

New Member Orientation

Home Study and Online Course for Volunteers

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Welcome to the great adventure of Girl Scouting! Thanks to volunteers like you, generations of girls have learned to be leaders in their lives and in the world. Little can compare to the satisfaction you'll feel as you help girls grow in self-confidence, discover their genuine selves, connect with the people and community around them, and take action to make a difference in the world.

This learning opportunity session is to be completed prior to meeting with your troop or the girls' parents for the first time. Completing a New Member Orientation (NMO) course is a requirement for leadership of a Girl Scout Troop. The NMO course can be completed by Home Study, Online Learning or Face to Face.

There is no predetermined time limit to complete this course. Please do not rush; take your time. At the end of the course, be sure to complete the Online Evaluation.

Congratulations and **Welcome to Girl Scouts of Texas Oklahoma Plains**. If you have any questions concerning the content of this course, please contact your local Volunteer Services Staff.

The agenda for this session will follow the Six Parts of a Meeting as outlined on page two. After section 6, the closing, you will complete your quiz and evaluation.

Course Objectives

By the end of this session participants will be able to:

- Recite the Girl Scout Mission, Promise and Law
- Explore resources to follow safety guidelines
- Understand policies, procedures, and position descriptions that must be followed as a Girl Scout volunteer
- Describe the basic forms that volunteers are required to use
- Conduct a Parent Meeting
- Register girls and parents for membership
- Conduct a troop meeting

Part 1: Six parts of this Course

1. Start-up Activity:

As a new volunteer member, you need to be a registered member of Girl Scouts and take the New Member Orientation (either as a Home Study Kit, Online Course, or Face to Face).

2. Opening:

Please review the contents of this guide, and review the New Member Materials which can be found in the packet or at the links provided for you at www.gs-top.org/for-adults.

3. Business:

- A. Information about the structure of Girl Scouting
- B. Who can join Girl Scouts
- C. The Girl Scout Mission, Beliefs and Principles, and Promise and Law
- D. The Girl Scout Quiet Sign
- E. Troop Government
- F. The difference between diversity and pluralism
- G. How much time you may need for Girl Scouts (Includes Girl Scout Days)
- H. Where you can find volunteer support or help
- I. Helpful resources, books, and websites

4. Program Activities:

- A. How do I get my troop going?
- B. How do I conduct a Parent Meeting?
- C. How do I start forming my troop committee?
- D. What are Girl Scout Pathways?
- E. How does the troop open a troop bank account?
- F. What is the difference between fundraising, money earning projects and the council sponsored product sales?

5. Clean Up:

- A. What forms need to be filled out and when?
- B. How do I register a troop, additional girls or adults?

6. Closing:

Girl Scouts are rich in ceremonies and a simple one is offered for the end of a troop meeting.

Part 2: Six parts of a Troop Meeting

1. Start-up Activity:

Something early arrivals can do while waiting for the meeting to begin. It can be a group game or a picture to color. It isn't something girls have to complete.

2. Opening:

To call a meeting to order the leader or co-leader uses the quiet sign. Once the girls are quiet, everyone recites the Girl Scout Promise and Law. Wall posters are a good idea to help the girls learn the words.

3. Business:

Take attendance, collect any troop dues, make announcements, plan an upcoming event or trip, or collect paperwork that might have been sent home at the previous meeting (e.g. permission slips) or other papers that parents were to sign and return.

4. Program Activities:

Activities/programs will depend on what the girls want to do in their troop and how they want to spend their collective time. It could be doing a craft, completing an award or a guest speaker with a presentation. The girls work cooperatively, and show respect to each other and to all guests and adults. This is also an appropriate time for snacks.

5. Clean Up:

Girl Scouts always leave a place cleaner than they found it. Clean up is 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 clean up time by deciding who does what.

6. Closing:

Closing lets the girls know that the troop meeting is ending. Many troops close with a Friendship Circle. When

we stand in a Friendship Circle, we stand with our right hand over our left. Sometimes, we have the Friendship Squeeze, when we squeeze hands in turn all around the circle.





Did You Know?

A troop consists of a minimum of 5 girls and 2 adults. Check Volunteer Essentials, found at www.gs-top.org/volunteer-essentials for the exact girl to adult ratio needed for your troop.

The Girl Scout Grade Level

Progression:

Daisy
K – Grade 1

Brownie
Grade 2 – 3

Junior
Grade 4 – 5

Cadette
Grade 6 – 8

Senior
Grade 9 – 10

Ambassador
Grade 11 – 12



Part 3: Business

A. Structure of Girl Scouts

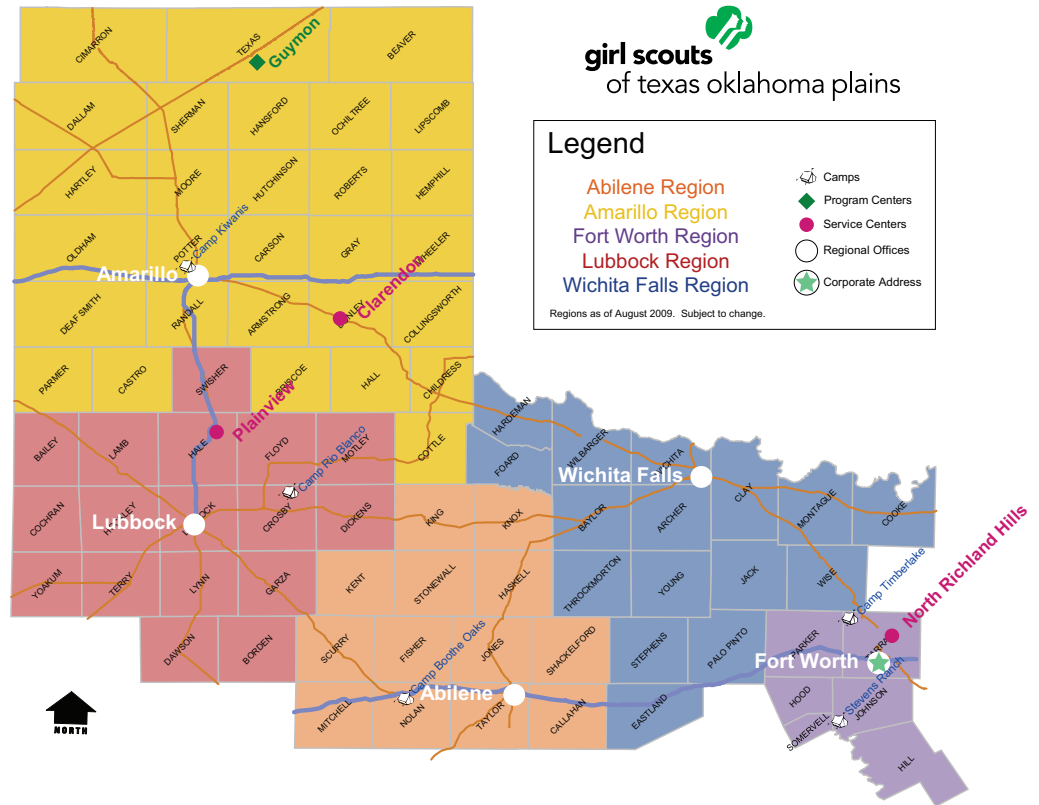
All registered girls and adults are active partners in a worldwide sisterhood through our affiliation with the World Association of Girl Guides and Girl Scouts (WAGGGS)

www.wagggsworld.org

The Beginnings of Girl Scouting

Juliette “Daisy” Gordon Low assembled 18 girls from Savannah, Georgia, on March 12, 1912, for a local Girl Scout meeting. Her goal: Bring all girls out of isolated home environments and into community service and the open air. Girl Scouts hiked, played basketball, went on camping trips, learned how to tell time by the stars, and studied first aid. For more on Juliette Gordon Low and the history of Girl Scouts, visit

www.girlscouts.org/who_we_are/history



B. Who can join Girl Scouts?

Every girl, ages 5-17, and adults (dads are welcome) 18 years of age or older can be a Girl Scout. Girl Scouts accept the Girl Scout Promise and Law, and pay the \$12 national membership dues.

Men can be Girl Scout volunteers if they:

- Are registered as a member
- Complete required Learning Opportunities for Volunteers
- Abide by rules and guidelines of Girl Scouting
- Men can be leaders or co-leaders of troops with a non-related female adult. There must be a registered female adult in attendance at all troop functions.



The Girl Scout Sign

We make this sign when saying the Promise and Law. The three fingers stand for the three parts of the Promise.

C. Girl Scout Mission, Beliefs and Principles, Promise and Law

- **Mission:** Girl Scouts builds girls of courage, confidence, and character who make the world a better place.
- **Girl Scout Beliefs and Principles:** We, the members of Girl Scouts of the United States of America, united by a belief in God*, hold that the Girl Scout Promise and Law is the cornerstone of our Movement.
- **The Promise and Law** comprise the ethical foundation of Girl Scouts:

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 word "God" can be interpreted in a number of ways, depending on one's spiritual beliefs. When reciting the Girl Scout Promise, it is okay to replace the word "God" with a word your spiritual beliefs dictate.*

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 Slogan

**Do a good
turn daily**

Girl Scout Motto

Be Prepared



D. The Girl Scout Quiet Sign

Use the **quiet sign** to quickly bring order and silence to a group of Girl Scouts

- Raising your right hand high above your head is the signal for attention and quiet.
- The room grows quiet and order is returned as each person repeats the motion.

Traditionally, the quiet sign is the full hand raised. The five fingers refer back to the old 5th law "to be courteous". Sometimes, people raise their hand and make the Girl Scout sign—that works too!



The Girl Scout Handshake

We have a special handshake to greet each other and use in ceremonies. We make the sign with our right hand and shake with the left. The left hand is closest to our heart, so this signifies friendship.

Did You Know?

In the early days of Girl Scouting, we had a secret password: deraperpeb (Be Prepared spelled backwards!)



E. Troop Government - Letting Girls Lead

Many troops employ a democratic system of governance so that all members have opportunities 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.

The three processes of Girl Leadership are:

- **Girl Led:** girls of every age take an active and grade-appropriate role in figuring out the what, where, when, why, and how of what they do.
- **Learning by Doing:** hands-on learning that engages girls in an ongoing cycle of action and reflection. When girls actively participate in meaningful activities and later reflect on them, they get a deeper understanding of concepts and mastery of skills.
- **Cooperative Learning:** designed to promote sharing of knowledge, skills, and learning in an atmosphere of respect and cooperation as girls work together on goals that can only be accomplished with the help of others.

F. Diversity and Pluralism

Girl Scouting values diversity and inclusiveness and does not discriminate on any basis.

- **Pluralism** is a system that holds within it individuals or groups differing in basic background, experiences, and culture.
- **Diversity** is simply a condition of difference. Diversity that might be found in any group includes: age, race, ethnicity, cultural identity, experiences, education, religion, gender, ability, skills, lifestyles, income and family.
- **Picture this:**
A big cookie jar full of all Girl Scout Cookies. The cookie jar represents pluralism - it holds things together. The yummy cookies inside the cookie jar represent diversity. So, the Girl Scout Troop is the cookie jar, and the individual members of the troop are the cookies.

G. Time Requirements

Ask yourself how much time you have to give to Girl Scouts.

- Preparing for a troop meeting could require 1-3 hours of preparation prior to the meeting unless you can delegate to members of your parent support group.
- The leader and the parent support group determine the number and length of meetings per month, i.e. weekly, twice monthly, or as needed, to accomplish a skill or task.
- Review the Troop Committee Roster to determine various ways to support a troop www.gs-top.org/forms under Troop Management. You will need to involve other adults in the troop or Pathway setting. Please don't try to go it alone or depend on too few adults!
- In a leadership role, secure support from parents or other volunteers. You can't do it by yourself. In fact to be successful, you must not do it alone.
 - o Troop Leadership Position Description/Agreement
 - Review the Troop Leader Position Description/Agreement
 - Copies are in your NMO kit or are available at www.gs-top.org/forms
 - o Troop Committee Position Description/Agreement
 - Review the Troop Committee Position Description/Agreement
 - Copies are in your NMO kit or at www.gs-top.org/forms
 - During the parent meeting, discuss and explore what skills or interests the parents can share
 - Show parents the Troop Committee Position Description/Agreement
 - Ask each parent to choose a way they can help the troop
- Participate in, and encourage others to take, courses in Adult Learning Opportunities offered by your local regional office.



- o Both you and your assistant leader should take the same courses. In the event one of you is not able to conduct a troop meeting, the other can step in and continue the program for the girls.
- o Adult Learning Opportunities will give you the knowledge and skills to start your troop and get involved in what is offered for you and the girls.
- o To find out what Adult Learning Opportunities are currently offered, refer to the council website Event Calendar at www.gs-top.org/events

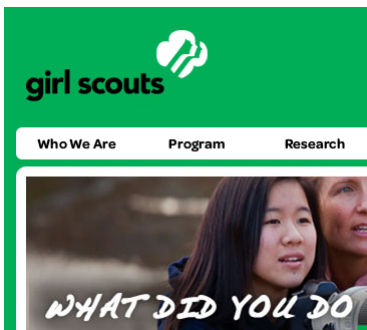
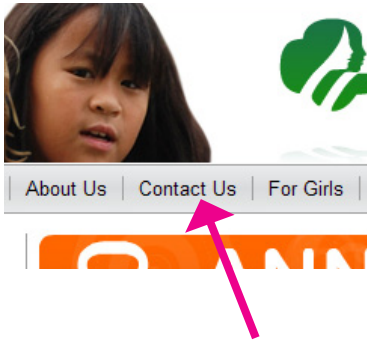
Girl Scout Calendar – Girl Scouts celebrate special days each year.

- **February 22: World Thinking Day** – Each year, girls participate in activities, games and projects with global themes to honor their sister Girl Guides and Girl Scouts in other countries. February 22 was chosen because it is the birthday of both Lord Baden-Powell and Lady Olave Baden-Powell, the originators of Boy Scouts and the Scouting Movement worldwide.
- **March 12: The birthday of Girl Scouting in the USA.** The first Girl Scout Troop meeting was held in Savannah, Georgia, on this date in 1912.
- **Girl Scout Week begins the Sunday before March 12** (a day known as “Girl Scout Sunday”) and extends through the **Saturday following March 12** (a day known as “Girl Scout Sabbath”).
- **April 22: Volunteer Leader Appreciation Day** – this day is set aside especially for you!
- **October 31: Founder’s Day** – Juliette Gordon Low’s birthday.

H. Volunteer Support

Monthly Service Unit Meetings or Service Unit Team

- Council areas are sub-divided into what is referred to as Service Units. The Service Unit consists of the adult volunteers and girls within given council areas. Service Units can consist of:
 - o A cluster of schools in a given area of a city
 - o A group of small towns in a county
 - o Multiple counties
- The Service Unit Team is comprised of the officers in the Service Unit. Each position has a specific job description and responsibility.
 - o Service Unit Manager
 - o Treasurer
 - o Registrar
 - o Event Coordinator
 - o Troop Organizers
 - o Coach
 - o Staff Membership Specialist
- The purpose of Service Units is to hold monthly meetings for the adults to hear council news and upcoming events including:
 - o Updates from the Council Membership Specialist
 - o Reports about service unit events and happenings
 - Activities for troops to participate in
 - Council sponsored events
 - Service project suggestions
 - Learning Opportunities for Volunteers
 - o Answer any questions or concerns, exchange ideas or just want some adult time in Girl Scouting.
- Ask your Council Membership Specialist about specific Service Unit information.



Council Staff

Your council staff, and especially the Membership staff, is a great source of information. Don't hesitate to ask, there are no silly or dumb questions in Girl Scouting.

www.gs-top.org/contact-us

I. Resources

There are many resources available to you, both from GSUSA and Girl Scouts of Texas Oklahoma Plains.

GSUSA

- **Safety Activity Checkpoints** - www.gs-top.org/forms under Publications or www.girlscouts.org
 - o Safety Activity Checkpoints are written specifically for any particular activity that involves girls. Each set of checkpoints is formatted the same way:
 - 1) Know where to do the activity
 - 2) Include girls with disabilities
 - 3) Gear (basic and specialized)
 - 4) Prepare for the activity
 - 5) On the day of the activity
 - 6) Links
 - 7) Know-How for girls
 - 8) Jargon
 - o A simple saying is: "If in doubt, check it out. If it's not there, don't you dare!"

- **Journey Guides for Adults**
- **National Girl Scouts of the USA (GSUSA) website** – www.girlscouts.org
- **Transforming Leadership**

Girl Scouts of Texas Oklahoma Plains

- **Girl Scouts of Texas Oklahoma Plains website:** www.gs-top.org
 - Connects volunteers and girls to council and regional activities
 - Locate needed council forms on the website under www.gs-top.org/forms
 - Online calendar and event registration at www.gs-top.org/events
- *Volunteer Essentials* – Leader Resource Guide
 - Council publication of policies, standards, and procedures
 - Available www.gs-top.org/volunteer-essentials
- *Activity Essentials* – The council events which includes:
 - Girl program opportunities
 - Product sales dates and training opportunities
 - Outdoor education opportunities
 - Adult learning opportunities
 - Special events sponsored by the council
 - Events are always being added. For up-to-date information, refer to the council website event calendar at www.gs-top.org/events
- *The Runner* – A monthly e-newsletter for volunteers, leaders and parents
 - To advise and update volunteers about council activities
 - Available on www.gs-top.org

Did You Know?

How To Start a Troop

- take it one step at a time
- be a good role model
- turn in necessary forms

Did You Know?

Have a Parent Meeting

- list troop rules
- schedule troop meetings
- collect troop dues
- prepare parent's handout
- ask parents to RSVP
- schedule extra meeting for parents unable to attend
- recruit parents to help manage troop

Part 4: Program Activities

A. Getting the Troop Started

- Take it one step at a time
 - o It can't all be done the first meeting, or learned at the first session
 - o It takes time to learn the process. Leading a Girl Scout troop can, and should, be as much a learning experience for you as it is for the girls!
 - o Changes will occur in procedures and/or timelines. As Girl Scouts we view change as a chance to grow.
- It is important for the leader to be a role model to the girls and other adults. Appropriate leader behavior is just another way of being that role model.
 - o As a leader, keeping a positive attitude will help other parents and your girls keep positive attitudes. This will make everyone's experience better!
 - o Smoking is not appropriate anytime in the presence of the girls.
 - o Dress appropriately for activities, and encourage others to do the same.
 - o If you must take time for a break, excuse yourself and designate another other adult to take over.
- In order for the troop to be active, adults and girls must complete and submit their individual Membership Registration forms to the Troop Leader.
 - o The Troop Leader then submits the proper paperwork to the Service Unit Registrar or Council Membership Specialist.
 - o The Troop Leader will receive a new troop number if the troop is new.
 - o If you are the new leader of an existing troop, or returning troop that already has a number, collect the Membership Registration forms and submit them to your regional office before you have your first meeting, if possible.

B. Prepare for a Parent Meeting

- Setting the ground rules
 - o Make a list of some simple troop rules.
 - o Decide what day, how often, duration and location for the meetings. Select a meeting location such as a school, church, business or other public building. Having the meetings at the Leader's or Assistant Leader's home is highly discouraged. It's easy for the girls to be distracted by other things going on at home.
 - o Collecting troop dues - decide how often and how much. The troop will need money to purchase things during the year, so troop dues will be necessary. The troop will earn money when they participate in Product Sales. More on Product Sales later.
- Prepare a handout for each parent and discuss each item at your Parent Meeting.
- After deciding on the details of the Parent Meeting, send notices to each parent.
 - o Ask parents to RSVP whether they will attend or not.
 - o If a parent is unable to attend, schedule a time when you can meet with them.
 - o Send the information that was discussed and decided on.
 - o Invite a member of your Service Unit, or your Membership Specialist, to attend in case parents have questions that you may be unable to answer.
- At the Parent Meeting, recruit help for troop management.

C. Discuss Troop Committees

Pass out a copy of the Troop Committee Position Description/Agreement. Explain to the parents how each person can offer talents and gifts to the troop and help the Troop Leader by taking on some of these small tasks. For example, ask if anyone is:

- A nurse, or is First Aid Certified, could be the troop's first aider at meetings and activities
- Is anyone skilled in keeping financial records, and would like to be the troop bookkeeper, and be one of two (required) signatures on troop checks? More on the Troop Bank Account later.
- During a field trip away from the meeting place, transportation may be needed and the number of persons to a car is determined by the number of seat belts. **Girls may not share seat belts, so you may need several vehicles.** Drivers must be registered Girl Scouts and submit a copy of:
 - o A copy of proof of insurance
 - o A copy of their driver's license to the troop leader

D. Girl Scout Pathways

There are lots of ways girls can experience Girl Scouts other than just in a troop setting:

- Individuals involved in Girl Scouts are called Juliettes
- Individuals may want to focus on a single aspect such as:
 - o Outdoor skills like canoeing or backpacking
 - o Community service
 - o Computer science, math or science focus
- Girls register to be a Girl Scout just the same, but are given special guidance depending on the Pathway chosen.
- Here are some other "enrichment opportunities" that the girl can explore:
 - o Council or Service Unit sponsored events or workshops
 - o Summer Resident Camp or Day/Twilight Camp
 - o Travel to other places (destinations)
- We will discuss Pathways more in the Leadership Essentials/Journeys course.

Pathways to Participation



E. Troop Bank Account and Finances

Girl Scout Troops must establish a Troop Bank Account in the name of Girl Scouts of Texas Oklahoma Plains, Inc. for management of troop funds.

- Every troop must have its own bank account established. Review the procedures in *Volunteer Essentials* for details on setting up the troop bank account. Look under Policies, Procedures and Insurance, section 4; Money-Earning/Money Management, Topic X. Also in *Volunteer Essentials*, look under Financial Information, Section 7: Troop Bank Account.
- To open the account, a Letter of Authorization must be obtained from your Council Membership Specialist informing the bank that you have authorization to open the account for use by the Girl Scout Troop. This form is **not** available on the council website.
- Include your Girl Scout Troop number on the checks.
- The troop account may be opened at any bank the leader chooses.
- Two registered, non-related adults from the troop must sign the checks and be on file with the bank as authorized signers.
- Money deposited into the account is the property of Girl Scouts, not an individual, and is used for various Girl Scout financial matters.
- All girl or adult membership registration payments, along with their Membership Registration forms and Dues Summary sheet are to be turned in to the staff Registrar or Membership Specialist.



F. Fund Raising Versus Money Earning

Do you know the difference between fundraising and money earning? In many organizations, the group raises funds by having a fundraiser, a process where they simply collect donations.

Five essential skills girls gain by participating in the Girl Scout Cookie Sale are:

- Goal Setting
- Decision Making
- Money Management
- People Skills
- Business Ethics

Council Sponsored Product Sales:

- For the girls to earn money, they may choose to participate in the council-sponsored Product Sales, ie: Cookie Sales, and the Fall Nut & Candy and Magazines Sales.
- The two council-sponsored product sales are:
 - Fall Nut & Candy and Magazine Sale
 - Cookie Sale
- More information about the council-sponsored product sales will be provided by the Service Unit Product Sale Chairs. Troop leaders and Troop Product Chair **MUST** complete a course before the troop can participate in the product sales.
- A portion of profits stays within the Girl Scout Troop.

Other Money Earning Activities:

- Troops participating in any money earning activities, need to submit a Troop Money Earning Project Application to the Membership Manager in their region. Form available at www.gs-top.org/forms under Troop Management Forms.
- Examples of money earning events might be, but are not limited to:
 - Car wash
 - Babysitting
 - Window washing
 - Yard cleaning

Troop Sponsorship:

- Sometimes a business, individual, or the community wants to help a Girl Scout Troop by contributing to the troop, this is called a Troop Sponsorship.
 - Some examples of Troop Sponsorships might be:
 - The place that lets you have your meetings would qualify as a Troop Sponsor.
 - Donation of the use of a copy machine, donation of supplies, donations to the Troop First Aid Kit.
 - If a monetary contribution is made to the troop in excess of \$100, the donation must be paid to the council.
 - The council will send the donor acknowledgment of the tax-deductible donation.
 - The council will issue a check payable to the troop to be deposited in the troop bank account.

Membership Registration Flow

Adult or girl registration form is filled out by new or re-registering member.

Troop leader collects all girl and adult registration forms and monies checking for completeness.

Troop leader completes a dues summary form on the registrations submitted.

Service Unit registrar checks information for completeness and verifies money.

SU registrar gives leader her copies of forms and receipt of the money. She enters troop on the registration log.

Service Unit registrar gives registrations and log to a council registrar or staff member, keeping her copy of the log.

Council registrars enter membership into the National Database.

Part 5: Clean Up

A. What, and when, forms need to be filled out

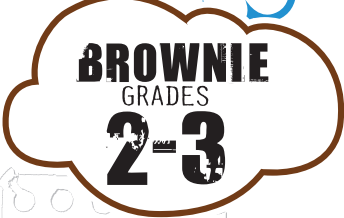
- Required forms (no exceptions)
 - o Girl Registration Form www.gs-top.org/forms under Registration Forms
 - o Adult Registration Form www.gs-top.org/forms under Registration Forms
 - o Membership Dues Summary www.gs-top.org/forms
 - o Annual Troop Financial Report www.gs-top.org/forms under Troop Management Forms
- Annual Volunteer Review www.gs-top.org/forms
- All forms need to be completed by the parent/guardian of the Girl Scout.
 - o The emergency contact person should be someone other than the other parent.
 - o A parent/guardian's signature is required.
 - o The registration form gives the council permission to photograph girls and adults during Girl Scout activities.
 - If a parent does not want her daughter to be included in photos, a large "X" is drawn through the entire statement, and then the adult signs the form.
 - If there is not a problem with photos, leave the statement clear and sign the form.
 - o Racial and Ethnic Background is needed for statistical reasons. GSUSA uses this information to determine if the council is practicing Pluralism and Diversity.

B. Adult Forms

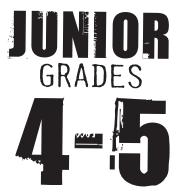
- If an adult holds more than one position, she/he indicates the second position and troop number (if applicable) in the additional position blank on the Adult Registration Form. If the registration form has already been turned in, please complete the Adult Registered in Two or More Troops form found www.gs-top.org/forms under Registration Forms.
DO NOT fill out another registration form.
- Adult troop positions are:
 - o Troop Leader - Defined as any adult who is the primary leader of girls in a troop.
 - o Assistant Troop Leader - Any adult, or older Girl Scout, who assists in the leadership of girls in a troop.
 - o Troop Committee Member (also called Troop Support Group Member) - All adults registered in a troop who do not hold a Leader/Assistant Leader position.




DAISY
GRADES
K-1



BROWNIE
GRADES
2-3



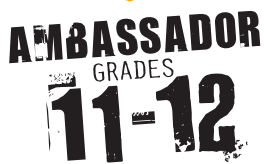
JUNIOR
GRADES
4-5



CADETTE
GRADES
6-8



SENIOR
GRADES
9-10



AMBASSADOR
GRADES
11-12

C. Girls Only Forms

1. Parent/guardian – turns in Girl Registration form with \$12 national dues to troop leader.
2. Troop leader fills out a Membership Dues Summary form checking the following:
 - Council code (583), report code (service unit code), five digit troop number, expiration date
 - The majority of girls registering in a specific grade level in a troop determine the troop's grade level
 - Fill in the appropriate circle for a new or reregistering troop. Or for addition to troop, "addition" is written in under re-registering.
 - Verify that the number of girls is correct.
 - Verify that the number of adults is correct.
 - Note: Do not include any Lifetime members, or girl/adult members, registering individually.
 - Check for Leader's name, address, and phone number.
 - Verify Total Amount of Dues is correct.
 - Fill in time and place of meeting.
 - Verify any remaining information requested has been filled out.
3. When the troop is ready to submit paperwork, the leader turns in the Girl and Adult Registration forms, Dues Summary and money to the Service Unit Registrar. The troop must meet the minimum troop size of five girls \ and two adults to be established for the year. If the paperwork is turned in without meeting the minimum troop size, the troop's paperwork will be placed in the incomplete file at the council office until the correct number of registrations is received.

D. Annual Troop Financial Report

The Annual Troop Financial Report, found www.gs-top.org/forms under Troop Management Forms, is required to make sure the money is being spent on girls. This serves as a check and balance for Troops' money management.

E. Required Forms for Special Girl Scout Activities

- Girl Activity/Permission form found www.gs-top.org/forms under Troop Program Forms
 - o NO EXCEPTIONS This form is filled out and sent home with the girl each time the troop is planning to GO AWAY FROM THE REGULAR MEETING PLACE.
 - o If the troop is planning a field trip, going camping or anything away from the regular meeting place, parent permission must be obtained for their child to go with the troop.
 - o The leader fills out the information on the top of the form giving all pertinent information of the event, sends the form home for the parent to read, and sign if they give permission.
 - o The parent sends the BOTTOM part of the form back with the Girl Scout to the next meeting.
 - o The parent keeps the TOP portion which gives location, departure and return time.
- Product Sales Permission forms found www.gs-top.org/forms under Product Sales Forms (not available year-round)
 - o Fall Product Sales
 - o Cookie Sales

F. Other Helpful Forms:

These are forms that are located at www.gs-top.org/forms under Troop Management Forms or Troop Program Form sections. Forms can also be found at the Resource Zone located at each Regional Office or retail shop, as well as from your Membership Specialist.

- Financial Assistance Application at www.gs-top.org/forms under Troop Management Forms is available to anyone interested in joining Girl Scouts. The Financial Assistance Application is a confidential form to be completed by the parent/guardian, a Girl Scout volunteer (such as a Troop Leader or Service Unit Manager), or a council staff member.
 - o Financial Assistance for a girl may include the following:
 - \$12 national dues paid directly to GSUSA national office.
 - Purchase of uniform components, insignia and printed materials.
 - Program fees for council-sponsored events, Day Camp, or Resident Camp. Assistance may be granted to cover a partial or full amount.
 - o Financial Assistance for a volunteer may include the following:
 - \$12 national dues paid directly to GSUSA national office.
 - Purchase of uniform components, insignia and printed materials
 - Program fees for council-sponsored events. Assistance may be granted to cover a partial or full amount.
 - Adult Learning Opportunities courses
 - o Applicants will be notified when the application is approved.
 - Submit the form to your local Regional Girl Scout Office for review at least 30 days before the assistance is needed.
- Troop Attendance Record at www.gs-top.org/forms under Troop Management Forms
- Troop Money Record at www.gs-top.org/forms under Troop Management Forms
 - This information will be used to complete your Annual Troop Financial Report
 - o Maintain bank records
 - o Track sales receipts
- Summary Record of Completed Activities at www.gs-top.org/forms under Troop Management Forms for Journey awards, petals, Try-Its, badges



Part 6: Closing

A simple closing ceremony at the end of the meeting

Many troops close with the Friendship Circle, with arms crossed right over left holding the hands of the girls on either side of you. The leader says something about the evening, then starts a gentle hand squeeze that passes around the circle. When it goes around the circle and reaches the leader, or the person who started the squeeze, count 1, 2, 3 and then everyone lifts their right arm - still holding hands and goes under their bridge and will be facing outside of the circle, and the leader dismisses the girls.

Especially for you

As a volunteer you have a huge impact on both girls and other adults in Girl Scouting. The future of Girl Scouting depends on you. Be a positive role model. Be excited. Be prepared. Be a part of other activities offered. Be an active member of your service unit/committee team.

**THANK
YOU SO
MUCH!**

New Member Orientation Evaluation

1. Contact information

Name:

Troop number:

Phone:

Address:

City:

Zip:

2. I know where to find Girl Scouts of Texas Oklahoma Plains policies, standards and procedures.

I don't get it

Need more information

I'm ready to try it

Other (please specify)

3. I know what a Troop Committee is and what their duties are.

I don't get it

Need more information

I'm ready to try it

Other (please specify)

4. I know how to conduct a parents meeting.

I don't get it

Need more information

I'm ready to try it

Other (please specify)

5. I know what paperwork is required and how to register my troop.

I don't get it

Need more information

I'm ready to try it

Other (please specify)

6. I know what council and GSUSA resources are available to me.

I don't get it

Need more information

I'm ready to try it

Other (please specify)

7. I know who to contact if I have questions or need help with my troop.

I don't get it

Need more information

I'm ready to try it

Other (please specify)

8. Please comment briefly on the content of this learning experience.

9. Were your expectations met during this course? If not, what would you change?

10. Did this class focus on empowering you to use available resources, rather than just telling you what you needed to know?

11. Did this class focus on empowering you to use available resources, rather than just telling you what you needed to know?

12. I just want to say...

New Member Orientation Quiz

You can refer to the New Member Orientation while taking the quiz. For multiple choice questions, circle the appropriate answer.

1. In the Opening of a Girl Scout Troop meeting, the following activities should take place:

1. Keep the girls busy by coloring pictures.
2. Use the Girl Scout Quiet Sign to call the meeting to order. Then recite the Girl Scout Promise and Law.
3. Visit with parents about upcoming activities, sign permission forms and collect money.
4. A leader just yells "The meeting is starting now!"

2. If a dad volunteers with a troop, what rules need to be followed?

1. Complete required Adult Learning Opportunities.
2. Must always have a registered female in attendance at all troop functions.
3. The girls must never be in the presence of a male figure without a female present.
4. All of the above

3. What is the Girl Scout Mission?

4. To quickly bring order, or silence, to a group of Girl Scouts, a leader may

1. Yell "Be quiet!"
2. Blow a whistle.
3. Raise your hand to show the Girl Scout Quiet Sign.
4. Leave the room and allow the girls to bring themselves to order.

5. Define: Pluralism

6. Define: Diversity

7. A Service Unit is NOT made up of?

1. A cluster of schools in a given area of a city.
2. Multiple counties.
3. A group of small towns in a county.
4. All volunteers and girls in the council.

8. A leader CANNOT gain specific Girl Scout knowledge and information from

1. Council Staff.
2. Monthly Service Unit meetings.
3. Printed and online resources.
4. A Boy Scout Leader.

9. What is the purpose of the Service Unit? (Give 2 Examples)

10. What information can be found in *Volunteer Essentials*?

11. Give two examples to what information can be found in *Activity Essentials*.

12. As a role model for Girl Scouts, one must:

1. Have a negative attitude.
2. Dress inappropriately.
3. Dress appropriately and encourage others to do so.
4. Smoking and foul language is ok in front of the girls.

13. While preparing for a parents meeting

1. Never ask parents for help.
2. As a leader, you should do it all.
3. Use the Troop Committee Roster and ask for help.
4. Determine where and how often to meet with the girls.

14. When driving girls to a Girl Scout activity or event, which statement is NOT true?

1. Each driver must be a registered member of Girl Scouts.
2. Each driver must provide a copy of proof of insurance.
3. Let the girls share a seat belt in order to get the most girls in one vehicle.
4. Each driver must provide a copy of their driver's license.

15. Girl Scout Pathways offers girls the opportunity to participate in what way

1. Belong to a troop.
2. Select special interest groups to join.
3. Attend camp.
4. Allows an individual to join Girl Scouts as a Juliette, and still participate in other Pathways.
5. All of the above.

16. Each troop must have a Troop Bank Account to manage troop funds.

1. True
2. False

17. Which answer about money earning projects is true.

1. Girls learn goal setting, money management and customer service skills.
2. Troops must participate in both the Fall Product Sale and the Cookie Sale.
3. A troop can do whatever they want to do to raise money.
4. All profits from these money earning projects only benefit the council.

18. Activities or programs during the troop meeting should be determined by whom?

1. Parents tell the troop leader what activities the girls should participate in.
2. Depends on what the girls want to do.
3. The troop leader decides and informs the girls.
4. None of the above.

New Member Orientation Quiz Answers

1. # 2 – See Part 2: Six Parts of a Troop Meeting
2. # 4 – See Part 3: Business, Who Can Join Girl Scouts?
3. Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.
4. # 3 – See Part 3: Business, The Girl Scout Quiet Sign.
5. A system that holds within it individuals or groups differing in basic background, experiences, and culture.
6. A condition of difference. Diversity that might be found in any group includes: age, race, ethnicity, cultural identity, experiences, education, religion, gender, ability, skills, lifestyles, income and family.
7. # 4 The question asks what a Service Unit is NOT made up of. See Part 3: Business, Section H.
8. # 5 – See Part 3: Business, Section H and I.
9. Hold monthly meetings for the adults to hear council news and upcoming events
Updates from the Council Membership Specialist
Reports about service unit events and happenings
Activities for troops to participate in and council sponsored events
Service project suggestions
Learning Opportunities for Volunteers
Answer any questions or concerns, exchange ideas
10. Information to support volunteers.
11. Activities, programs, events, and resources for girl and adult members.
12. # 3 – See Part 4: Program Activities, Getting the Troop Started.
13. # 4 – See Part 4: Program Activities, Prepare for a Parent Meeting.
14. # 3 – See Part 4: Program Activities, Discuss Troop Committees.
15. # 5 – See Part 4: Program Activities, Section D: Girl Scout Pathways.
16. TRUE – See Part 4: Program Activities, Section E.
17. # 1 – See Part 4: Program Activities, Section F.
18. # 2 – See Part 2: Six Parts of a Troop Meeting.