, 11, 12, 13, 14
membership dues	8
parent/guardian meeting	7, 8, 9, 14
pathways	3, 10
Records Keeper	5
registration forms	5, 8, 9, 10
snack	13
traditions	13
transportation	6

Transportation Coordinator	5
travel	13
troop meetings	10
Activities	12
Business	12
Clean-up	12
Closing	12
journey, using	7, 8, 10, 11, 12, 13, 14
Opening	12
Start-up	12
troop year, sample	14
volunteer support team	4

Appendix: Forms

Connecticut/New York Tax Exemption Permits

GSOFACT Corporate Resolution

GSOFACT Volunteer Agreement

GSUSA Adult Membership Registration Form

GSUSA Girl Membership Registration Form,

GSUSA Membership Dues Summary



Exempt Organization Exempt Purchase Certificate

Single purchase certificate

Blanket certificate

Your exempt organization number is **not your federal employer identification number** (see instructions).

Exempt organization number (6-digit number issued by the New York State Tax Department)
EX - 117111511

Name of seller			Name of exempt organization/purchaser <i>Girl Scouts of Connecticut</i>		
Street address			Street address <i>340 Washington St.</i>		
City	State	ZIP code	City	State	ZIP code
			<i>Hartford</i>	<i>CT</i>	<i>06106</i>

The exempt organization must be the direct purchaser and payer of record.

You may not use this form to purchase motor fuel or diesel motor fuel exempt from tax.

Representatives of governmental agencies or diplomatic missions may not use this form.

Carefully read the instructions and other information on the back of this document.

I certify that the organization named above holds a valid Form ST-119, *Exempt Organization Certificate*, and is exempt from New York State and local sales and use taxes on its purchases.

I also certify that the above statements are true and correct. I make these statements with the knowledge that knowingly making a false or fraudulent statement on this document is a misdemeanor under section 1817 of the New York State Tax Law and section 210.45 of the Penal Law, punishable by imprisonment for up to a year and a fine of up to \$10,000 for an individual or \$20,000 for a corporation. I understand that the Tax Department is authorized to investigate the validity of the exemption claimed or the accuracy of any information entered on this form.

Print or type name of officer of organization <i>Jennifer Smith Turner</i>	Title <i>CEO</i>
Signature of officer of organization <i>Jennifer Smith Turner</i>	Date issued <i>10/1/09</i>

ST-119(7/79) State of New York - Department of Taxation and Finance - Exempt Organization Section, Technical Services Bureau

EXEMPT ORGANIZATION CERTIFICATE

The organization named below is exempt from payment of the New York State and local sales and use tax according to the provisions of the Tax Law.

The number shown on this certificate must be entered on any Exempt Organization Certification (ST-119.1) presented to a vendor. If this certificate is lost or destroyed, you may obtain a replacement by notifying the Technical Services Bureau.

This certificate does not require renewal and will remain in effect unless it is revoked or cancelled. Exempt status may be revoked for any reason constituting misuse of the authority granted under this certificate.

Girl Scout Council of
Northwestern Ct., Inc.
26 Prescott Street
Torrington, CT 06790

CERTIFICATE NUMBER EX-171151
DATE ISSUED November 1, 1982

Frank A. P...

SERVICE CENTERS

Bridgeport
87 Washington Ave.
Bridgeport, CT 06604
(203) 334-3145
Fax (203) 696-3821

Hartford
340 Washington St.
Hartford, CT 06106
(860) 522-0163
Fax (860) 548-0325

Middletown
27 Washington St.
Middletown, CT 06457
(860) 347-5768
Fax (860) 346-2575

New London
21 Montauk Ave.
Suite 203
New London, CT 06320
(860) 444-8195
Fax (860) 444-8197

North Haven
20 Washington Ave.
North Haven, CT 06473
(203) 239-2922
(800) 922-2770
Fax (203) 239-7220

North Windham
4 Industrial Park Dr.
N. Windham, CT 06256
(860) 444-8195
Fax (860) 423-7953

Plainville
313 East St.
Plainville, CT 06062
(860) 793-1318
Fax (860) 793-8361

Torrington
26 Prescott St.
Torrington, CT 06790
(860) 482-4495
Fax (860) 489-8936

Waterbury
171 Grandview Ave.
Suite 102
Waterbury, CT 06708
(203) 757-1340
Fax (203) 591-1729

Wilton
529 Danbury Rd.
Wilton, CT 06897
(203) 762-5557
Fax (203) 762-0688



Girl Scouts of Connecticut
340 Washington Street
Hartford, CT 06106
(860) 522-0163
Fax (860) 548-0325
www.gsofct.org

RESOLUTION OF THE BOARD OF DIRECTORS
OF
GIRL SCOUTS OF CONNECTICUT, INC.

I hereby certify that at a meeting of the Board of Directors of GIRL SCOUTS OF CONNECTICUT, INC., a corporation organized and existing under the laws of the State of Connecticut, held at the office of the corporation on September 29, 2009, the following resolutions were duly adopted and are in conformity with the charter and by-laws of the corporation and are in full force and effect.

RESOLVED, that Girl Scout troop leaders, as designated by GIRL SCOUTS OF CONNECTICUT, INC., are authorized to open and transact on bank account(s) in the name of the Council which contain the leaders' respective troop number designation.

RESOLVED, that GIRL SCOUTS OF CONNECTICUT, INC. (hereinafter the "Council") authorizes the following officers to request and obtain information on any and all accounts in the name of the Council held at Webster Bank, National Association.

Name	Title
Jennifer Smith Turner	Chief Executive Officer
Tasha Jackson	Chief Financial Officer

RESOLVED that the foregoing officers are authorized to act alone for and on behalf of the Council with regard to the matters expressed herein.

RESOLVED, the Council acknowledges that the Bank may rely upon this resolution until written notice of its revocation is actually received by the Bank and the Bank has had a reasonable period of time within which to act upon such notice. Until the Bank has actually received such written notice and has had a reasonable period of time within which to act thereon, the Bank is authorized to act pursuant to this resolution. The Council agrees to notify the Bank in writing of any change which affects this resolution or the validity hereof.

RESOLVED, that the Council hereby agrees to indemnify and hold the Bank harmless from any and all claims, suits, or damages of any kind against the Bank or its officers, agents, and employees for any actions taken in reliance upon this Resolution, and any changes or amendments thereof.

RESOLVED, that the foregoing officers are authorized to execute any and all documents on behalf of the Council as may be required by the Bank to carry out the above noted resolutions, including Bank documents necessary and related documentation customary for transactions of this nature.

In Witness Whereof, I, Karen Hoffman, have hereunto set my hand as Secretary of GIRL SCOUTS OF CONNECTICUT, INC.

Dated at Hartford, Connecticut this 29th day of September, 2009.

BY: Karen Hoffman

Karen Hoffman, Secretary

OFFICER'S CERTIFICATE

[X]

I, Karen Hoffman, the duly elected, qualified and acting Secretary of GIRL SCOUTS OF CONNECTICUT, INC. , a Connecticut Corporation (the "Council"), does hereby certify that;

(1) The Certificate of Incorporation, as may have been amended, of the Council is in full force and effect as of the date hereof.

(2) The By-Laws of the Council, as may have been amended, are in full force and effect as of the date hereof.

(3) The foregoing Resolution of the Council was duly adopted on October 1, 2007, and is in conformity with the charter and by-laws of the corporation and is in full force and effect.

IN WITNESS WHEREOF, I have signed this certificate this

29th day of September, 2009.

Karen Hoffman
Secretary



Volunteer Agreement

Name: _____ Tel: _____

Address: _____

City State Zip

E-mail Address: _____ Service Unit: _____

THE COUNCIL AGREES TO:

- ◆ Maintain confidentiality of girl/volunteers' personal information.
- ◆ Provide the volunteer with a copy of the volunteer policies.
- ◆ Provide a written position description.
- ◆ Provide a volunteer agreement.
- ◆ Provide Orientation to the position and Girl Scouts of Connecticut and GSUSA policies.
- ◆ Offer relevant training to the position.
- ◆ Give recognition for time and energy devoted to the position.
- ◆ Provide equal opportunity for volunteers.
- ◆ Carry supplemental insurance plans as part of membership registration.
- ◆ Provide an adult record form for recording volunteer service.
- ◆ Provide ongoing support, guidance, and performance evaluation.

THE VOLUNTEER AGREES TO:

- ◆ Maintain confidentiality of girl/volunteers' personal information.
- ◆ Meet membership requirements and register as a member of Girl Scouts of the United States.
- ◆ Devote sufficient time and energy to fulfill the position's responsibilities.
- ◆ Complete position-related training.
- ◆ Support the purpose, values, and mission of Girl Scouts of the United States.
- ◆ Comply with policies set forth by GSUSA and Girl Scouts of Connecticut.
- ◆ Be supportive of the goals and activities of Girl Scouts of Connecticut.
- ◆ Meet with appropriate groups pertaining to position on a regular basis for ongoing support and evaluation.
- ◆ Affirm that GSUSA and Girl Scouts of Connecticut actively seeks members of every racial, ethnic, religious, and socio-economic group.
- ◆ Recognize that Girl Scouts of Connecticut provides no monetary compensation for volunteer service.

Council Designee Name Council Designee Signature Service Center Date

Volunteer's Signature Date



GIRL REGISTRATION

through 9/30/

Return your registration with the \$12 annual membership dues to your leader/adviser or mail to your Girl Scout council.

Check one: Reregistering GSUSA ID Number (if known) New Registration (first time registering)

Girl's Name: First Middle Last

Address Apartment Number

City State Zip Code

Telephone Number E-mail Address

Date of Birth Grade in School School Name

Number of years in Girl Scouts

She is under the custodial care of: (check one)

both parents mother/guardian only father/guardian only other (specify

Mother/Guardian's Name: First Middle Last

Address (if different than girl)

Employer Occupation

Phone Number (day) Phone Number (evening)

Father/Guardian's Name: First Middle Last

Address (if different than girl)

Employer Occupation

Phone Number (day) Phone Number (evening)

Emergency Contact's Name: First Middle Last

Phone Number (day) Phone Number (evening)

We acknowledge that the registrant will make the Girl Scout Promise and accept the Girl Scout Law. The registrant has our permission to join Girl Scouts. We understand that when participating in Girl Scout activities the registrant may be photographed for print, video, or electronic imaging. We understand that the images may be used in promotional materials, news releases, and other published formats for either the local Girl Scout councils or Girl Scouts of the USA. We acknowledge that the images will be the sole property of either the local Girl Scout council or Girl Scouts of the USA.

Signature of Parent/Guardian Date Signature of Parent/Guardian Date

We encourage you voluntarily to provide the following information on racial background and ethnicity. This information will be used by Girl Scouts of the USA to help improve outreach efforts and advance the Girl Scout Movement.

The registrant's racial background is: (please check as many as apply) American Indian or Alaskan Native Asian Black or African American Hawaiian or Pacific Islander White Other (specify

The registrant's ethnic background is: (please check one) Hispanic or Latina Not Hispanic or Latina

I would like to contribute: (please check one) \$250 \$200 \$150 \$100 \$75 \$50 \$25 Other \$

My check is attached. Credit card # Exp. date

Signature (Cardholder name)

I understand that my voluntary, tax-deductible gift will help to support girls locally and will remain in the local council. (Please contact your employer to inquire about a matching gifts program. Your contribution could be doubled or tripled.)

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.

For Leaders/Advisers or Office Use Only

Leaders/Advisers, please check if applicable:

VS Category #1

VS Category #2

Council Code

Troop Number

Report Code (Service Unit)

Registration Area

Girl Scouts of the USA is dedicated to providing equal access to membership for all girls and adults.

Membership dues are not refundable or transferable to another person.



ADULT REGISTRATION

through 9/30/

Return your registration with the \$12 annual (or applicable lifetime) membership dues to your leader/adviser or mail to your Girl Scout council.

Check one: Reregistering GSUSA ID Number (if known) New Registration (first time registering)

Please indicate the primary areas in which you will be serving by listing up to four GSUSA Position Codes and associated troop number(s) when applicable (see selections at the right).

Position Code Troop Number Position Code Troop Number Position Code Troop Number Position Code Troop Number

Your name and address Title: Ms. Mrs. Miss Mr. Dr.

Name: First Middle Last

Address Apartment Number

City State Zip Code

Telephone Number Cellphone or Pager Number

Fax Number E-mail Address

Employer Occupation

Business Telephone Number

Number of years in Girl Scouting as a: Girl Adult Member

I accept and agree to abide by the Girl Scout Promise and the Girl Scout Law. I understand that when participating in Girl Scout activities I may be photographed for print, video, or electronic imaging. I understand that the images may be used in promotional materials, news releases, and other published formats for either the local Girl Scout councils or Girl Scouts of the USA. I acknowledge that the images will be the sole property of either the local Girl Scout council or Girl Scouts of the USA.

Signature Date

Would you like to become a Lifetime Member? Lifetime Membership is a symbol of commitment to the beliefs and principles of the Girl Scout Movement. As a Lifetime Member you will receive a permanent membership card, recognition certificate, on going Girl Scout Activity Insurance, and a lifetime subscription to Girl Scout LEADER magazine. If you wish to register for Lifetime Membership, please complete the following information and return your completed lifetime registration and payment to the local Girl Scout council:

- I wish to register as a Lifetime Member. I am 18 years of age or older or a high school graduate or equivalent and understand that lifetime membership is a one-time payment of \$300.
 I am currently registered as a Senior Girl Scout and graduated high school/equivalent in this membership year in the month of I understand that I can register for lifetime membership at the reduced cost of \$156 if I do so before my current membership expires on September 30.

We encourage you voluntarily to provide the following information on racial background and ethnicity, gender, age and education levels. This information will be used by Girl Scouts of the USA to help improve outreach efforts and advance the Girl Scout Movement.

My racial background is: (please check as many as apply) American Indian or Alaskan Native Asian Black or African American Hawaiian or Pacific Islander White Other (specify

My ethnic background is: (please check one) Hispanic or Latino Not Hispanic or Latino

I am an adult: Female Male My age range is: 18-29 30-49 50 and up

The highest education level I completed is: (please check one) Some High School High School Some College Associate's Degree Bachelor's Degree Postgraduate

I would like to contribute: (please check one) \$250 \$200 \$150 \$100 \$75 \$50 \$25 Other \$ My check is attached. Credit card # Exp. date

Signature (Cardholder name)

I understand that my voluntary, tax-deductible gift will help to support girls locally and will remain in the local council. (Please contact your employer to inquire about a matching gifts program. Your contribution could be doubled or tripled.)

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.

GSUSA Position Codes

- 01 Leader/Adviser
02 Assistant Leader/Adviser
03 Troop Committee Member
09 USA Girl Scouts Overseas Committee Member
10 USA Girl Scouts Overseas Committee Chair
11 Service Unit Team Member
12 Trainer
13 Special Service Adult
14 Member (No Assigned Position)
15 Council President (Chair)
16 Council Board/Board Committee Member
17 Council Nominating Committee Member
18 Association Chair/Council Delegate
19 Council Delegate
20 CEO
21 Council Executive Staff
22 Council Support Staff
50 National Volunteer
51 National Board/Board Committee Member
52 Former National Board Member
53 National Nominating Committee Member
54 National Staff Member
55 Former National Staff Member

For Leaders/Advisers or Office Use Only

Leaders/Advisers, please check if applicable: VS Category #1 VS Category #2 Council Code Troop Number Report Code (Service Unit) Registration Area



MEMBERSHIP DUES SUMMARY through 9/30/

Please complete this form and attach payment for the total amount of dues and completed member registration forms. Please be sure to note any additional payments or contributions in the space provided below and return to your local council representative.

Complete (if known)

Expiration 9/30/

Council Code	Troop Number	Report Code	Registration Area
..... <input type="radio"/> New <input type="radio"/> Reregistering

Check the one term that best describes the primary way in which these girls participate:

- Troop Interest Group Program Center/Facility In School
 Event Camp Individual Other

Program duration: (check one)

- 8-12 months 4-7 months 1-3 months 1-4 weeks 6 days or less

Program frequency: (check one)

- Daily Weekly Every Other Week Monthly 1-3 times Annually

Please check one grade level that represents the majority of the girls that are registering now.

- K-grade 1 (Daisy) grade 2-3 (Brownie) grade 4-5 (Junior) grade 6-8 (Cadette)
 grade 9-10 (Senior) grade 11-12 (Ambassador)

Type of meeting place: (check one)

1. Public Facility 2. Home 3. School 4. Religious Building
 5. Other Organization Facility 6. Council Facility 7. Other

Meeting day and location

Day Time

Name of Meeting Place

Address

Number of girl registrations attached Total registrations at \$12

Number of adult registrations attached Total amount of dues attached \$

Contributions received \$

Other \$

Total \$

Position: (check one)

- Volunteer Leader/Adviser Council Staff

Name

Address

ID Number Telephone Number ()