



My First Year  
**Cadette, Senior  
& Ambassador**

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

# Checklist for New Troop Leaders

## Starting a New Girl Scout troop

### Week 1

- [Register](#) as a Girl Scout troop leader.
- Complete a background check. You will receive an email invite from Asurint.
- Speak to your Member Placement Specialist: 602-452-7040 or [reghelp@girlscoutsaz.org](mailto:reghelp@girlscoutsaz.org) and set up your troop profile.
- Find a co-leader and invite girls to join your troop.
- Request to join the [GSACPC New Leaders Group](#) on Facebook.
- Meet your Member Support Executive (MSE) who will be there to help you this year.

### Week 2

- Complete new leader training (*complete within first 30 days*). **607 - Getting Started for New Leaders** (required), **GSUSA Grade Level Essentials** (strongly recommended)
- Explore the [Volunteer Toolkit](#) (VTK).
- Complete the Troop Money Management module in the *Getting Started for New Leaders Training Path* and [submit the form to open a bank account](#).
- Meet with your co-leader and plan a parent meeting.
- Find your troop roster in VTK or myGS, and contact new troop parents to introduce yourself.
- Hold a parent meeting (don't forget to use your [parent meeting agenda](#)).

### Week 3

- Complete your bank account set up and make your first deposit.
- Find out about the additional training courses available on [gsLearn](#).
- Plan and hold your first troop meeting with the girls. Use the Leader's Guide to Success and the VTK.

### Week 4

- Attend a leader meeting in your Service Unit.
- Use the VTK to plan the rest of your Girl Scout year.
- Complete the [Meeting Detail Update](#) form.
- Learn about the [GSACPC Cookie Program](#).



# Table of Contents

On average, troop co-leaders spend 6-11 hours per month volunteering (+8 during cookie season). We want to help you enjoy as much of that time as possible! This guide takes the guesswork out of leading a troop.

<b>Checklist for New Troop Leaders</b> .....	<b>2</b>
<b>Welcome to Girl Scouts</b> .....	<b>2</b>
<b>Getting Started</b> .....	<b>3</b>
<b>Training</b> .....	<b>4</b>
<b>A New Leader's Support System</b> .....	<b>5</b>
<b>Co-Leaders – Leading Together</b> .....	<b>6</b>
<b>Working with Parents/Caregivers</b> .....	<b>7</b>
<b>4HER</b> .....	<b>8</b>
<b>How Many Volunteers Do You Need?</b> .....	<b>9</b>
<b>Let's Go! First Troop Meeting</b> .....	<b>10</b>
<b>Pin and Badge Placement for CSA Uniforms</b> .....	<b>11</b>
<b>Girl Scout Troop Finances</b> .....	<b>12</b>
<b>Girl Scout Traditions</b> .....	<b>13</b>
<b>Keeping Girls Safe and First-Aid Kits</b> .....	<b>13</b>
<b>Troop Communication</b> .....	<b>14</b>
<b>Forms, All Kinds of Forms</b> .....	<b>14</b>
<b>Your Year in Girl Scouts</b> .....	<b>15</b>
<b>The Volunteer Toolkit: Your Digital Troop Assistant</b> .....	<b>16</b>
<b>Working with Cadette, Senior and/or Ambassador Girl Scouts</b> .....	<b>17</b>
<b>Product Sales Program: 5 Skills + Financial Literacy</b> .....	<b>19</b>
<b>The Girl Scout Program – Badges, Journeys</b> .....	<b>20</b>
<b>Ready, Set, Take Action</b> .....	<b>22</b>
<b>Girl Scout Camping</b> .....	<b>23</b>
<b>Higher Awards</b> .....	<b>24</b>
<b>Travel with Girl Scouts</b> .....	<b>25</b>
<b>Meeting as a Troop</b> .....	<b>26</b>
<b>Planning Your Girl Scout Year</b> .....	<b>27</b>

# Welcome to Girl Scouts!

## Our Mission

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

## Girl Scout Promise

*On my honor, I will try:*

To serve God\* and my country,  
To help people at all times,  
And to live by the Girl Scout Law.

## Girl Scout Law

*I will do my best to be*

honest and fair,  
friendly and helpful,  
considerate and caring,  
courageous and strong, and  
responsible for what I say and do,

*and to*

respect myself and others,  
respect authority,  
use resources wisely,  
make the world a better place, and  
be a sister to every Girl Scout.

“ Welcome to Girl Scouts and a great new adventure! Thanks to volunteers like you, a new generation of girls will get the courage, confidence and character they need to lead their lives and our world in the future. The Girl Scout team is here to support you, but YOU are enough – we couldn’t do this without YOU! ”

*Mary Mitchell & Christina Spicer,  
GSACPC Co-CEOs*

# Thank you!



## Troop Co-Leaders

**Help** girls reach their potential as creative, courageous leaders

**Create** a space where girls try new things without worrying about failing

**Teach** lessons girls will use for decades to come

**Try** new things along with their girls

**Develop** leaders’ own organizational and leadership skills

**Join** a global community of sisterhood

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

# Getting Started

New leaders often spend the first few weeks getting started and setting up their troop. Be sure to use your **checklist** inside of this handbook!

## Setting up your Troop

Once you know the details about your troop (when and where meetings will be), it is important to complete the [Meeting Detail Update form](#). Once completed, your Member Placement Specialist will update the troop details.

### The number of girls to expect in your troop

As a new troop, you can expect to have 10-12 girls. Research has found this is the ‘sweet spot’ – small enough to encourage individual development and large enough to provide an interactive and cooperative learning environment. If your troop doesn’t have enough girls assigned or you would like a larger group, GSACPC is here to support you!

### Looking to grow your troop more?

As a troop leader, you can make sure your troop is available in the opportunity catalog for new members to register at will, and you can also share a direct link for new families to register directly in your troop through your myGS account. Adults and girls alike can join your troop this way. If you would like help growing your troop, contact your placement specialist at any time throughout the year.

### Meeting Location and Times

Remember, set meeting times that work with your schedule! You will need to choose a location for regular meetings (e.g. a local park, library, private homes). The troop can meet anywhere that follows the GS safety guidelines. When it comes to Cadettes, Seniors and Ambassadors, meeting times and even locations is going to depend on the schedules of everyone in the troop. Flexibility is going to be your best friend. You may meet at a different location and different time for each meeting and that is perfectly okay! Do what works best for the majority of the troop. Consider having your girls own the meetings – choose the meeting

topic, time & place – just make sure troop communication is clear and everyone responds! At this age the girls should also be driving the decision on how long meetings should last.

Listen to your girls and make sure that above all else, meetings are fun and engaging! Some troops host regular meetings at a favorite local restaurant and that’s great! Remember, set meeting times that work with your schedule! You will need to choose a location for regular meetings – a local park, library, school, private homes, faith community site – the troop can meet anywhere that follows the GS safety guidelines. You will also need to decide what day of the week and how often the troop will meet. Most of our troops meet twice a month.

### Troop Interests/Goals/Personality

Also, think about what your troop will want to accomplish this year. What are some of your goals? Will the troop focus on one theme for the year? We want to know what type of activities you will plan to do throughout your first year. Every troop has a unique ‘personality.’ Let us know anything that is special about your troop! Will the girls speak a different language? Include girls with disabilities or learning differences? Do all the girls enjoy a specific sport or activity?

## Building an Inclusive Troop

Establishing an inclusive environment that welcomes every girl, fosters a sense of belonging and provides a safe space for everyone should be a top priority. Girls have a better experience when they are warmly welcomed into a troop. Check out GSUSA Delivering Inclusive Program training course in [gsLearn](#).

# New Leader Training

Required Training is Virtual, Free & in **gsLearn!**  
(Located in your MY [GS account](#)) Plan to complete all three within 3 months.

1. **607-GSACPC Getting Started for New Leaders** (*required*)
2. **In-person New Leader Welcome** (*strongly encouraged*)
3. **Troop Camp Certification Level 1** (*required for exploring the outdoors & beginner encampments*)

## Additional training you need to know about:

These courses include a fee and registration is in gsEvents

- At least one registered/background checked adult will need to take a qualifying **CPR/First Aid training**.
- Once your troop is ready for an outdoor overnight or camping trip, you will need to have a registered/background checked adult take **Troop Camp Certification Level 2** (*required for camping or activities involving fire*).





# A New Leader's Support System

## Getting Connected, Socially

**GSACPC New Leaders Group** is a special Facebook group just for GSACPC first year leaders! This cohesive community is a great forum to get questions answered in real time and to get ideas for activities during meetings, planning ideas, and events of all kinds. A special group of volunteer mentors and staff members moderate the group. This is also a great place to reach out for help at any time.

Also on **Facebook**, you will find:

[GSACPC Leaders Group](https://facebook.com/groups/gsacpc.leaders) – facebook.com/groups/gsacpc.leaders

[Girl Scouts-Arizona Cactus-Pine Council](https://facebook.com/gsacpc) – facebook.com/gsacpc

## Your Support System

Girl Scouts is all about sisterhood. As a leader, you are not alone! Your troop co-leader(s) and parents are your primary team. Get to know them and allow them to help!

Check out page 8, the 4Her resources for more ideas!

## Your Service Unit

What is a service unit? It is a geographically defined area that consists of Girl Scout troops that are in the same community or school district. These troops are supported by a Service Unit team.

Service unit teams consist of experienced Girl Scout volunteers who are there to support one another through the Girl Scout year. The team includes a manager, finance specialist, product team, and more.

These volunteers work together to support you by providing activities and event opportunities in your area throughout the year. And, they also hold monthly meetings for leaders.

## Service Unit Meetings

These meetings are usually held monthly and can be in person or virtual.

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

**Your Member Support Executive (MSE) can get you connected to the volunteers in your service unit.**

## Your GSACPC Council Staff

We are here for you! Your Member Support Executive will be here reaching out to you throughout your first year as a troop leader. You will receive phone calls and emails from your Member Support Executive and Volunteer Support Coordinator through your first three months to help support you through the on-boarding process. If you have a private matter, a conflict to discuss, issues with registration or any other needs, GSACPC can help! Contact your Member Support Executive or Customer Care at 602-452-7030, or email [reghelp@girlscoutsaz.org](mailto:reghelp@girlscoutsaz.org).

# Co-Leaders, Leading Together

Each troop needs two unrelated adults who are Girl Scout members and have completed a background check. A friend, neighbor, co-worker, another parent are all great people to lead a troop with. If you need assistance recruiting a co-leader, talk to your placement specialist or Member Support Executive.

Before meeting with parents or the girls, make some decisions about your troop. Once you have your parent/caregiver meeting, you will include them in these decisions.

- Meeting logistics: When, where, how frequently and how long will the troop meet?
- The troop: Will the troop have girls in one grade or many?
- What kind of help will the troop need from parents?
- How will you support your own daughter during troop activities?
- What type of communication will you use with troop families?
- Troop finances: Will you have regular troop dues, a troop start-up fee? Who will be on the troop bank account?
- What would you like the troop uniform components to include? Will the leaders purchase for everyone with troop funds or will parents need to get this on their own?
- Plan out the parent/caregiver meeting.





# Working with Parents/Caregivers

## Parent/Caregiver Meeting Agenda

- Welcome and introductions to one another and to the Girl Scouts. Ask about each girl and get to know her a little.
- Share how important each family will be to the troop.
- Discuss meeting location, day and times, uniforms and troop dues (you may want to collect at the meeting).
- Set expectations for communication and response times and how parents can get involved to help the troop (4Her program).
- Have parents complete health history forms, and annual permission forms. Share contact info for all troop members.
- Discuss the types of activities the troop will participate this year (regular meetings, field trips, events, camping trips).
- Answer any questions the parents may have.
- If you have girls 16 years and older with a driver's license discuss driving rules for GS activities. Per Policies & Procedures and Safety Activity Checkpoints girls may drive themselves to and from activities but not other girls. Due to GS insurance policies, even if a troop member is 18, she may only transport herself to GS events, even with parent permission.
- Mobile Phones – talk about troop rules on phone usage during meetings/activities. She should be actively engaged in their meetings.

## Helpful Tips!

- Don't try to do this alone! Ask parents directly to help with the troop – list out specific needs (4HER program).
- Invite a member of your service unit team to attend if you need help with this meeting.
- Have a “Get to Know my Girl” info sheet so that parents can share helpful info for working with their daughter.



**Parents and other family members can take an active role in supporting your Girl Scout’s experience. Use this chart to engage parents at your parent meeting.**

The list below explains a number of roles your troop can use throughout the year.  
 4Her – make a commitment to volunteer 4 hours 4 her this year!

Help Needed	Description
Co-Leader	Partner with leader to provide regular support for all troop activities. Must be a member, background check and training required. Select “Troop Leader” when registering.
Meeting Helper/ Drivers	Assist leaders at meetings with activities. Drivers help drive girls to meetings and activities. Membership and background check required. Select “Family and Friends Volunteer” when registering.
Troop Treasurer	Help leaders with all money matters, budgets, deposits, etc. Membership and background check required. Select “Family and Friends Volunteer.”
Camping Adult	Coordinate and attend troop campouts. Membership, background check and training required. Select “Family and Friends Volunteer.”
CPR/First Aider	Attend outings outside regular meeting place. Membership, background check and certified training required. Select “Family and Friends Volunteer.”
Troop Cookie Manager	Promote and run the cookie program for troop members. Membership, background check and training required. Select “Family and Friends Volunteer.”
Supplies or Snack Coordinator	Provide assistance by providing or selecting snacks for troop meetings as needed. Collect/purchase troop supplies to be paid for by the troop for activities.
Communications Support	Share troop news, be the go to person to communicate Troop news, upcoming activities, etc. for the troop leaders.

If you have a talent not represented on this list, speak up and offer to share with the troop. From song and skit leaders to photographers, hobby experts, firewood suppliers and more, there is a place for you to volunteer with your Girl Scout troop. The help and engagement of every parent is important to the growth of the troop!

# How Many Volunteers Do You Need?

Troop co-leaders are responsible for arranging and maintaining proper adult supervision for meetings and activities. Each troop meeting or Girl Scout group must have at least two unrelated adult members and a background check on file present at all times, plus additional adult volunteers as necessary. Adult volunteers must be at least 18 years old and one adult in every group must be female.

**Use the table to identify how many adults you need based on the number of girls participating:**

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

## Safety Responsibilities for Girls

Girls who learn about and practice safe and healthy behaviors are likely to establish lifelong habits of safety consciousness. For that reason, each Girl Scout is expected to:

- Assist you and other volunteers in safety planning.
- Listen to and follow your safety instructions and suggestions.
- Learn and practice safety skills.
- Learn to “think safety” at all times and to be prepared.
- Identify and evaluate an unsafe situation.
- Know how, when, and where to get help when needed.
- Practice the buddy method when participating in troop activities.

# Let's Go!

## Your First Troop Meeting

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

**It doesn't need to be perfect.** Did an activity run over time? Or, maybe a field trip didn't go according to plan? Take a deep breath, roll with the changes, and have fun! The girls aren't expecting perfection from you: your time, attention, and guidance are the best part of your leadership.

**Learn with your girls.** Keeping activities girl-led also means that at some point, the girls will want to earn a badge or complete a project in a subject unfamiliar to you. Don't let that hold you back. Be open with the girls and when you don't know something and that you will be learning together. You'll show them that learning is a lifelong process and that with an open mind, they can overcome any challenge that comes their way.

### Six Elements of a Great Troop Meeting

The only requirement for your troop meetings is that your girls are engaged and having fun! Many leaders use this basic structure for troop meetings:

1. **Pre-Meeting Activity** – plan an activity for girls upon arrival at the meeting so they have something to do before the meeting begins. Plan about five minutes for this, it could be snack, or creating a thank you card, coloring a page to donate, etc.
2. **Opening** – Each troop decides what they will do regularly. Most begin with the reciting the Girl Scout Promise & Law, a song, game, story, or other activity designed by the girls. Plan 5-10 minutes for this.
3. **Troop Business** – Collect dues, take attendance, make announcements or plan

upcoming activities while parents may be present.

4. **Let the fun begin!** This is your activity for the meeting, work on a badge, journey, or complete other activities during this time plan 30 minutes to 1 hour according to your meeting time.
5. **Clean Up** – Girls clean up all supplies and always leave a place cleaner than they found it. Plan about five minutes.
6. **Closing** – As a troop, girls decide how they will end each meeting – a song, a game, a Girl Scout tradition. Plan 5-10 minutes for this.

### Got Snacks?

Snacks are optional, but if your troop has chosen to include snacks, guide families to consider healthy snacks and always share any food allergies the girls in your troop may have. Include snack time as part of your troop meeting.

### First Meeting Checklist

- ☀ Cover the basics. Review the details about when and where the meeting will take place and make sure parents/caregivers are aware.
- ☀ Get ready. Use the VTK to verify your troop roster and email parents. This might be a great time to remind parents to send health history forms, uniform orders, and troop dues to the meeting.
- ☀ Know the agenda. Refer to the Six Elements of a Troop Meeting list and your meeting agenda/plans
- ☀ Review and practice your agenda. You'll feel calmer during the actual meeting and ready to make adjustments as needed.
- ☀ Prepare for Fun! When girls and parents see you're prepared for the meeting and ready to have a great time, they'll follow your lead!



# Pin and Badge Placement for Cadette, Senior & Ambassador Uniforms

## Girl Scout Cadette, Senior, and Ambassador Vest



## Girl Scout Cadette, Senior, and Ambassador Sash



Uniforms are not required to be a Girl Scout. Still, most girls enjoy having a sash or vest to display pins, badges & patches. [shop@girlscoutsaz.org](mailto:shop@girlscoutsaz.org)

If your family would like to receive a scholarship certificate, contact a staff person or complete this [form](#).



# Girl Scout Troop Finances

## Bank Accounts

- Two registered, background cleared, active troop volunteers must be on the bank account.
- Signers must complete the Troop Money Management Course found in gsLearn.
- Complete and submit the New Troop Bank Account Request Form.
- Upon completion of the form each signer will be emailed instructions for completing paperwork to the email provided in the request.
- The signers should complete all paperwork following the instructions in the email. If those options are unavailable, paper forms can be mailed to the Banking Coordinator at our Girl Scouts Council at 1611 E. Dobbins Road, Phoenix, AZ 85042
- Once all forms are returned, the Banking Coordinator will reach out via email with next steps to open the troop account.
- The troop should make a deposit and order debit cards at the time the account is open. You should set up the account to have Online banking and Online statements only within 7 - 10 days.
- Checks can be ordered by the troop using troop monies – follow guidelines in the Troop Money Management Manual.

**Start-up Funds** - The Council will fund each new troop account with \$100 that will be deposited in the troop account with the Council's next ACH once an account signer has given Council view account access to the troop account. This opening fund may be used to purchase troop checks, if desired. Troops not continuing should leave at least \$20 in their account to be used for other new troops starting up

**Troop Budgets** – Keeping good financial records is a must! Keep receipts and track troop activity costs. Use the troop finance report which can be found on website in the [forms](#) library. Troops should share financial information with parents 2-3 times

a year. When planning make sure to keep the troop budget in mind and to save money to help fund next year's activities, too. A [Troop Finance Report](#) must be submitted through the finance tab in the Volunteer Toolkit (VTK) by June 30th every year.

**Troop Dues** – Most troops have troop dues and/or troop start-up fees. Make sure to be flexible with families when collecting troop money. Troop dues/fees should be just enough to cover the cost of supplies, activity fees and badges/patches. Dues average \$3-5/meeting. Start-up fees range between \$5 and \$30 depending on the troop needs. Please make sure to be mindful when setting troop dues and start-up fees as every family has different needs. Make sure to have a discussion with parents to explain what the troop dues/fees will cover. Ensure that all dues/fees provide an equitable experience for all girls in the troop. Troop Leaders should not feel that they have to take on troop expenses for troop activities or troop start up supplies. Work with your Member Support Executive (MSE) if you have questions or need support with troop supplies.

**Fund Raising** – A troop's primary money earning should come from the GSACPC fall product sale and Cookie Program. Once a troop has participated in the annual cookie program, they are able to participate in other troop money earning activities such as garage sales or car washes. Before planning a money-earning project and at least three weeks before implementing it, the troop leader must submit a [Money-Earning Project](#) Application online or via email to [moneyearning@girlscoutsaz.org](mailto:moneyearning@girlscoutsaz.org).

## Financial Assistance

Financial assistance is available to all members and covers the cost of membership to help girls continue their Girl Scout Journey. Girl Scouts. For more information visit: [girlscoutsaz.org/financial-assistance](https://girlscoutsaz.org/financial-assistance)

For more information about finances check out our [Volunteer Essentials](#) page at [girlscoutsaz.org/volunteer-essentials](https://girlscoutsaz.org/volunteer-essentials).

# Girl Scout Traditions

**Hand Sign** – Raise three fingers of the right hand with the thumb holding down the pinky. The 3 fingers represent the three parts of the Girl Scout Promise.

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

**Friendship Circle** – The unbroken chain of friendship. Girl Scouts stand in a circle crossing their right arms over their left, and clasping hands with their friends on both sides.

**Friendship Squeeze** – Once girls are in the friendship circle and everyone is silent, the squeeze starter squeezes with her right hand and

puts her right foot forward. The next girl does the same and the squeeze continues to be passed around the friendship circle. Once the squeeze reaches the last girl, all the girls step onto their right foot and lift their hands over their heads as they spin out of the circle saying “Goodbye Girl Scouts.”

**SWAPS** – Small tokens of friendship that girls often make and take to events or while traveling to swap with other Girl Scouts – “Special Whatchamacallits Affectionately Pinned Somewhere”.

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

## Keeping Girls Safe and First Aid Kits

Make sure a general first-aid kit is available at your group meeting place and accompanies girls on any activity (including transportation to and from the activity). Please be aware that you may need to provide this kit if one is not available at your meeting place. Purchase a Girl Scout first-aid kit, you can buy a commercial kit, or you and the girls can assemble a kit.



Check the kit regularly. Make sure the flashlight batteries work. Check expiration dates and replace any used or out-of-date contents.

Items to include:

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

Keep your kit and your emergency card with the troop at all times.

# Troop Communication

Today's girls are in control of their channels for communication. At the Cadette, Senior and Ambassador level, GSACPC encourages communications to go directly to the girls and the parents – by email and text at the least. Apps like Band are a great way to keep everyone in communication.

It's also important to keep an open and honest communication line with parents regarding behavior and/or special needs of girls and the troop.











## Forms, All Kinds of Forms

As a troop leader, you will find that [forms](#) are a necessity! Some useful forms you will need include:

- **Girl Information and Health History** – To be completed by care givers each year
- **Adult Information and Health History** - To be completed by troop volunteers each year. Fill out the [form](#).
- **Specific Event Permission Slip** – This form is required for Girl Scout events or activities that are away from their normal meeting place or may require extra levels of safety, care or permission.
- **Opening or changing a Girl Scout bank account** – see finances section, page 10.
- **Troop Meeting Detail Form** – [Updating meeting information](#) and troop description.

# Your Year in Girl Scouts

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
 National S'more Day  Recruit New Girls to Your Troop Back to Girl Scouts Plan Your Year	Hispanic Heritage Month Back to Girl Scouts Investiture Ceremonies Recruit New Girls to Your Troop	<div style="border: 1px solid gray; border-radius: 15px; padding: 5px; text-align: center;">             Girl Scout Membership Year Begins           </div> <div style="border: 1px solid gray; border-radius: 15px; padding: 5px; text-align: center;">             Fall Product Begins           </div>  Juliette Gordon Low's Birthday	
DECEMBER	JANUARY	FEBRUARY	MARCH
	Happy New Year!  Cookie Program	Black History Month  World Thinking Day	Women's History Month  Girl Scout Week Girl Scouts Celebrate Faith
APRIL	MAY	JUNE	JULY
Earth Day National Volunteer Month  Girl Scout Leader Day Early Bird Renewal/ Extended Year	Asian American Pacific Islander Heritage Month  National Bridging Week Mental Health Awareness Month	National Get Outdoors Day Day Camps Resident Camps	Independence Day Resident Camps

Visit [girlscoutsaz.org/activities](https://girlscoutsaz.org/activities) to learn more about our events and find the most up-to-date information. All events are subject to change without notice.

# The Volunteer Toolkit: Your Digital Troop Assistant

## The Volunteer Toolkit (VTK)

This web-based program allows you more time to focus on your girls. It makes managing your troop and planning your meetings smooth and easy all year long. Inside, you'll find meeting overviews, activity plans, badge and journey outlines, meeting aids, Girl Scout resources and more!

### Plan and Customize Your Year

At Girl Scouts, we know that when girls take part in shaping their Girl Scouts experience and adventures, they will be more engaged and will have more fun! The VTK makes it easy for troop co-leaders and girls explore meeting topics and ideas available for their grade level together and select what they want to include in their year. Co-leaders can take this information to plan and customize the troop's year using the VTK's pre-populated meeting plans, agendas, supply lists, and activity instructions.

### Manage Troop Rosters, Attendance, and Accomplishments

With the VTK you will be able to view your troop roster, update contact information, record attendance at meetings, track girls' badge and Journey achievements, and renew memberships.

### One-Click Communication

The VTK is not just for co-leaders, it's for parents, too! With its unique parent-view, parents can keep up with troop activities, meeting information, and what badges and Journeys their girls are working on. You can also email upcoming meeting agendas and troop plan to them with just one click.

## Learn more about the VTK

For more information about the [Volunteer Toolkit](https://www.girlscoutsaz.org/vtk), visit [girlscoutsaz.org/vtk](https://www.girlscoutsaz.org/vtk)

## Easy Navigation at Your Fingertips!

**Here are just a few of the many features you'll find inside the VTK.** We strongly encourage troop co-leaders to utilize the VTK to streamline their troop management and planning. GSUSA continues to update and enhance the VTK with additional resources, features and functions.

### My Troop

- View, edit, download and print rosters.
- Edit contact info.
- View achievements and attendance.
- Email families.
- Renew memberships.

### Year Plans

- Specify meeting dates and locations.
- Preview and choose pre-populated year plans.
- Add and/or combine meeting plans to customize your year.
- Add custom troop activities like celebrations, field trips, camping trips, etc.

### Meeting Plans

- View, download, or print individual meeting summaries, activity plans and supply lists.
- Track attendance and achievements.
- Search and print meeting aids such as name tags, handouts, and more.

### Resources

- Access award logs, badge charts, meeting plans, and more.
- Access council specific resources on troop leadership, safety, training, GS traditions and awards, trips and travel, GS product sale, and camp and outdoor programs.

### Finances

- Submit the annual troop finance report.



# Working with CSA Girls

From 6th grade through 12th grades, girls are going through a lot of changes – physically, emotionally, intellectually and societally. Peers are extremely important and peer pressure is real. Keep in tune with your girls and their personality/moods. Leaders want to always ensure that the emotional/mental health of the girls is a priority. Acceptance and encouragement are important during these years.



## Working with Cadettes

As a Cadette Leader, you will be the coach who mentors the girls as they lead the planning, decision-making, learning and fun for their troop. When girls guide their experience, they add to their skill set and are more engaged.

As the girls become teens and continue to develop, they are beginning to form peer groups based on similar interests. During this time, leaders will observe a lot of growth and friendship changes. Continue to encourage friendship and acceptance among troop members by following the Girl Scout promise and law.

Cadettes enjoy engaging in their community and providing service to others. Encourage the girls to plan challenging and new activities. As a leader, you will be there to encourage, direct and guide from the sidelines.



*Girl Scouts is girl-led!*

## Working with Seniors

Senior Leaders mentor and cheer on the girls being careful not to take over. Girls should be active in all parts of troop activities: goal setting, planning, budgeting and implementation. Leaders will act as a guide and resource for girls as they plan their own complex projects.

It's important that as a leader you help the girls break down tasks into smaller steps and keep on track and schedule.

Girls at this age are used to responsibility and stepping into leadership roles gradually. Help them make time to reflect and learn from their experiences as they grow. Seniors benefit from working in teams and in an environment where they can speak openly and often about how responsibility and implementation are working.

Help Seniors identify topics that matter to them and let them explore in a natural direction. Engage girls in new activities that spark their imagination and encourage trips to discover new horizons. Girls should be engaged in the scheduling of meetings – where, when and how often. Encourage girls to mentor younger girls and share their new adventures with their peers and family.

## Working with Ambassadors

As an Ambassador leader, your success will be measured by how your girls take control of their Girl Scout experience. At this stage girls are confident leaders who should be in charge of all planning, goal setting and execution of activities – especially with higher awards. Girls at this age really enjoy the conversation and making the decisions. Your job will be to be their biggest advocate.

Ambassadors should make the final decisions on meeting logistics and conducting full meetings. Remember to let the girls decide how they want to team up on projects and identify challenges in their communities and the world. Assist your girls in developing connections with individuals and organizations on national/international levels; let them research policy making processes, and make calls, emails and interview their own potential project partners. Encourage girls to research their interests and find out how to turn those interests into future careers.

### Helpful Tips!

- Let the girls establish troop rules with you.
- Give girls the opportunity to express themselves.
- Give girls the responsibility for tasks.
- Vary troop activities.
- Use secret ballots to vote.
- Teach girls how to build consensus.
- Have girls take turns partnering with each troop member.
- Consider creating secret sister opportunities during the year.
- Allow the girls more independence while keeping them safe at the same time.

# Product Sales Program

## 5 Skills + Financial Literacy

Each year, troops have two opportunities to participate in council sponsored money earning activities: the Fall Product Program and the Girl Scout Cookie Program. Each of these programs offer girls and troops the opportunity to earn funds to power their Girl Scout adventures, as well as rewards to keep girls engaged and motivated.

Through their participation in product sales programs, girls are able to launch their very own businesses while learning important life skills along the way:

---

### Goal Setting

---

### Decision Making

---

### Money Management

---

### People Skills

---

### Business Ethics

There are also cookie business badges and curriculum that help troop volunteers guide girls on this journey to developing their confidence in having a voice to set their goals, decide what they want to do with the money earned and understanding how to successfully run their Cookie Program.

- With the support of a volunteer in your service unit and the Council Product Program team, you will be connected to resources and support to ensure that you and your troop have everything that you need to have a successful experience.
- It's important to remember that any funds earned through money earning activities become property of the troop as a whole to further the Girl Scout experience.
- It must also be a girl-led decision on how these funds should be spent. Troop funds can be used towards meeting supplies, badges, field trips and activities, camping, experiences and more.

### Fall Product Program | October – November

This is a great way to get girls and families comfortable with participating in council sponsored money earning activities.

- **What:** Girls sell nuts, candy and magazines online to family and friends.
- **How:** Customers can select to have their order delivered by the Girl Scout or shipped directly to them. Products to be delivered by girls will be available in November for distribution to girls and families.
- **Why:** Troops earn \$1 on \$1-9.99 per snack item or \$2 on \$10-19.99 per snack item and \$2 per magazine item sold.

### Cookie Program | December – February

The Girl Scout Cookie Program is the largest girl-led entrepreneurial program in the world! The bulk of the troop's funds are earned through girls' participation in the Cookie Program and it's where they truly get to put the 5 Skills they have learned into action.

- **What:** Girls sell cookies to customers near and far online, in-person, and at booth sales.
- **How:** Family and friends support their favorite Girl Scout by purchasing cookies to help her reach her goal. With the support of parents/caregivers and troop volunteers, girls can also participate in booth sales at local grocery stores, restaurants and more.
- **Why:** Troops earn proceeds on each package of cookies sold and girls earn rewards based on the number of packages they sell.

# The Girl Scout Program Badges

Badges are the most traditional way of showcasing individual skill-building accomplishments of a Girl Scout. For each badge, a girl completes 5 activities related to a specific subject and demonstrates proficiency at each. Life Skills, Outdoors, Entrepreneurship, Science, Math, Technology, Engineering are the 7 areas the girls concentrate upon as skill-builders. Seven legacy badges are also available for each level of Girl Scouting, from Brownie to Ambassador. Over the course of the year, girls should be encouraged to choose badges across the different focuses to create a well-rounded experience that engages everyone in the troop and sparks new areas of interest. Badges can usually be earned in a single meeting or two.

Badges for Cadettes, Seniors and Ambassadors can be found in the Volunteer Toolkit or can be purchased through our GS shop. Legacy badges are included in the Girl's Guide to Girl Scouting. Be sure to share access with the girls in your troop so that they can choose which badges to earn and have the requirements to lead the badges themselves.





# The Girl Scout Program Journeys

A Journey is another way for girls to build leadership skills while learning about themselves and their world. Each journey focuses on a theme and is made of the three Keys to Leadership - Discover, Connect and Take Action. At each program grade level (Cadette, Senior, Ambassador) there are different Journeys to explore that include a sustainable Take Action project and all the exploration, discovery, and adventure to power a lifetime of leadership and success.

As a troop, the girls will want to decide how they will work on Journeys – individually or as a group. Girls may choose to closely follow the Journey books and complete all activities within over the course of a semester, at a camp out or the troop may choose to attend an organized event there the different parts of a journey are earned at a one day event. In that day, they might complete the take action project or that might be completed at a later time. There’s no right way, girls should choose the option that works best for them. You will be able to purchase Journey books for girls and leaders or use the plans in the Volunteer Toolkit.

JOURNEY SERIES	CADETTE	SENIOR	AMBASSADOR
It's Your World - Change it!	aMAZE!	GIRLtopia	Your Voice, Your World
It's Your Planet - Love it!	Breathe	Sow What?	Justice
It's Your Story - Tell it!	Media	Mission: Sisterhood	Bliss: Live it! Give it!
Citizen Science	Think Like a Citizen Scientist	Think Like a Citizen Scientist	Think Like a Citizen Scientist
Engineering	Think Like an Engineer	Think Like an Engineer	Think Like an Engineer
Outdoors	Cadette Outdoor Journey	Senior Outdoor Journey	Ambassador Outdoor Journey
Programming	Think Like a Programmer	Think Like a Programmer	Think Like a Programmer



# Ready, Set, Take Action

## Community Service and Take Action Projects

Make the world a better place. For over 100 years, Girl Scouts have been encouraged to do anything they set their sights on and as a result, Girl Scouts continue to make an impact locally and globally.

### Community Service Projects

Community service projects address an immediate need in the community and are appropriate for every Girl Scout Daisy through Ambassador! A great definition of community service is, “Community service makes the world a better place for some people right now.”

### Take Action Projects

Take Action projects transform a community service project into a long-term, lasting impact for the community. With Take Action projects, girls are challenged and encouraged to research, plan, and lead projects that tackle the root of a local, national, or global problem. Girls think bigger and are encouraged to solve and address the problem in a way that will prohibit the problem from reoccurring. Take Action projects aim for long-term benefits that change the world in a meaningful, measurable, and sustainable way!

### What is Take Action?

Girls will create and carry out a Take Action project with every Journey they complete. The Girl Scout Bronze, Silver, and Gold Awards all require the completion of a Take Action project.

### Overview of Take Action

A Take Action project is a chance for girls to partner with others in their community to solve a problem. They learn about getting to the root causes of issues, mobilizing and engaging community members and volunteers, and striving toward creating a lasting change in their world. An important component is to understand and address the cause of a problem.

**Girls must also make sure each project is sustainable and that the impact is measurable.**

- **Sustainable:** Girls must make arrangements to ensure that the project creates lasting change and is not a one-time event. (Collaborate with community leaders and/or organization; creating relationships with mentors)
- **Measurable:** The success of the project can be determined based on the number of people the project helped, the number of people who were involved, any reduction in the community’s need, and other concrete numbers.

## Steps of a Good Take Action Project

1. Girls identify assets and needs in a community.
2. Girls reach out beyond their circle to meet others. Try to meet people affected by your issue and people who are trying to solve it.
3. Girls make a decision about what they will take action on.
4. Girls learn the steps needed to carry out an action plan.
5. Girls assist with project logistics.
6. Girls take action alongside community members.
7. Girls reflect on their action and assess what they gained from it. Girls celebrate their community accomplishments.

# Girl Scout Camps

When Girl Scouts get outside and connect with nature in a girl-led setting, they grow in self-confidence, develop their leadership skills, and foster a passion for environmental stewardship. Many Girl Scouts will tell you that camping trips and summer camp are some of the best things about their Girl Scout experience.

## Our Camp and Outdoor Program

With a troop camp-certified adult along, girls can go troop camping at one of our five beautiful camps throughout the school year. Summer brings sleep away camping, and fun summer day camps for our girls to enjoy. For more information visit [girlscoutsaz.org/camp](http://girlscoutsaz.org/camp).

## Camp Properties

**Parsons Leadership Center for Girls and Women at Camp South Mountain** is fully ADA accessible and nestled in the foothills of South Mountain in Phoenix. A perfect desert oasis, it features two pools, an archery and slingshot range, STEM lab, a field for sports and games, as well as space for additional activities including music, dance, nature appreciation, arts & crafts, and exploring literature.

**Camp Maripai** is located just outside of Prescott. The beautiful scenery provides several short hikes and nature trails throughout the property. The camp facilities include rustic cabins, fire-pits, flushing toilets, covered program ramadas, and an archery field. At certain times of the year, this camp offers horseback riding lessons.

**Shadow Rim Ranch** is located near Payson. The ranch has open meadows surrounded by pine and some deciduous trees. Supervised canoeing is allowed in one of the ponds. Ranch facilities include multi-use buildings, a ramada, and four cabins units.

**Camp Stephens** is about 10 miles east of Kingman. The mountainous terrain is full of boulder fields, pine, walnut and oak trees. The camp facilities include multi-use buildings, program deck campfire area with bench seating and several short nature trails.

**Willow Springs Program Center** is a modern program center located near Prescott. The mountainous terrain is full of boulder fields, pine and other deciduous trees, and an intermittent creek runs through the camp. Camp facilities include multi-use buildings, dormitories, tent units, a sports field and hiking trails. Willow Springs can provide weekday program support as well as pre-planned activities for troops and groups.





# Girl Scout Highest Awards – Silver Award & Gold Award

The **Silver Award** is the highest award a Cadette may earn. Girls choose an issue in their community so that they can make a change for the better. Girls are required to earn a Cadette Journey before starting their project. The Silver Award is a leadership project that addresses an issue at its root cause and makes a long-term impact in the community.

The **Gold Award** is the highest award a Senior or Ambassador can earn. Projects are based on an individual girl's passion for an issue and desire to make a difference in a big way! This award requires completion of the silver award plus one Journey or the completion of two Journeys to hone the skills a girl will need to earn the Gold Award. This award is difficult to earn, but the long-term results are definitely worth it! Colleges, employers, peers, and the community know what a go-getter and leader a Gold Award Girl Scout is and value her contribution. Before starting this project, make sure to visit our website or attend a Gold Award training to learn more.

For more information and report forms for the Silver and Gold Award visit: <https://www.girlscoutsaz.org/en/about-girl-scouts/our-program/highest-awards.html>



# Travel with Girl Scouts

Some of the most memorable moments in a Girl Scout's life happen while taking trips. As girls get older there are more opportunities to travel and explore new places. For detailed information about trips and travel as a troop check **Safety Activity Checkpoints**, available on our website.

Cadettes, Seniors and Ambassadors love a fun weekend camp out! As they become more independent girls also enjoy a girl planned extended trip beyond our council's borders. Girls should have the opportunity to plan trips within Arizona, across the U.S. and beyond as a troop. Many graduating Ambassador troops plan big exotic trips to celebrate their Girl Scout sisterhood! Leaders may need additional training courses before planning a trip begins! Be sure to check

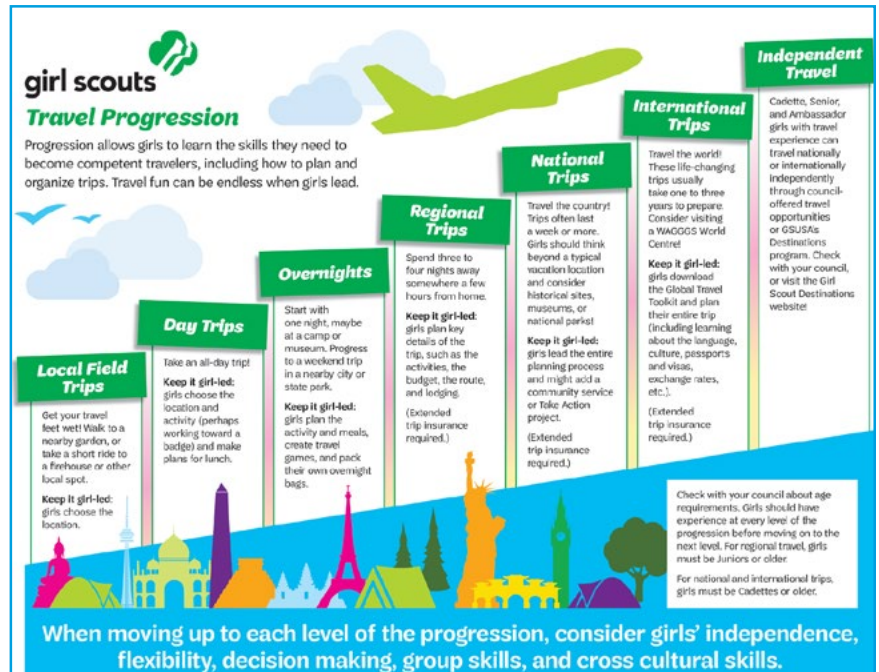
## Other Girl Scout opportunities:

Destinations, Getaways, and International Event ideas can be found at [gsusa.org/travel](http://gsusa.org/travel)

**Destinations** – The ultimate adventure for individual CSA Girl Scouts. Travel to different states to have a unique, life-changing experience for every girl. By far the most popular experience for girls ages 11+. Girls apply for different trips each year.

**Getaways** – Short travel programs designed specifically for Girl Scout Troops

**International Events** - GS Troops go global! Find out about international events for troops hosted by global scouting organizations.



## Graduating Ambassadors

Girl Scouts who are 18 years old and graduating high school are eligible to become Lifetime members each summer at a discounted price. This is a great gift for a troop to award to members as they graduate. If troop funds don't allow for this type of gift, make sure to inform your troop families of this opportunity. Girl Scouts today make wonderful Girl Scout Alums of the future who return to share their experiences and help empower tomorrow's girls to become the leaders of the next generation!



# Meeting as a Troop

## Your Troop Year at a Glance

We have found that troops who meet twice a month have the best experience! Make sure you mix it up and that meetings and outings capture the interests of the girls in your troop! In the rest of your handbook we have provided a simple set of meeting plans for you to use. More information on leading these badges can be found in your **Volunteer Toolkit**.

This is a great starting place for a troop to get started, but a troop isn't just about earning badges or Journeys, it really about making sure that the girls are making age appropriate decisions and having fun. To that end, you will want to weave a variety of activities into your Girl Scout year. Girls will enjoy getting outdoors, performing community service, going on field trips, just hanging out together having fun and having new experiences. Two pieces of advice: keep it girl-led and keep it fun!

To help you create a well-rounded year in Girl Scouting, set up your troop calendar in your **Volunteer Toolkit**.

## Resources For Planning Meetings

### Virtual Meetings

In today's world many troops are finding the need to offer virtual meetings. Some troops will continue to meet virtually and some are going to go with a hybrid model of in person meetings along with virtual meetings. It's a great idea to discuss this with your co-leader(s) and your troop families. You can find some great information and tools for virtual meetings on our website: <https://www.girlscoutsaz.org/en/members/for-volunteers/troop-year-planner.html> under the Meeting Planning Tools.

### Troop Year Planner

Our age-appropriate troop year plans are the best tool for first year troop leaders to get started with Girl Scouts without getting overwhelmed. The entire year is mapped out - just follow along to help your Girl Scouts complete badge activities, improve their communities, and explore the world around them. <https://www.girlscoutsaz.org/en/members/for-volunteers/troop-year-planner.html>





# Planning Your Girl Scout Year

- Choose your dates – be sure to consider holidays and schedules.
- Decide how many Girl Scout meetings/activities a month the troop will do.
- We recommend you let the girls vote on the order of badges.
- Decide how the troop will choose meeting topics and activities. Remember to keep it girl-led.
- Have a list of ideas for the girls to vote on doing and when to do each, or have the girls bring ideas to your meeting for a vote.
- Alternate regular meetings with fun outings, field trips or events.
- Include a wide variety of activities for the girls to participate in throughout the year.
- Keep it age appropriate.
- Consider what the troop will do during inclement weather, illness, etc. Is virtual an option for your troop?
- Will the troop do one activity each month during the summer or be on a break?
- Remember to be flexible – be prepared for a meeting plan to run askew and adjust – keep it fun! If girls miss a meeting, it's okay. Making up a badge is voluntary.
- Take time to get to know the girls and their interests – make sure at least one meeting meets each girl's individual interests.
- As you plan your year, engage the parents with the girls – have each girl sign up to lead a meeting with her caregiver, she chooses the badge/activity and you serve as their mentor.

## 4 Girl Scout Pillars and The Girl Scout Promise & Law

- STEM
- Outdoors
- Life Skills
- Entrepreneurship

## Other ideas to include

- Field trips
- Service unit events
- Community service
- Council-led events
- GSACPC patch programs

## Resources to help you plan

- Volunteer Toolkit
- Service unit leader meetings
- Get ideas from experienced troop leaders
- GSUSA Badge booklets & Journeys
- GSUSA & GSACPC patch programs

## Example of how to plan your calendar

For meeting 1 & 2 each month – rotate badges/activities based on the 4 pillars

<b>Month 1</b> Meeting 1 Meeting 2 Additional?	<b>Month 2</b> Meeting 1 Meeting 2 Additional?	<b>Month 3</b> Meeting 1 Meeting 2 Additional?	<b>Month 4</b> Meeting 1 Meeting 2 Additional?	<b>Month 5</b> Meeting 1 Meeting 2 Additional?	<b>Month 6</b> Meeting 1 Meeting 2 Additional?
<b>Month 7</b> Meeting 1 Meeting 2 Additional?	<b>Month 8</b> Meeting 1 Meeting 2 Additional?	<b>Month 9</b> Meeting 1 Meeting 2 Additional?	<b>Month 10</b> Meeting 1 Meeting 2 Additional?	<b>Month 11</b> Meeting 1 Meeting 2 Additional?	<b>Month 12</b> Meeting 1 Meeting 2 Additional?

\*GSACPC = Girl Scouts–Arizona-Cactus-Pine Council

\*GSUSA = Girl Scouts of the United States of America