



Leader Binder

Horizon Service Unit #648

Name _____ Troop # _____

Mentor _____ Phone _____ Email _____

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Section 1 – About Girl Scouts

What Makes Us Girl Scouts

Girl Scouts of the USA (GSUSA) is 2.7 million strong—1.9 million girls and 800,000 adults who believe girls can change the world. We are the largest girl-serving organization in the United States and a member of the World Association of Girl Guides and Girl Scouts, a sisterhood of close to 10 million girls and adults in 145 countries.

It began over 100 years ago with one woman, Juliette Gordon Low—also known as Daisy. She believed in the power of every girl. Today, we continue her mission by helping girls discover their inner strength, passions, and talents.

The mission of Girl Scouts is to build girls of courage, confidence, and character, who make the world a better place.

The Girl Scout Promise and Law are how we as Girl Scout members agree to act toward each other and the world.

Girl Scout Promise

On my honor, I will try:
To serve God and my country,
To help people at all times,
And to live by the Girl Scout Law.

Girl Scout Law

I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,
and to
respect myself and others,
respect authority
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout.

(*Girl Scouts of the USA makes no attempt to define or interpret the word “God” in the Girl Scout Promise. It looks to individual members to establish for themselves the nature of their spiritual beliefs. When making the Girl Scout Promise, individuals may substitute wording appropriate to their own spiritual beliefs for the word “God.”)

Structure of Girl Scouts

- 1) **WAGGGS** ~ The World Association of Girl Guides and Girl Scouts
 - Headquarters: London, England.
 - Members: about 10 million girls & women in 145 countries.
 - World pin first adopted in 1948, after WWII.
 - The 17-member World Bureau governs at triennial conferences
- 2) **GSUSA** ~ Girl Scouts of the United States of America
 - Headquarters: New York, NY
 - Members: nearly 3 million girls & women across all states & territories
 - G.S. pin designed by Founder, Juliette Low, in 1913.
 - National Interim CEO: Sylvia Acevedo
- 3) **GSEP** ~ Girl Scouts of Eastern Pennsylvania
 - Our Girl Scout Council, one of 112 Councils in the USA
 - Headquarters: Philadelphia, PA
 - Members: 41,000 girls and 15,000 adults in 9 counties.
 - Council CEO: Kim Fraites-Dow
- 4) **Service Unit** ~ Horizon Service Unit # 648
 - Our local area: Methacton School District and Visitation BVM School.
 - Members: about 350 girls in ~ 35 troops
 - Refers to a geographic area of Girl Scout volunteers and troops and is a support system, led by volunteers, who assist fellow volunteers in providing the Girl Scout Leadership Experience to girls and adults.

Section 2 – Service Unit Information

Service Unit Support Team

The Service Unit is the embodiment of the Girl Scout movement within the local community. The Service Unit (SU) fulfills its role by ensuring that:

- Messages and activities of the SU reflect the Girl Scout Mission and GSEP goals.
- The SU engages volunteers in developing plans that meet their needs and interest through a variety of methods.
- Volunteers will receive ongoing coaching and education that equip them to be successful in their role.

What is the Service Unit Team?

A Service Unit Team is a group of administrative volunteer staff appointed by GSEP and the Service Unit Manager to support the delivery of services within the Service Unit.

What are Horizon Service Unit Leader meetings?

The Horizon Service Unit (HSU) holds year round monthly leader meetings to support leaders by providing them with information and resources. This meeting also provides time for interaction between troop leaders to share ideas and support. ***As a leader, it is very important that you attend your HSU monthly Leader meeting to get accurate and timely local and GSEP information.***

Who is part of the Service Unit Team?

There are many volunteers that make up the HSU Team. Below are the six that you will have the most contact with as a Leader.

Service Unit Manager: major focus is to ensure that girls and Girl Scout volunteers receive the support they need to effectively deliver the Girl Scout Leadership Experience. They communicate Girl Scout policies and procedures and facilitate program delivery and volunteer development. In addition, provides troop leaders administrative guidance with respect to policy, processes, procedures, and safety.

Treasurer: assists with opening the troop bank accounts, receives and reviews troop banking forms required by GSEP, collects the year-end troop Finance Reports and also handles the Service Unit funds.

Registrar: facilitates placement and transfer of girl and Girl Scout volunteers into troops or the Pathway that has been chosen.

Event Director: guides with the planning and implementation of Service Unit wide events, encampments, and programs. These programs are in alignment with the Girl Scout Leadership Experience (GSLE).

Product Program Organizers: coordinator for the Fall Product Program (Nuts About Reading) and the Cookie Program for the Service Unit. They train and support the troop product program manager(s).

School Coordinator: is responsible for guiding the School Organizers to help establish troops, place girls, and how to support new leaders.

HORIZON SERVICE UNIT TEAM ROSTER 2016-2017

POSITION	NAME	PHONE	ADDRESS	EMAIL
Recruitment Manager - GSEP	Alyce Hibbets	610-933-7555 ext. 1431	Valley Forge Service Center	ahibbets@gsep.org
Service Unit Manager	Maeve Vogan	610-584-4161	1301 Dell Rd, Norristown, PA 19403	horizon648.sum@gmail.com
Treasurer	Liz Drummond	610-630-9172	556 Long Meadow Rd, Audubon, PA 19403	liz_drummond@hotmail.com
Compliance Manager	Suzi Walters	484-686-0103	2607 Mann Rd., Trooper, PA 19403	suzann.walters@verizon.net
Cookie Booth Coordinator	Lauren Short	610-539-6318	63 Wilson Blvd., Eagleville, PA 19403	horizon648.cookieboothmgr@gmail.com
Cookie Manager	Liz Drummond	610-630-9172	556 Long Meadow Rd, Audubon, PA 19403	horizon648.cookiemgr@gmail.com
Nuts About Reading Manager	Marge Mash	610-539-2855	3171 W Germantown Pk Eagleville PA 19403	gstroop7176@comcast.net
Learning Facilitator	Suzi Walters	484-686-0103	2607 Mann Rd., Trooper, PA 19403	suzann.walters@verizon.net
Newsletter	Maeve Vogan	610-584-4161	1301 Dell Rd, Norristown, PA 19403	horizon648.newsletter@gmail.com
Delegate	Suzi Walters	484-686-0103	2607 Mann Rd., Trooper, PA 19403	suzann.walters@verizon.net
Delegate	Erica Sabinske	(610)666-2882	1408 Catherine Rd, Phoenixville, PA 19460	teebgrrl@yahoo.com
Alternate Delegate	Andi Toaso	(610)539-1430	105 Glenwood Ave, Trooper, PA 19403	anditoaso@sbcglobal.net
Event Director	Marge Mash	610-539-2855	3171 W Germantown Pk Eagleville PA 19403	horizon648.events@gmail.com
OGS Events	Susan Edgren	610-489-6523	6040 Coldspring Drive, Collegeville, PA 19426	dsalbe@verizon.net
MEMBERSHIP				
Registrar	OPEN			horizon648.registrar@gmail.com
Troop Developer	Peggy Labosh	610-539-6072	43 S. Grange Ave., Collegeville PA 19426	plabosh@gmail.com
School Coordinator	Liz Kaminetz	484-956-0203	624 Linnet Rd., Audubon, PA 19403	lizjosh1@verizon.net
Arrowhead School Organizer	Gwen Zimany	(484) 902-8119	3709 Worthington Rd, Collegeville, PA 19426	horizon648.arrowhead@gmail.com
Audubon School Organizer	Stephanie Reitz	610-416-2277	77 Skyline Drive, Audubon PA 19403	mileysa@juno.com
Eagleville School Organizer	Tiffany Clement	603-496-1595	3001 Walker Ln, Eagleville, PA 19403	Travelchk40@yahoo.com
Skyview / Arcola School Organizer	OPEN			
Methacton HS Organizer	Patty Kirsch	610-539-5563	2741 Maplewood News, Audubon PA 19403	kenandpattykirsch@verizon.net
Visitation School Organizer	Suzy Padula	610-277-4679	1402 Reiner Rd., Eagleville, PA 19403	suzanne.padula@gmail.com
Woodland School Organizer	Michelle Petko	610-539-4591	246 Miami Ave, Audubon, PA 19403	steven.p246@verizon.net
Worcester School Organizer	Traci Babaoglu	(610)584-4807	2209 Wentz Church Rd, Lansdale, PA 19446	KTLBinSF@hotmail.com

POSITION	NAME	PHONE	ADDRESS	EMAIL
CONSULTANT				
Daisy Journey Consultant	Maeve Vogan	610-584-4161	1301 Dell Rd, Norristown, PA 19403	mcvogan@gmail.com
Brownie Journey Consultant	Anne Pensabene	610-454-7904	73 Dorchester Rd., Collegeville PA 19426	ampens@comcast.net
Junior Journey Consultant	Patty Kirsch	610-539-5563	2741 Maplewood News, Audubon PA 19403	kenandpattykirsch@verizon.net
OGS Journey Consultant	Anne Pensabene	610-454-7904	73 Dorchester Rd., Collegeville PA 19426	ampens@comcast.net
Juliette Low	Peggy Labosh	610-539-6072	43 S. Grange Ave., Collegeville PA 19426	plabosh@gmail.com

Horizon Service Unit – Event Calendar 2016-2017

as of July 20, 2016

EVENT	DATE	TIME	LOCATION
Registration Day	Sunday, September 11, 2016	2:00 p.m. - 5:00 p.m.	TBD
Lower Providence Community Day	TBD	TBD	Eagleville Park
GSEP Adult Fall Learn and Lead	Friday, September 23 – Sunday, September 25, 2016 (or Saturday only)	TBD	Camp Laughing Waters
HSU New Leader Orientation	TBD - October	TBD	TBD
Adult First Aid/CPR Training	TBD - October/November	TBD	TBD
Welcome Back / Juliette Low's Birthday	Saturday, October 01, 2016	6:30 p.m. - 8:30 p.m.	TBD
New Leader Training	TBD	TBD	TBD
Junior Basic Eight	Friday, November 4, 2016 Saturday, November 5, 2016 Sunday, November 6, 2016	6:00 p.m. Friday through 12:00 p.m. Sunday	Camp Laughing Waters
Fall OGS Event	TBD - November	TBD	TBD
East Norriton Holiday Parade	Saturday, December 3, 2016	10:00 a.m. - 12:30 p.m.	N/A
Pot Luck Get Together	Thursday, December 8, 2016	TBD	TBD
Cookie Rally - Bowling	Sunday, January 8, 2017	1:00 p.m. - 4:00 p.m.	TBD
HSU New Leader Orientation	TBD - February	TBD	TBD
Disability Awareness Event	Saturday, February 11, 2017	9:00 a.m. - 3:00 p.m.	TBD
Adult First Aid/CPR	TBD - March/April	TBD	TBD
Adult Pot of Gold – learning seminars	Saturday, March 4, 2017	TBD	Royersford, PA
Girl Scout Sunday	Sunday, March 5, 2017	11:00 a.m. - 12:00 p.m.	Visitation BVM Church - Lower Church
Girl Scout Sunday	Sunday, March 5, 2017	TBD	TBD
My Promise My Faith	Saturday, March 11, 2017	9:00 a.m. - 12:00 p.m.	TBD
Day of Service	Sunday, March 19, 2017	1:00 p.m. - 4:00 p.m.	TBD
Earth Day	Saturday, April 22, 2017	TBD	TBD
Level Basic Eight Event	TBD - April/May	TBD	TBD
HSU Awards Ceremony	Thursday, May 11, 2017	TBD	TBD

Spring OGS Event	TBD	TBD	TBD
World Thinking/ International Day	TBD	11:00 a.m. - 2:00 p.m.	Methacton High School
4th Grade Event	Saturday, May 20, 2017	5:00 p.m. - 8:30 p.m.	TBD
Bridging Ceremony	Sunday, June 4, 2017	2:00 p.m. - 4:00 p.m.	TBD
Twilight Camp	Monday, June 19, 2017 Tuesday, June 20, 2017 Wednesday, June 21, 2017 Thursday, June 22, 2017	6:00 p.m. - 8:30 p.m.	TBD
Bridging to Daisies	Monday, August 7, 2017 Tuesday, August 8, 2017 Wednesday, August 9, 2017 Thursday, August 10, 2017	6:30 p.m. - 8:00 p.m.	TBD

Section 3 – Leader Basics

What it Takes to Be a Troop Leader or Co-Leader

Anyone who believes in the principles of Girl Scouts and can serve as a positive role model for girls may apply to be a Girl Scout Leader or Co-Leader. At least one member of the leadership team must be female.

Duties:

- Hold regularly scheduled troop meetings.
- Use Girl Scout program principles as the basis for troop activities.
- Abide by national and council policies; and interpret them to girls in a positive way.
- Carry out troop activities to ensure and protect the safety of all participants.
- Attend and participate in service unit meetings.
- Support and participate in service unit and council activities.
- Keep accurate troop records.
- Keep girls and parents informed of troop finances on a regular basis.
- Attend required council leadership training sessions.

Steps to Volunteering

Complete the Volunteer Application - Choose the appropriate role and fill out the volunteer application at www.gsep.org

Criminal Background Check (CBC) Process

Begin the background clearance process by completing all necessary forms located within the Volunteer CBC Processing Packet. For the safety of the girls, the volunteers and all GSEP participants, we have recently updated our CBC process. This new process has been intricately planned and coordinated to comply with the 23 pieces of Pennsylvania State legislation that was recently enacted. These changes significantly impact the reporting, investigation, assessment, prosecution, and judicial handling of child abuse and neglect cases.

Once you've obtained a satisfactory clearance, you will be contacted by the volunteers in your area. They will be able to answer any questions relating to your role and volunteering with Girl Scouts, and provide continued support.

Volunteer Interview Process

The Leader and Co-Leader roles require an interview to be held; you will be contacted by a Volunteer Management Liaison. Be prepared to answer questions about yourself that will reflect your personality as well as goals you wish to achieve by volunteering with Girl Scouts.

Training

Training is a three-step process, which must be completed within three (3) months. (See next section)

Horizon Service Unit #648
TRAINING INFORMATION
2016—2017

HORIZON SU COUNCIL LEARNING FACILITATOR & COMPLIANCE MANAGER:

Suzi Walters

Phone: 484-686-0103

Email: suzann.walters@verizon.net

Mailing Address: 2607 Mann Road, Trooper PA 19403

See Chapter 1: Sharing Your Unique Gifts in your Volunteer Essentials book for more training information for adult volunteers. Please also visit the training page of the GSEP website <http://www.gsep.org/volunteers/volunteer-training/>

Link to GSEP training schedule: <http://www.gsep.org/wp-content/uploads/2015/02/GSEP-Council-Courses-Schedule-13.pdf>

GSEP required training for New Leaders

Highly recommended within 30 days of registering as a 01:

- Mandated Reporter – Online – no fee

Required within 3 months of registering as either a 01 or a 02:

- Step 1 – Girl Scouts 101 – Online – no fee
- Step 2 – Volunteer Essentials – Online – no fee
- Step 3 – Age Level Training – In person – no fee

GSEP required training prior to planning a troop trip.

A trip is defined as any troop event outside of a troop's regularly scheduled time or location. First Aid / CPR

- Required of at least one registered adult before any trip outside of troop meeting time or location. HSU strongly encourages both the troop leader and a second registered adult receive this training.
- Doctors or nurses with child CPR may provide documentation and not attend training.
- Fee for training is dependent upon the organization providing the training.
- Approved First Aid / CPR vendors are located on the GSEP training page.
- Online training is NOT accepted by GSEP.

Indoor Overnight and/or Outdoor Activities

- Before accompanying girls on indoor overnight or outdoor experiences, at least one adult volunteer must complete the appropriate training course(s).
- Indoor Overnight trained volunteers may accompany girls on indoor sleepovers not held at a GSEP property. (i.e. in a home, hotel, museum, or zoo). Review the Safety Activity Checkpoint for your event to determine the level of training required.

- Examples of trips that require a Basic Outdoor Skills trained volunteer may include, but are not limited to; outdoor cooking (i.e. cooking over a charcoal, wood, or propane flame); sleepovers at a GSEP property; and tent or cabin camping. Review the Safety Activity Checkpoint for your event to determine the level of training required.
- Indoor Overnight and Basic Outdoor Skills Trained Adults do not need to be a troop leader, which makes it an excellent role for a parent or guardian, relative, adult sibling, or other sponsor who cannot lead or assist on a regular basis, but wants to be involved with troop activities.
- Role of the Indoor Overnight and Basic Outdoor Skills Trained Adult
 - To ensure the safety and preparedness of the participating Girl Scouts, the adult(s) who completed the training is responsible for working with the girls to plan the event and must also attend the event.
 - Girl Scout Overnight and Outdoor Trained Adults are responsible for all aspects of preparing girls, leaders, and any chaperoning adults for any overnight or outdoor experience.
 - Girl Scout Overnight and Outdoor Trained Adults are expected to instruct all girl and adult troop members on the following:
 - Appropriate Safety Activity Checkpoints
 - Council policies and procedures
 - Appropriate clothing and personal belongings to bring
 - Proper packing procedures and baggage
 - Troop supplies and needs
 - Emergency procedures
 - The Buddy System
 - Kaper Charts
 - Outdoor etiquette
 - Avoiding interaction with permanent outdoor residents (i.e. critters)
- Available Courses:
 - Indoor Overnight Skills – In Person – no fee
 - Basic Outdoor Skills
 - Prerequisite – Indoor Overnight Skills
 - In Person – fee \$20
 - Held at a GSEP property – requires overnight stay

Additional GSEP sponsored learning opportunities

F.A.L.L – Fall Adult Learn and Lead – Weekend event held each September at a GSEP property. Friday – Sunday learning seminar / leader networking event. Volunteers have the option to attend on just Saturday or spend the weekend in a cabin or platform tent. (2016 event will be held Sept. 23-25 at Camp Laughing Waters, Gilbertsville, PA)

Pot of Gold – Seminar / Leader Networking event held each spring. Seminars are available on variety of topics from Girl Scout Traditions and Ceremonies, GS Songs and Crafts, to Troop Management or Working with Behavioral Challenges. (2017 event will be held March 4 in Royersford, PA).

Volunteer Enrichment Trainings – Monthly seminars that feature experts speaking on important topics such as the Leave No Trace movement, Autism, violence and behavior issues, and working with Journeys.

Other training is available on the GSEP website.

Horizon Service Unit (HSU) sponsored learning opportunities

Each monthly Leader meeting contains both formal and informal learning opportunities. Formal training is provided on hot topics and on product sales. Informal learning is available by speaking to the leaders that have established troops or new leaders sharing their lessons learned.

Summary: The Troop Leader has the enthusiasm and ability to generate girls' interests and curiosities about the way that they can discover themselves, connect with the others, and take action to make the world a better place through the Girl Scout Leadership Experience (GSLE). The Troop Leader is open and willing to celebrate diversity and inclusion by accepting a minimum number of girls (12 Daisies or 20 Brownies, etc.) into your troop based on interests and location.

Term of appointment: The Troop Leader is appointed for a one year term (October 1 to September 30) that is renewable upon completion of evaluation processes.

Supervision: The Troop Leader reports to a member of the Service Unit Team designated by the Service Unit Manager.

Support: The Troop Leader receives support, guidance, and encouragement from members of the Service Unit Team. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

Responsibilities:

- Work in a partnership with girls and adults and possess the ability to generate girls' interests in and curiosities about the ways that they can discover themselves, connect with others, and take action to make the world a better place through the Girl Scout Leadership Experience (GSLE).
- Ensure that the program offered aligns to the GSLE by utilizing journey books and *The Girls' Guide to Girl Scouting*, customized with additional local experiences.
- Serve as a positive example for girls by modeling positive attributes such as reliability, respect for others, inclusiveness, and a positive attitude.
- Organize fun, interactive, girl-led activities that address current issues involving girls' interests and needs.
- Communicate effectively and deliver presentations and information to the individual or group.
- Support and encourage girls in attaining desired goals and awards.
- Provide guidance and information to the parents or guardians of girls on a regular ongoing basis through a variety of tools, including e-mail, phone calls, newsletters, and blogs.
- Process and complete girls' registration and other paperwork according to Girl Scouts of the USA (GSUSA) and the council's policies and procedures.
- Manage the group funds according to GSUSA and the council policies and procedures.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts of Eastern Pennsylvania and GSUSA.
- Attend or send a representative to service unit meetings for ongoing support and information.
- Support and promote all Council fund development activities including cookies and fall products.

- Recruit troop committee and other adults who can support the troop by sharing their time, skills, and knowledge.
- Implement guidelines from *Safety Activity Checkpoints* for any activity with girls, troop or other program activities.
- Complete Leadership Development requirements outlined in the Volunteer Learning Guide, within three months of appointment.

Qualifications and core competencies:

- **Girl focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs while having fun.
- **Personal integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- **Oral communication:** Express ideas and facts clearly and accurately.
- **Foster diversity:** Understand, respect, and embrace differences.
- **Computer skills:** Access to e-mail and the Internet.
- **Additional requirements:**
 - A satisfactory Criminal Background Check
 - Valid driver's license and safe driving record (if applicable)
 - Bilingual (if applicable)
 - Must become a registered member of GSUSA
 - Complete required coursework as assigned and provided by Girl Scouts of Eastern Pennsylvania and GSUSA.

Signed:

Troop Leader Signature & Troop#

Service Unit Manager Signature & SU#

Meeting Location

Date

Please sign and return to your Service Unit Manager.

Section 4 – Building Your Troop

Establishing a Troop

In Girl Scouting there are many roles for parents/guardians (see below). Effective September 2015, GSEP requires any person attending a troop meeting, handling troop funds, or driving a group of Girl Scouts to an event be registered with Girl Scouts of the USA and pass the Volunteer Background clearances set forth by the Commonwealth of Pennsylvania. Below are some of the main roles for parent volunteers.

Roles for Adults in Troops (detailed information in *Helpful References*)

Leader

Assistant Leader or Co-Leader

Financial Coordinator (Treasurer)

First Aider

Product Manager (Nuts About Reading and Cookie Sale)

Transportation Manager

Paperwork Coordinator

Girl and Adult enrollment Process

It is easy to become a Girl Scout or a volunteer! Go to the Registration section for the step by step guide to register.

Helpful Tips when starting a Troop

Keep parents/guardians in the loop

It will be helpful for you to keep your parents/guardians informed and up-to-date on news and information about the troop. Keeping parents and guardians updated helps them to feel like they are participants in their daughter's activities, and may increase the likelihood of getting them to help with the troop. There are several ways to do this: the Volunteer Toolkit, email, phone, newsletter, website, or Facebook.

How to determine troop dues

There is no set amount or magical number for troop dues. Each troop must decide what is best based on the needs of the troop and the financial situations of the girls' families. Average troop dues are \$20–30/per year or 50 cents per meeting. Some questions to consider when setting troop dues are:

- What is a reasonable amount for parents or girls to give each meeting?
- How much do you need based on the activities your troop wants to do?
- What are the troop's plans for earning recognitions?

All troop activities and materials should be paid from troop funds. Troop leaders are not expected to support the troop with their own funds.

Organize your troop's earned recognitions (*Journeys, badges, petals*)

The Volunteer Toolkit makes it quick and easy to keep track of which Journeys, badges, or petals your girls are working on, what they've

already completed, and which ones they have already earned. You can also communicate a girl's progress and experience to her parents.

Establish troop guidelines

Girls should be involved in the development of the troop's guidelines so they will take ownership of their behavior and actions. Use the Girl Scout Law as a guideline for behavior standards.

Use a kaper chart

Kaper is the Girl Scout word for "chore." A kaper chart is a system for rotating chores and responsibilities. Getting girls to participate in the running of the troop meeting is an important step to a successful troop. You can find many examples of kaper charts online (search Pinterest).

Find start-up supplies

When starting a new troop, you'll need some basic supplies to get you started. Here are some suggestions on how to acquire supplies for your troop:

Parents/Guardians:	Ask them to donate items they currently have.
Businesses:	Ask them to donate office supplies.
Hospitals:	Ask for donations for the troop's first-aid kit.

Bank Accounts

If your troop collects dues or is earning and spending money, the troop needs to set up a bank account. If you're taking over an existing troop, you may inherit an account, but be sure to update the account with current signers. Consider these tips when working with a troop account:

- Keep troop funds in the bank before an activity or trip, paying for as many items as possible in advance of your departure.
- Use debit card during the activity or trip.
- Make one registered and cleared adult, other than the leader, responsible for troop funds and for keeping a daily account of expenditures.

To help facilitate the account opening process, GSEP has created a Custom Corporate Banking Resolution for troops to present to the bank to enable troops to use GSEP's taxpayer identification number, 23-1352309.

More detailed information can be found in the Financial section of this binder.

Meeting Location & Time

Now the fun begins! Refer to Volunteer Essentials for troop meeting ideas, and what to bring to a meeting. Meeting basics can be found in the Meeting Information section of this binder.

You will need to setup a meeting time and location that works well for you and the girls in the troop. We find that if you provide a year's worth of meeting dates early, the parents can plan better and will be able to assist you more. Here is the link to book a room in the Methacton School District. At this link you can create a new user log-on. Once the user log-on is created and approved, you can then go back to the same link sign in and submit your user requests. Once logged in you also have access to instructions to help you with the whole request process.
<https://www.communityuse.com/default.asp?acctnum=768637550>

Here are a few points to keep in mind as you consider meeting locations:

- **Size:** Make sure the space is large enough to accommodate the whole group and all planned activities.
- **Availability:** Be sure the space is available for the day and the entire length of time you want to meet.
- **Resources:** Determine what types of furnishings (table? chairs?) come with the room and ensure that the lighting is adequate.
- **Safety:** Ensure that the space is safe, secure, clean, properly ventilated, heated (or cooled, depending on your location), free from hazards, and has at least two exits that are well-marked and fully functional.
- **Facilities:** Sanitary and accessible toilets are critical.
- **Communication-friendly:** Be sure your cell phone works in the meeting space.
- **Accessibility:** Be sure the space can accommodate girls with disabilities, as well as parents with disabilities who may come to meetings.

Safety

Here are some resources to help guide your safety plan.

- As you develop your troop's safety plan, Volunteer Essentials is your first resource.
- Safety Activity Checkpoints should be consulted before undertaking any activity. You can download them, by activity; topics are listed alphabetically.
- Trip approval – if you are taking a trip outside of your regular meeting place or time you will need to complete and submit the Day Trip Application prior to your trip. The type of trip you are taking will determine how far in advance it will need to be submitted and approved.
- Parent permission slips are necessary every time you meet outside of your regular meeting place or time, whether a field trip to the fire station or an overnight at the Franklin Institute. You should carry these forms with you on the day of the activity.
- You must also obtain and carry a Health History form for each girl at all times (even during a normal meeting). There are leaders who will also request a copy of the girls' insurance card and a recent photo. These items should be stapled together by girl, in case there is an emergency.
- Every registered girl and adult member is covered by a basic secondary accident insurance plan designed to help meet the costs of medical care of accidents occurring during any approved, supervised Girl Scout activity that does not last more than two consecutive nights.

Understanding how many volunteers you need

Whatever the activity, from camping to cookie sales, adult supervision is required regardless of the grade level of the girls. Your troop must have at least **two** unrelated, registered, cleared, and trained adult volunteers. Each troop must have one 01 (troop leader) and one 02 (assistant troop leader). It is also acceptable for a troop to have two 01s, if the leaders would like to share the responsibility equally.

Girl Scouts' adult-to-girl ratios show the minimum number of adults needed to supervise a specific number of girls. These supervision ratios were devised to ensure the safety and health of girls—for example, if one adult has to respond to an emergency, a second adult is always on hand for the rest of the girls.

	Group Meetings		Events, Travel and Camping	
Girl Scout Level	Two registered, cleared, unrelated, adults (at least one of whom is female for the number of girls)	Plus one additional registered and cleared adult for each additional number of this many girls	Two registered, cleared, unrelated, adults (at least one of whom is female for the number of girls)	Plus one additional registered and cleared adult for each additional number of this many girls
Daisies (grades K-1)	12	6	6	4
Brownies (grades 2-3)	20	8	12	6
Juniors (grades 4-5)	25	10	16	8
Cadettes (grades 6-8)	25	12	20	10
Seniors (grades 9-10)	30	15	24	12
Ambassadors (grades 11-12)	30	15	24	12

What's In a First Aid Kit

A general first aid-kit should be available at the meeting place and accompany the girls on any activity, including transportation to and from an event. In addition to the standard materials, all first-aid kits should contain a copy of a recognized first-aid book, coins or calling cards for telephone calls, and the Girl Scout Council and emergency telephone numbers (print the Emergency Procedures Card from the Forms page). Girl Scout activity insurance forms, parent consent forms, and health histories should also be included.

You may buy the Girl Scout First-Aid kit through the catalog, a commercial kit, or assemble one yourself. If you choose to assemble one yourself, you can ask your parents at the Parent/Guardian meeting to contribute items.

- Adhesive tape and bandages
- Alcohol wipes
- Bandage tape
- Band-Aids – assorted sizes
- Disposable, non-latex gloves
- First aid guide
- Flashlight
- Flexible roll of gauze
- Hand sanitizer
- Instant Cold pack
- Non-glass, non-mercury thermometer
- Paper drinking cups
- Pen/pencil and note pad
- Plastic bags (to dispose of used materials and to collect ticks or vomitus for analysis in suspected oral poisonings)
- Pocket face mask or face shield (to use when performing mouth to mouth resuscitation)
- Safety pins
- Sanitary personal care products
- Scissors
- Soap (antibacterial liquid)
- Splints
- Sterile gauze pads
- Sterile water for cleaning wounds or eyes (2 liters)
- Triangular bandages
- Tweezers

Paperwork

As with any organization, there is paperwork. For your scouts to participate in troop meetings and trips you must obtain the following completed and signed:

- Parent Consent and Health History Record: This health history is to be completed and signed by the parent/guardian of the girl and kept with troop records on a yearly basis. Health histories may be used but are not required for adults that travel with girls.
- Parent Permission for Troop Activity form is provided to you every time your troop meeting will be held at a different time or location or taking a trip. Troop leaders must obtain the written permission of the parent or guardian of each girl planning to participate in the activity below. Girls without written permission will not be transported from the departure location and may not participate in the activity.

For planned Girl Scout field trips and other activities—outside the normal time and place—in which a group will be transported in private vehicles:

- Every driver must be a registered and cleared adult volunteer, at least 21 years old, and have a good driving record, a valid license, and a registered/insured vehicle.
- Every driver must complete a GSEP **Volunteer Driver Form**. This form is retained by the troop Leader or Paperwork Coordinator.
- Girls never drive other girls.
- If a group is traveling in one vehicle, there must be at least two unrelated, registered adult volunteers in the vehicle, one of whom is female, and the girl-volunteer ratios in *Volunteer Essentials* must be followed.
- If a group is traveling in more than one vehicle, the entire group must consist of at least two unrelated, approved adult volunteers, one of whom is female, and the girl-volunteer ratios in *Volunteer Essentials* must be followed. Care should be taken so that a single car (with a single adult driver) is not separated from the group for an extended length of time.
- When traveling in multiple vehicles, a current Health History form must travel in the car with the respective girl.

Parent Meeting

Begin your troop relationships on the right foot, with a great parent meeting!

Parents will be more cooperative and helpful if they know what is going on in the troop/group at all times. Don't depend on the girls to keep their parents informed. You want a number of the parents to assist you and they will be more likely to assist you if they know what is happening.

Check out this sample agenda to help you plan your annual parent meeting:

PARENT MEETING AGENDA DAISY TROOP 1291

Opening: Welcome, Introductions, be respectful of their time, but let them know how important this face-to-face meeting is for the strength of the troop.

Girl Scouting: History, Leadership Program, 501c3, Annual Family Giving Campaign, Financial Assistance.

Troop/Group Meeting Info: Day, Time and Place, Dues.

Uniforms & Books: Circulate Catalogs (talk about price they can afford and that you want girls to have some choice about the uniform).

Important Forms: Complete Membership Registration Forms, Health History Forms, Permission Slip.

Hopes and wishes for the troop/group: Discuss Girl/Adult Partnership and the Importance of Girl Planning.

Develop a Parent Agreement for the adults, define behavior, expectations.

Request Assistance from Parents (Don't Do It All Yourself): Jobs Available - Recruit Individually (The secret is to find the job that fits the person.), Collect Information about Their Skills, Time, Equipment (camping gear, van, etc.), First Aid.

Questions and Answers: Troop Calendar, Roster, and Ongoing Communications.

Closing: What's Next, Thank Them for Attending and Becoming Involved in Girl Scouts.

Parent Agreement: Example

GIRL SCOUT PARENT PROMISE

On my honor, I will try:
To encourage and support my Girl Scout,
To help her at all times,
And to obey the Girl Scout Parent Law.

GIRL SCOUT PARENT LAW

I WILL,
Understand the true purpose of Girl Scouting,
Get my Girl Scout to and from meetings on time,
Know the troop is a team effort,
See the job through to the end,
Set a good example at all times,
and
Be enthusiastic and cheerful,
Not consider the leader as a babysitter,
Bring troop problems to the leader first,
Always do my part willingly,
And know that Girl Scouting is for all girls.

I will also...

- Accept the Girl Scout Promise and Law.
- Complete the girl registration online and pay the national membership dues. (No girl is denied membership because of an inability to pay.)
- Make sure that my daughter is dropped off and picked up on time when attending GS activities.
- Communicate with troop leader(s) or others as needed.
- Attend parent/guardian meetings by the leader.
- Accept an active role in my daughter's GS Leadership Experience.
- Refrain from behavior that may undermine the leadership of a GS activity/event.
- Be prepared for activities and submit requested permission slips, dues, and materials in a timely manner.
- Follow safety guidelines for activities.
- Support my daughter's participation in product sales.
- Make arrangements with the Troop Leader for absences in order for planning purposes.

Parent/Guardian Signature _____ Date _____

Meeting for the First Time

When you first get together with the girls (and this meeting may also include parents/guardians, or you may decide to hold a separate meeting for the adults), you'll want to get to know the girls, and give them a chance to get to know one another.

Icebreaker games that let girls share simple details about themselves are a great way to start off your first gathering.

1. **Find out what interests the group, so that you and the girls can begin to customize the Girl Scout year.** Ask the girls to talk about what they're passionate about, what they've always wanted to do, and how they would spend their time if money and other barriers were no object. Build off the ideas shared, but be sure to include opinions from **all** the girls. Ask direct questions of those who seem to be holding back or are unsure about answering, so everyone is included.
2. **Get the girls talking about how they want to schedule their time together.** Use your draft calendar only as needed, so that the girls lead. Consider questions like these:
 - Can girls organize and plan a field trip or longer travel opportunity that will allow them to learn more about a particular topic?
 - Is there an event that meshes with this topic or area of interest?
 - Can the girls locate and communicate with an expert in the field via email or social media?
 - Can they invite a guest speaker to answer questions or demonstrate particular skills?
 - Which badges can the group choose to work on that will deepen their skills in this particular area?
 - Do they have ideas for activities that will involve younger or older girls?

Getting Organized is Easier Than You Think!

Need help getting organized? These pages are intended to give you a rough outline for organizing your Girl Scout materials. Under each section heading is a list of materials you can file in this section. Feel free to develop and use your own system, too!

Grab a binder, some divider tabs, and let's get started!

Section 1: Troop Information

- *Calendar*
Keep a calendar that runs with your troop year. Make sure all your meetings and field trips are listed on the calendar. You may even use your calendar to keep track of which registered adults are helping with meetings and who is responsible for bringing snack.
- *Attendance Sheet*
Create an attendance sheet for your troop. Make sure to keep attendance at every meeting; this way, you will always know who is present at your meeting.
- *Troop Dues Record*
Keep a record of troop dues.

Section 2: Girl Information

- *Troop Roster or Girl Registration Forms*
Keep a copy of your troop roster for all girls registered in your troop. File forms alphabetically for quick access to girl contact information.
- *Health Examination and Permission Forms*
It's very important to have the health forms on hand at all times! You'll know who has allergies, asthma, or other medical conditions. A new form should be completed each year. Also be sure to keep the permission forms for each girl.
- *Phone tree or email distribution list*
Make a phone tree for your troop or distribute an email contact list so parents/guardians can be notified quickly if there is an emergency or a sudden change of plans.

Section 3: Trips/Events

- *Troop Trip Forms*
Day Trip Application - For any one-day activity outside of your regular troop meeting time and/or place, you **MUST** complete the GSEP Day Trip Application. Note: if the destination is a day trip sponsored by GSEP or the Horizon SU you **don't** need this form. (All Council and Service Unit Events are considered approved).
Overnight Trip Application – any overnight trip (1-2 nights or 3 nights travel if it occurs over a US Federal Holiday weekend or during the summer months) including camping at GSEP properties. Submit 1 month prior to trip.
- *Program Registration Forms*
A copy of the receipt of registration should be kept for troop records when registering for council sponsored programs or any program outside of council.
- *Permission Forms*
When you're going on a field trip, make sure you have permission forms for each girl.

- *Additional Insurance*
Every registered Girl Scout and registered adult member in the Girl Scout Movement is automatically covered under the basic insurance plan upon registration. That coverage will help if there are injuries at troop meetings and other short-term events. If you will have non-registered children, siblings or adults participating in your short-term events, you should buy event/activity insurance
- *Incident/Accident Report Forms*
You can never be too careful! Keep several blank copies of the Incident/Accident report form so you can make sure to document any accidents or injuries.

Section 4: Adult Information

- *Adult Registration Information*
Keep information for all your registered adults on hand. Leaders, assistant leaders, and troop committee members/helpers must be registered, complete the volunteer application process, and complete the background clearance process. This includes any adult that will serve as a troop driver or will be handling money.
- *Ways Adults Can Help forms*
Have parents/guardians complete this form at your parent/guardian meeting when you start each year. Let them share their talents.
- *Troop Trip Driver Policy*
Going on a trip? All drivers must be registered, and complete the background clearance process. This means that they must have completed the Girl Scouts of Eastern Pennsylvania volunteer application process and submitted background clearances prior to transporting girls other than their own daughters. Make sure to keep a copy of all troop drivers' *Volunteer Driver Form* in your records. For more information about the Girl Scout troop driver policy see Chapter 4: Safety of *Volunteer Essentials*.
- *Certifications*
You may have parents/guardians in your troop that possess certifications that will be helpful during troop activities. Licensed nurses, doctors, EMTs, dentists or adults certified in First Aid and CPR are among those that can serve as the troop first aider. Certification in archery, canoeing, troop camping may prove helpful with other troop activities. Keep copies of their certification on file in your troop information. (NOTE: Upon receiving their certification, volunteers are asked to forward a copy of their certification card/certificate either by mail or e-mail to the Learning and Support Coordinator at training@gsep.org.)

Section 5: Finance

- *Envelope for receipts*
Punch holes in one side of an envelope and use it to collect your receipts.
- *Copy of Troop Bank Account Authorization Form*
- *Bank Statements*
- *Troop Budget and Finance Report*
A troop financial report is due when you open a troop bank account and annually on June 30 to your Community Accounting Coordinator. Keep a blank copy in your records so you can refer to it and keep in mind what you'll have to include in your annual report.

Section 5 – Registration

Horizon Service Unit #648
REGISTRATION PROCEDURES

2016—2017

HORIZON SU REGISTRAR:

Maeve Vogan - TEMPORARY

Phone: 610-584-4161

Email: horizon648.registrar@gmail.com

Mailing Address: 1301 Dell Road, Norristown, PA 19403

A Troop Leader's Guide to 2016-17 Membership

Key Dates

May 3rd - September 29, 2016: Troop leaders can re-register girls and adults through Troop Management

By October 1, 2016: 01s must register & self-appoint position codes

Between October 1st and 31st 2016: 01s must enter **Meeting Information** in **Troop Management** to activate troop

By October 31, 2016, 01s must:

access **Troop Management**

confirm all girls and adults are correctly listed

complete placement/transfer requests as needed

Regularly throughout the year, 01s must:

access **Troop Management**

confirm girls and adults participating in your troop are active members and listed

complete placement/transfer requests as needed

Key Message: On Line & On Time

- GSEP is going paperless
- Parents and troop leaders should utilize the online registration system for all registrations that are “online eligible”
- Membership cookie vouchers will be handled via email redemption this year – sent to girl/guardian and cc: troop leader. Guardians must respond to the email to redeem membership and provide consent. The registration will be entered back office
- Financial aid, adventure credits for programs /camps, and the graduating senior lifetime offer are not eligible for online registration. The 2016 forms will be available online
- Take advantage of Early Bird Registration - ensures you are registered for the upcoming year and in the correct troop for fall program registration and product sales

Benefits of Online Registration

- Membership:
- Automatically re-registered within your current troop

- Update your own contact information
- Self-appoint position codes (adults only)
- No waiting for it to be entered so you can register for programs
- Programs, camps and trainings:
- Able to see if space still available and immediately secure your space
- Will know instantly if a problem with payment

New to online - what do I need to do?

- Find out how you are listed in our database – first name, last name and/or ID number
- Make sure we have your active email account on record
- Activate your account
- Create your user name and password
- Log on to the **Online Registration System**, at www.gsep.org
- Renew your membership
- Self-appoint your position codes for the 2016-17 membership year

Preferred Method: Online by Parent New and Renew -- Why?

- Get parents involved
- Truly paperless –won't need to collect registration forms with signatures
- Troop leaders can focus on the girls, not paperwork
- Use troop funds for activities, not registration
- Girls will appear in **Troop Management** so you know it is done
- Ask parents to forward the email confirmation so you have a record of the registration

How do I instruct my parents to register online?

1. Give parents the first name, last name, and email address we have on record from **Troop Management**
2. Go to www.gsep.org and select the **Online Registration System**
3. Click on the **Returning Members** button
4. Enter the information to activate the girls' account
5. An email (valid for 24 hours) with a link is sent to complete the activation. Click on the link
6. Create the girl's user name & password. When you are successful, you will be logged in (top right hand corner of your screen)
7. Click **My Account** to access your girl's profile
8. Click on **Renew for 1 year** in the Membership Info box
9. Confirm the correct membership "correct year" and click **Add to Cart**
10. Review your order and click **Check Out**
11. Enter your credit/debit card info and click **Process my Order**
12. Forward the email confirmation you receive to your leader

Back Up Plan: Online renewals by Troop Leader

- Between May 3rd and September 29, 2016, Troop Leaders can re-register active girls within their current troop using **Troop Management**
- Collect registration forms with parent signature and turn in to council directly. You must indicate on each form that the membership was completed online
- You can re-register girls now even if you know they are bridging or transferring to a new troop. You can submit the transfer request to the service unit when you are finished

How to Self-Appoint Position Codes

- Login to the **ONLINE REGISTRATION SYSTEM** at www.gsep.org
- Click on your account (in white underlined text at the top of your screen) to access your
- profile
- Under the section ***How I Participate***, located at the bottom of the page, click **Add Volunteer Roles**
- Click the drop down box next to **Role** and find you volunteer position
- Select the **Year** you wish to serve (during Early Bird registration, there will be two membership year options, please confirm the start and end dates prior to your selection)
- Under **Serving**, click on the level you are appointing (Area is not in use at GSEP), enter the troop or service unit number, and click
- Click on the correct troop or service unit in the list, it will be added to the **Your Selections**
- section to the right of your screen
- Search and add any additional position codes
When finished, confirm the information under **Your Selections** is correct and click
- The position will be added to your record with a pending status. Position codes are made
- active each business morning for the previous day and are subject to final approval by
- membership and SU managers
- Click **Update Involvement** to return to your account

**Welcome to the Girl Scouts of Eastern Pennsylvania
Online Registration System
A Quick Guide for New Parents and New Girls**

1. Visit us at www.gsep.org and select the **ONLINE REGISTRATION SYSTEM** on the menu on the left
2. Click on the **NEW ONLINE ACCOUNT** button on the right
3. Enter *1. Personal Information*, click Continue
4. Enter *2. My Girl Scouts Login*
5. Enter *3. Contact Information*, click Submit Online Profile
6. Access your record by clicking on Your Account at the top of the screen
7. Click on Add A Family Member
8. Enter *1. Personal Information* for your girl, click Continue
9. Enter (confirm) *2. Contact Information*, click Submit Online Profile
10. Click on your girl's name to access her record
11. Click Join Now!
12. Click the drop down box to select the membership year and click Start
13. Confirm or change information, click Next through two screens
14. Enter race, ethnicity, household income or click the "I choose not to share" option, click Next
15. Enter the first few letters of the girl's school and click Search. If school does not appear, click the box next to the "School Not Found" option
16. Click the drop down box next to *Grade* and select the grade the child will be in at the start of the membership year (10/1), click Next
17. Enter the number of years your girl has been a girl scout in the past, click Next
18. Enter participation and areas of interest. If you select *Troop* as a pathway of entry, you may enter a troop number that you are interested in or type "none" in the box provided. **Please note, entering troop interest does not confirm placement with that troop**
19. Review Media Permission, click Next
20. Select *Custodial Care* using the drop down box. Confirm guardian details, click Next
21. Click the box if you would like to add optional **Guardian 2** information, click Next
22. Confirm or change member information, click Continue
23. Confirm item you wish to purchase, click Next
24. Review the items in your *Cart*, click Checkout
25. Enter your credit card information, read and accept (click check box) the **Girl Scout Promise and Law**, and click Process My Order

*If at any time you have trouble viewing this information or using its functionality,
press CTRL+F5; or you can also click on "Tools" on your browser's
menu and select "Compatibility View"*



Leader Registered Troop Parental Permission Form

Date: _____

Service Unit # _____

Troop Leader _____

Troop # _____

The Girl Scout Law

I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout.

The Girl Scout Promise

On my honor, I will try:
To serve God and my country,
To help people at all times,
And to live by the Girl Scout Law.

I/We acknowledge that the registrant will make the Girl Scout Promise and accept the Girl Scout Law.

Media Permission Denied

The registrant has permission to join Girl Scouts and the above leader has my permission to register my daughter. I wish to **opt out** at this time from being photographed for print, videotaped, or electronically imaged while participating in Girl Scout activities.

Parents Name (Please print)	Parents Signature	Girl Scouts' Name	Date
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

(Additional signatures can be added)

The registrant has permission to join Girl Scouts and the above leader has my permission to register my daughter. I agree to the below Media Permission. (I agree to have my daughter photographed for print, videotaped, or electronically imaged while participating in Girl Scout activities. Images may be used in promotional materials, news releases, and other published formats for either the local Girl Scout Councils or Girl Scouts of the USA. The images will be the sole property of either the local Girl Scout Council or Girl Scouts of the USA.)

Parents Name (Please print)	Parents Signature	Girl Scouts' Name	Date
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Parents Name (Please print)	Parents Signature	Girl Scouts' Name	Date
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____
17. _____	_____	_____	_____
18. _____	_____	_____	_____
19. _____	_____	_____	_____
20. _____	_____	_____	_____
21. _____	_____	_____	_____
22. _____	_____	_____	_____
23. _____	_____	_____	_____
24. _____	_____	_____	_____

(Additional signatures can be added)

Please return to your SU Registrar.

SU Registrar mail to:

P.O. Box 309
Lafayette Hill, PA 19444-0309
Attn: Registration

Section 6 – Finances

Horizon Service Unit #648
TROOP FINANCIAL GUIDELINES
2016—2017

HORIZON SU TREASURER:

Liz Drummond
Phone: 610-630-9172
Email: liz_drummond@hotmail.com
Mailing Address: 556 Long Meadow Road, Audubon, PA 19403

See [Chapter 5: Managing Troop Finances](#) in your Volunteer Essentials book for more troop financial information. The forms can also be found online at www.gsep.org. Don't hesitate to contact Liz Drummond with any questions.

A Few Simple Rules for Troop Leaders

Do

- Put money in the troop bank account as soon as possible.
- Keep records of troop income and expenses on the financial worksheet.
- Get and keep receipts for troop expenditures.
- Give written receipts for money received (with a copy for both).
- Have more than one adult knowledgeable about the troop's money.
- Keep parents informed about the troop's income and expenses with a newsletter or a regular financial report.
- Turn in the Troop Financial Report and ACH form as required by GSEP.

Do Not

- Mix troop money with your personal money.
- "Loan" money to the troop by spending personal money and paying yourself back.
- "Borrow" troop money for any reason.
- Write troop checks to yourself.

TROOP BANK ACCOUNTS

Every Girl Scout Troop is required to maintain a bank account for channeling membership dues, GS product program sales, supplies and activity fees.

- New troops should contact Liz Drummond to set up a time to meet at the bank and open your account.
- TD Bank is the GSEP preferred bank. The branch on Ridge Pike in Trooper is preferred by HSU. Please take a copy of GSEP [Corporate Resolution Letter](#) (for new bank accounts) with you.
- Each checking account is to read: "**Girl Scouts of Eastern PA, Troop #_____.**"
- Minimum of two signers. The Troop Leader and Horizon Service Unit Treasurer, Liz Drummond are required to be signers. HSU recommends troops also include the Troop Treasurer or Troop Product Manager as a signer. Account statements are to go to the Troop Leader or Troop Treasurer.
- Only one signature is needed on checks.
- One debit card may be issued
- Online banking can be established to receive bank statements a No Cost.

- GSEP is authorized to access or close the account upon presentation of a request on council letterhead
- If you are transitioning your troop to a new Leader and need to transfer the bank account to the new Leader, please contact Liz to set up a time to meet at the bank and sign new paperwork.
- If your troop is disbanding, please close out your bank account and have any remaining funds put in a check made out to **GSEP SU# 648** and mail to Liz Drummond.

FINANCIAL REPORTS

ACH Authorization Form: Troops participating in GS product program sales must submit the Automatic Clearing House (ACH) Authorization form with a voided troop check to the Service Unit Treasurer. If you have a new troop or have changes in either signers or bank information, you will need to complete a new ACH form. Troops who participated in the past and do not have a change will be asked to sign a Troop ACH Information Checklist with the SU Treasurer.

Troop Financial Report: A summary of the troops finances for the year. Troop leaders must submit this form to the volunteer SU Treasurer by **June 30th**. Also include a copy of the most recent troop bank statement. Retain receipts with your troop files.

To Whom Troop Money Belongs

Money earned by or donated to a troop becomes the property of the troop. It does not belong to individual girls or parents/guardians. Troop money should be used to equally benefit the troop as a whole, not individuals

Pennsylvania Sales Tax Exemption

As a Pennsylvania non-profit organization, GSEP is exempt from paying state sales tax. The Council tax exemption number is 75-039-824 and may be used for troop purchases only. A PA Exemption Certificate is available on the Forms page of our website. Tax exempt forms for surrounding states are also available through the council; contact your Membership Engagement Manager for a copy of those available.

Financing for the Troop

Planning and budgeting the finances of the troop is an ongoing process that requires input from the girls, parents, adult troop support, and leaders. For the most part, troop or group budgets are built on dues and profits from the annual cookie and fall product sale (if the girls choose to participate), and troop fundraising activities. Girls should be involved in troop finances including planning the budget, estimating costs of activities and materials and management of the troop funds/bank account, when age-appropriate.

Establishing a Troop Bank Account

Because troop/group funds are owned collectively by the girls, proper handling and accounting of the funds is imperative. ***All troop funds must be placed in a bank account.*** Please contact the SU Treasurer for information on opening your troop bank account.

Horizon SU Treasurer

Liz Drummond

Phone: 610-630-9172

Email: liz_drummond@hotmail.com

Mailing Address: 556 Long Meadow Road, Audubon, PA 19403

Did you know:

- ☐ Each troop must annually submit a Troop Financial Report by June 30.
- ☐ The Budget and Finance Report asks you to document all income and expenses for your Girl Scout year.
- ☐ At any time, parents/guardians may ask to see the troop finances.
- ☐ Girls can learn to keep track of the troop finances and make decisions on how the money should be spent.
- ☐ Troop funds are the property of the troop and should be used for troop activities.

Please refer to the forms sections of this packet and Volunteer Essentials, Managing Group Finances section 5, for additional information on troop finance guidelines.

Ins and Outs of Managing the Troop Funds

Your troop will have income (from dues, money-earning activities, and fall product and cookie sales) and expenses (program fees, supplies, food, and event costs). The best way to keep track of this is through your troop bank account. Document the income and expenses as they happen.

Income (Ins) As money comes into the troop, be sure to do the following:	Expenses (Outs) Record your expenses in a similar way as your income:
<ul style="list-style-type: none"> <input type="checkbox"/> Deposit all troop funds into the troop bank account <input type="checkbox"/> Document the income in the "deposit/credit" column of the checkbook ledger. Be sure to write a description of the income in the "description" column of the checkbook and the date of the deposit. <input type="checkbox"/> Keep all bank receipts and any other income receipts with troop financial records <input type="checkbox"/> When bank statements are received, check the statement against your documented income on the checkbook ledger and the receipts in the envelope. 	<ul style="list-style-type: none"> <input type="checkbox"/> Document expenses on the "Payment/debit" line in the checkbook. Be sure to write a description of the expense in the "description column." <input type="checkbox"/> Label all receipts from any expenses. For example, if you bought markers for the troop to use during meetings, label the receipt, "troop supplies." <input type="checkbox"/> When bank statements are received, check the statement against the expenses recorded in the checkbook and the receipts in the envelope.

Organizing for Success

The following tips will help you successfully complete the troop finance report:

- ☐ Get organized from the start. Have a file/envelope for expenses and one for income.
- ☐ Review the Troop Financial Report Form at the beginning of the Girl Scout troop year.

Organizing with an envelope

- ☐ Take an envelope and write "Troop Income" on the front of it.
- ☐ Put all bank receipts and any other income receipts in this envelope.
- ☐ Label a second envelope with "Troop Expense" on the front of it.
- ☐ Put all expense receipts in this envelope.
- ☐ Follow the steps in the chart above for documenting.

OR

Organizing with an accordion folder

- ☐ Label the tab with a month of the year.
- ☐ Place each month's receipts in the corresponding slot.
- ☐ Follow the steps above for documenting.



BUREAU OF
BUSINESS TRUST FUND TAXES
PO BOX 280901
HARRISBURG, PA 17128-0901

PENNSYLVANIA EXEMPTION CERTIFICATE

CHECK ONE:

- ☐ STATE OR LOCAL SALES AND USE TAX
☐ STATE OR LOCAL HOTEL OCCUPANCY TAX
☐ PUBLIC TRANSPORTATION ASSISTANCE TAXES AND FEES (PTA)
☐ VEHICLE RENTAL TAX (VRT)

(Please Print or Type)

This form cannot be used to
obtain a Sales Tax Account
ID, PTA Account ID or Exempt
Status.

Read Instructions
On Reverse Carefully

THIS FORM MAY BE PHOTOCOPIED – VOID UNLESS COMPLETE INFORMATION IS SUPPLIED

- CHECK ONE:** ☐ PENNSYLVANIA TAX UNIT EXEMPTION CERTIFICATE (USE FOR ONE TRANSACTION)
☐ PENNSYLVANIA TAX BLANKET EXEMPTION CERTIFICATE (USE FOR MULTIPLE TRANSACTIONS)

Name of Seller, Vendor or Lessor

Street City State ZIP Code

NOTE: Do not use this form for claiming an exemption on the registration of a vehicle. To claim an exemption from tax for a motor vehicle, trailer, semi-trailer or tractor with the PA Department of Transportation, Bureau of Motor Vehicles, use one of the following forms:

FORM MV-1, Application for Certificate of Title (first-time registrations)

FORM MV-4ST, Vehicle Sales and Use Tax Return/Application for Registration (other registrations)

Property and services purchased or leased using this certificate **are exempt** from tax because: (Select the appropriate paragraph from the back of this form, check the corresponding block below and insert information requested.)

- ☐ 1. Property or services will be used directly and predominately by purchaser in performing purchaser's operation of: _____
- ☐ 2. Purchaser is a/an: _____
- ☐ 3. Property will be resold under Account ID _____. (If purchaser does not have a PA Sales Tax Account ID, include a statement under Number 7 explaining why a number is not required.)
- ☒ 4. Purchaser is a/an: Charitable Organization holding Exemption Account ID 75 - 039824
- ☐ 5. Property or services will be used directly and predominately by purchaser performing a public utility service.
☐ PA Public Utility Commission PUC Number _____ and/or ☐ U.S. Department of Transportation MC/MX _____
- ☐ 6. Exempt wrapping supplies, Account ID _____. (If purchaser does not have a PA Sales Tax Account ID, include a statement under Number 7 explaining why a number is not required.)
- ☐ 7. Other
 (Explain in detail. Additional space on reverse side.)

I am authorized to execute this certificate and claim this exemption. Misuse of this certificate by seller, lessor, buyer, lessee or their representative is punishable by fine and imprisonment.

Name of Purchaser or Lessee

Girl Scouts of Eastern PA

King Franks Dow

EIN Date

23-1352309

Street City State ZIP Code

330 Manor Rd Miquon PA 19444

1. ACCEPTANCE AND VALIDITY:

For this certificate to be valid, the seller/lessor shall exercise good faith in accepting this certificate, which includes: (1) the certificate shall be completed properly; (2) the certificate shall be in the seller/lessor's possession within 60 days from the date of sale/lease; (3) the certificate does not contain information which is knowingly false; and (4) the property or service is consistent with the exemption to which the customer is entitled. For more information, refer to Exemption Certificates, Title 61 PA Code §32.2. An invalid certificate may subject the seller/lessor to the tax.

2. REPRODUCTION OF FORM:

This form may be reproduced but shall contain the same information as appears on this form.

3. RETENTION:

The seller or lessor must retain this certificate for at least four years from the date of the exempt sale to which the certificate applies.

DO NOT RETURN THIS FORM TO THE PA DEPARTMENT OF REVENUE.

4. EXEMPT ORGANIZATIONS:

This form may be used in conjunction with form REV-1715, Exempt Organization Declaration of Sales Tax Exemption, when a purchase of \$200 or more is made by an organization which is registered with the PA Department of Revenue as an exempt organization. These organizations are assigned an exemption number, beginning with the two digits 75 (example: 75-00000-0).

What is ACH?

ACH stands for Automated Clearing House and refers to an electronic banking network often used for direct deposit and electronic bill payment.

How does ACH work?

ACH works by allowing a third party (GSEP) to either debit or credit a troop's account. The ACH Debit/Credit Authorization Form is filled out by the troop that authorizes these actions. This paperwork includes information such as the troop's bank account and routing numbers and is supported by a voided check from the troop's bank account. Troops simply deposit all money collected from Product Programs into their troop's account. A calculation is made and communicated to the troop in advance for review and then on predetermined dates, the amount is "swept" from the troop's bank account into GSEP's bank. The troop does not need to use special deposit tickets nor locate GSEP's bank branch and plan a special trip. The amount of money that is pulled is based on proven percentages from orders such as the percentage of an initial order.

Will the troop need to fill out the authorization form every year?

No, as long as the bank account and signers stay the same. If the bank information changes or there is a change in signer, a new ACH form will need to be filled out and sent to Council.

Does my troop have to have a bank account to participate in ACH?

Yes.

Does my troop bank account have to be with TD Bank?

No, any FDIC approved bank can be used; TD Bank offers some special account services and GSEP can often help provide the right TD bank personnel to answer questions should they arise.

Can the troop's account be a savings account? What if my troop does not have a check to void?

Yes. If no check is provided with your troop bank account, a bank specification letter can be requested from your financial organization that lists a routing and account number.

Can a troop predetermine the amount pulled from their account?

No. For GSEP Product Programs the amount swept from a troop's account is determined by a proven percentage of orders and is provided to the troop for review. For specific percentages, please refer to the ACH Procedure Document.

Will a troop be notified before the money is swept out of the account?

Yes. Troop leaders and troop product program managers will be notified via emails with the balance that will be withdrawn from their troop account for each sweep. This email will be sent to the email address listed in the troop's profile on SNAP and Nut-E. The Troop Nuts about Reading Manager (TNAR) and Troop Cookie Manager (TCM) are responsible for entering accurate and current emails into the troop profile in order to receive these important email communications. The general dates of the sweeps will be present

on the ACH Procedure Document, the GSEP web site and will also be communicated through Product Program trainings and newsletters.

What are the benefits of ACH?

- Less work for the Troop Product Program Manager! Now, they will not have to deal with deposit slips or have to make deposits into both the troop account and then into GSEP's account.
- No worries for the troops about over depositing money into the Council account and then needing to wait for a refund.
- It's greener! Less paper mailings for refund checks and no deposit slips for the Council account.
- All troops can participate easily, even if they are located far away from a TD Bank.

If the money is not in the troop's bank account when the sweep is planned, what happens?

As discussed, all sweeps are communicated with a troop in advance and the troop has time to confirm and discuss the status prior to the sweep. However, if the troop bank balance is non-sufficient to cover the agreed upon ACH value, an NSF charges maybe be incurred. These fees differ with each bank. Please contact your bank if you have any questions.

Will TD bank still continue to try and sweep an account if funds are unavailable at the first attempt?

Yes, a second attempt will be made. If there are insufficient funds in the bank account, the troop leader will be contacted and arrangements will be made with the troop leader for payment. Any fees incurred for each failed attempt will be the responsibility of the troop.

What should I do if I know that the money will not be in the bank on the date of the sweep?

Timely and regular communication among the leadership of the troop is a vital component of the success of ACH with your troop. Please keep in mind that deposits into the troop account can be done by a variety of people including the troop leader or another trustworthy parent. However, we understand that emergencies happen. If you find that this is the case, the troop can fill out an ACH Deadline Extension Form and submit it to ACH (ach@gsep.org). This form must be received by Council no later than 3 business days before the date of the sweep.

What if Council pulls an incorrect amount from my troop's account?

Your attention to Nut-E and Snap™ is important. Any wrong entries in girls selling, transfers or reorders will affect your balance. Since we will pull funds from your account based on these variables, it is feasible that an incorrect amount could be pulled. Your outstanding balance will be clearly listed on your T-2 or Troop Balance Summary Report. If we discover something that changes your balance during our audit, your troop will be credited or debited accordingly.

Is ACH mandatory for my troop or service unit?

Yes, participation in ACH is required for all Troops. Service units are also required to participate to receive any Product Program monetary incentives. GSEP will make ACH deposits to make payment to the troop or service unit which will streamline the movement of funds to a troop's account while saving time and energy by avoiding special trips to the bank for deposits.

7/25/2013

ACH Procedure Document

ACH Definition

ACH, or Automated Clearing House, is an electronic network for financial transactions in the United States. These transactions include debit and credit entries, also known as sweeps, and are common to facilitate payment such as direct deposit, insurance premiums, mortgage payments or income tax rebates. ACH works by allowing a Troop or Service Unit to grant GSEP authorization to issue ACH debits or credits to an account. Before any transactions can be processed, we first require a signer on a troop or service unit account to complete an ACH Authorization Form. The signer will attach a voided check to the ACH Authorization Form. Troops can forward these forms to their respective SU Treasurer or a SU Representative who is designated to collect them. GSEP will process sweeps as outlined in this document. GSEP will not process any unannounced transactions. GSEP will refine and communicate the final schedule presented here if, for example, inclement weather affects the Cookie Program.

ACH in Product Program

In order to facilitate payments from the troop to GSEP for the Nuts about Reading and Cookie Programs, GSEP establishes a schedule to transfer funds from a troop's bank account. The general dates of this schedule are outlined below.

Troop leaders and troop product program managers will be notified via emails with the balance that will be withdrawn from their troop account for each of these sweeps. This email will be sent to the email address listed in the troop's profile in the Nut-e and Snap software. The troops' product program managers are responsible for entering accurate and current emails into the troop profile in order to receive these important email communications.

Participation in the NAR or Cookie Program requires a completed ACH Authorization Form on file with GSEP.

Troops are responsible to deposit sufficient funds to cover these debits, and will be responsible for any resulting non-sufficient funds fees. These fees differ depending on your bank's policy.

If the troop will not have funds available on the date of the schedule sweep, it is the troop's responsibility to complete and deliver an ACH Deadline Extension form at least three business days before a scheduled sweep. This form can be found at www.gsep.org under "Forms."

Troops authorize GSEP to repeat the debit one time for a returned transaction due to insufficient funds. GSEP will contact the troop before this second attempt occurs using the contact information that the TCM (Troop Cookie Manager) has entered into the appropriate Product Program software.

2015 Nuts about Reading Sweep Schedule:

The NAR sweep will be scheduled to occur on 12/9/2015. The amount of the sweep will be the balance (less troop proceeds). If a troop will not have sufficient funds available on this date, they have the option of submitting a request to delay the sweep by submitting a completed ACH Deadline Extension by 12/6/2015. Delays in ACH sweeps could impact the total incentive earned by the troop or SU. If any change is discovered (due to inventory transfer, for example) a second sweep to reconcile the account will be scheduled to debit/credit the troop's account. All troops will be contacted with the specifics of the sweeps in advance directly by GSEP.

Sweep:	Sweep Date:	Sweep Value:	Rescheduled Date:
1 st Sweep	12/9/15	Balance owed	12/16/15

2016 Cookie Program Sweep Schedule:

The Cookie Program will have a series of sweeps to accommodate the troop's progress throughout the program. The confirmed dates of the sweeps will be communicated at training. The first sweep will be 15% of the retail value of total inventory as of 1/20/16. The second sweep will be 35% of the retail value of total inventory as of 2/16/16. The third sweep will be the remaining value owed to council (less troop proceeds). GSEP will complete an audit of all troop paperwork at the end of the cookie program. If a transfer or change in profit is discovered GSEP will conduct a final sweep to reconcile the account. GSEP will be in contact with the TCM on all sweep transactions.

Sweep:	Sweep Date:	Sweep Value:	Rescheduled Date:
1 st Sweep	1/28/16	15% troop inventory (as 1/20/15)	2/4/16
2 nd Sweep	2/25/16	35% troop inventory (as 2/16/16)	3/3/16
3 rd Sweep	3/25/16	100% less troop proceeds	4/1/16

ACH Credits

GSEP will begin paying Troops and Service Units through the ACH Network in which transactions are directly deposited. Receiving your payments electronically offers a variety of benefits. Your Troop or Service Unit will have prompt availability of funds and will not be impacted by misplaced checks. Troops will not need to make deposits of physical checks from GSEP into their troop account.

Below is a list of some of the regular payments GSEP makes to Troops and Service Units:

- Financial aid
- Volunteer grants received on behalf of Troops and Service units
- Refunds of program fees as a result of overpayments or cancellation
- Refunds for overpayments of membership registration fees
- Refunds for overpayment of Troop proceeds
- Service Unit cookie incentives

To assist your Troop or Service Unit to identify its payments from GSEP, the leader of the troop or SU will receive email notifications that contain a summary of the payment information and confirm that the payment has been processed. Payments from GSEP will be included as a transaction that will appear on your troop's or service unit's monthly bank statement. This addendum or transaction contains the Council's name.

Credit Card Readers

GSEP allows the use of Square Readers during the cookie sale. All information regarding use of the Square reader can be found on gsep.org or by emailing gsepfinance@gsep.org.

11/9/2015



Troop and Service Unit Authorization for ACH DEBITS/CREDITS

As a current signer of the below referenced SU/Troop, I hereby authorize Girl Scouts of Eastern Pennsylvania (GSEP) to initiate credit and/or debit entries associated with payment or sweeps, for example Product Program, for my SU/Troop in accordance with GSEP's ACH Procedures.

If you have any questions about completing this form please contact your SU Treasurer/SUM.

Should your SU/Troop decline to receive payments via ACH transactions the leader will be responsible for picking up any payments at the Shelly Ridge Service Center, during regular business hours.

Attach VOIDED Check HERE

(If no check is available or you have a savings account,
please attach an ACH specification letter provided by your bank.)

Date ___/___/___ SU # _____ Troop # _____

Bank Information:			
Name of Bank or Financial Institution		Branch Location	Reason for form: New Troop Change Account Change Signer
Name of Account (as it appears on check or bank statement)			
Bank City	Bank State	Bank Zip Code	Bank Phone
Routing Number		Account Number	
Signer Information:			
Signer Name (Please Print)		Position Troop Leader	Cookie Manager Other(Specify):
Address			
City	State	Zip Code	
Email Address		Phone Number	
By signing, I agree to the terms outlined in the ACH Procedure document:			Date signed

Please submit a completed copy to ach@gsep.org and to your respective SU Treasurer / SUM.

Revised August 2016

GIRL SCOUTS OF EASTERN PENNSYLVANIA TROOP/GROUP MONEY EARNING REQUEST

Girl Scout troops/groups are financed by dues, money-earning activities and a portion of money earned through Council sponsored Product Program activities. All Girl Scouts may participate in the Council sponsored Product Program activities. Additional troop/group money earning may be done only by troops who have participated in the Cookie Program **and** the Nuts About Reading Program. Troop money earning activities are not permitted during the Cookie Program or Fall Product Program dates.

INSTRUCTIONS: Please submit this fill-able form to your Service Unit Manager at least 4 weeks prior to the date of your activity. The SUM will return the form and approve or decline the intended activity. The SUM will forward a copy of the form to the Membership Manager. This form must be submitted to **ensure approval for future money earning activities.**

Service Unit Name: _____ Service Unit Number: _____

Troop Number: _____ Age Level: _____ Number of Girls: _____

Troop/Group Leader Name: _____ E-mail: _____

Home Phone: _____ Cell Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Please describe the money-earning activity planned: _____

Date(s) of money earning activity: _____ Estimated earnings: \$ _____

How are the earnings to be used? _____

How are the girls planning and participating in the money earning activity? _____

Estimated troop expenses for year \$ _____

Estimated troop income for year \$ _____

Cookie Program Proceeds \$ _____

Other. \$ _____

Total \$ _____

I agree to adhere to these standards and policies of troop money earning.

Leader Signature _____ Date _____

Service Unit Manager Signature _____ Date _____

Approve ☐ Decline ☐



GIRL SCOUTS OF EASTERN PENNSYLVANIA TROOP FINANCIAL REPORT

Due annually no later than June 30. Even though troop activities may not be over, complete and send two copies of this report to your Service Unit Manager with a copy of the troop's most recent bank account statement attached.

Troop#: _____ Service Unit#: _____ Date: _____

___ Daisy ___ Brownie ___ Junior ___ Cadette ___ Senior ___ Ambassador Number of registered girls ___ adults ___

DUES: Amount collected per girl: \$ _____ weekly \$ _____ monthly \$ _____ yearly

Service Unit Name: _____

Person Completing Report: _____ Position: _____

BANK ACCOUNTS: Checking account at: _____

Savings or other at: _____ Name of Bank _____ Account # _____

_____ Name of Bank _____ Account # _____

AUTHORIZED SIGNERS ON BANK ACCOUNTS:

Name: _____

Address/Zip: _____ Phone: _____

Name: _____

Address/Zip: _____ Phone: _____

Name: _____

Address/Zip: _____ Phone: _____

SUMMARY OF TROOP INCOME AND EXPENSES:

Income

Balance Previous May 31, _____	\$ _____
G.S. Registration Fees Paid	\$ _____
Troop Dues Collected	\$ _____
Activity Fees	\$ _____
Fall Product Profit	\$ _____
Cookie Profit	\$ _____
Money Earning Profit	\$ _____
Donations	\$ _____
Account Interest	\$ _____
Juliette Low World Friendship Fund	\$ _____
Other _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Income	\$ _____

Expense

G.S. Registration Fees Paid	\$ _____
Program Supplies (crafts, etc.)	\$ _____
Awards and Insignia	\$ _____
Food and Refreshments	\$ _____
Trips and Transportation	\$ _____
Money Earning Costs	\$ _____
Service Projects	\$ _____
Bank Charges	\$ _____
Overnight Camping	\$ _____
Equipment _____	\$ _____
Transportation _____	\$ _____
Juliette Low World Friendship Fund	\$ _____
Other (i.e. bank charges, etc.)	\$ _____
_____	\$ _____
Total Expense	\$ _____

BALANCE (Income – Expense) as of May 31, _____ \$ _____

If balance is more than \$100, please indicate the plan for use: _____

Funds owed to the troop (for example dues, cookies): _____

Is leader continuing with this troop? ☐ Yes ☐ No If no, name of new leader: _____

Name of Person Completing Report: _____

Troop Leader's Signature _____ Date: _____

Service Unit Manager Signature _____ Date: _____

Thank you for providing this important information needed to comply with organization guidelines.

Data from troop financial reports supports the use and need of troop funds.

THIS REPORT INCLUDING THE ATTACHED BANK STATEMENT IS FILED WITH RECORDS IN THE SHELLY RIDGE SERVICE CENTER.



Beginning Balance \$

The troop financial worksheet is provided to you to aid in the record keeping of all the money received or paid out of the troop treasury, such as payment of troop dues, purchase of equipment, product sale money, payment of troop supplies and refreshments, and payment of membership registration.

[illegible]

[illegible]

Total Income	\$
Total Expenses	\$
Balance	\$

Use the negative sign (-) before numbers in the expenses table. This will allow the balance to calculate correctly.

Section 7 – Trips

Horizon Service Unit #648
TRIP PROCEDURES

2016—2017

(For additional detail, see Volunteer Essentials
or Safety Activity Checkpoints online)

HORIZON SU TRIP CONSULTANT:

Maeve Vogan
610-584-4161
Horizon648.trip@gmail.com
Mailing Address: 1301 Dell Road, Norristown, PA 19403

DEFINITION OF “TRIP”

Any Girl Scout activity that takes place outside of your troop’s regular meeting **TIME** or meeting **PLACE**.

REQUIREMENTS

ALL trips must be approved in writing by the HSU Trip Consultant and/or GSEP before the trip occurs. **REMEMBER: TRIPS NOT APPROVED ARE NOT INSURED BY GIRL SCOUTS.**

- Bring signed Parent Permission for Troop Activity or High Risk Permission (if needed), and Health History Record forms for each girl on the trip.
- Take the Troop First Aid Kit
- Leader must review and follow Safety Activity Checkpoints for the particular type of activity. Make sure you follow the required Adult/Girl trip ratio.

DRIVER REQUIREMENTS:

All drivers of Girl Scouts to an activity or event must comply with all of the following:

- Be an approved adult volunteer
- Be registered with GSEP
- Have all background clearances needed to be a volunteer.
- Have a good driving record, a valid license, and a registered / insured vehicle.
- Every driver must have completed the Volunteer Driver Form.
- Girls are **never** permitted to drive other girls.

DAY TRIP:

For any one-day activity(ies) outside of your regular troop meeting time and/or place, you **MUST**, complete the GSEP Day Trip Application. Note: if the destination is a day trip sponsored by GSEP or the Horizon SU you **don’t** need this form. (All Council and Service Unit Events are considered approved).

- High Risk Activity (that is any distance from your troop meeting location) – Review GSEP High Risk Activity Fact Sheet and GSUSA Safety Activity Checkpoints – Submit 1 month prior to trip.

OVERNIGHT TRIP

Overnight Trips (1-2 nights or 3 night travel if it occurs over a US Federal Holiday weekend or during the summer months) **including camping at GSEP properties** – Submit 1 month prior to trip

- High Risk Activity (that is any distance from your troop meeting location) – Review GSEP High Risk Activity Fact Sheet and GSUSA Safety Activity Checkpoints – Submit 1 month prior to trip.

HIGH RISK ACTIVITY

Are those that demand greater physical ability, emotional stamina and skill. There activities may require specialized training, equipment, and supervision. Please see the Safety Activity Checkpoints and GSEP High Risk Activity Fact Sheet for requirements when participating in a high risk activity.

- When participating in any high risk activity, all registered Girl Scouts must have a signed High Risk Activity Permission Form and a current Health History Form.

EXTENDED TRAVEL – Trips lasting more than 3 days

Extended Trip Applications are sent to council according to the deadlines below. Proposals must be approved before sending in Final Submissions. Extended trips require both a Proposal and a Final Submission to be submitted. One form now serves both purposes – check off “Proposal” at the top of the form for your first submission, and check off “Final Submission” for your final paperwork. Extended trips that are not approved by GSEP are not official Girl Scout trips, and therefore will not be covered by Girl Scout Activity Insurance. This will be enforced. Extended Trip Application Forms are sent to travel@gsep.org.

Extended trips are exciting and memorable opportunities for girls. These travel plans should be thought out well in advance, and this process should be girl-led. Discourage trips that are “just for fun,” and encourage trips that have Girl Scout or educational elements, such as visiting a World Center, going to a museum, or doing a service project.

To ensure your trip is approved, remember these tips:

- The number of adult chaperones attending cannot be greater than the number of Girl Scouts attending. The minimum number of adult volunteers required according to the
- adult-to-girl ratio chart must be met for all trips.
- At least 50% of girls from the troop must attend.
- It is strongly recommended that international travel be done by Cadettes and older.
- Deadlines:
- Trips within GSEP council

- Extended Trip Application - Proposal due 3 months prior to trip
- Extended Trip Application - Final Submission due 30 days prior to trip
- Trips outside of GSEP council within the USA
- Extended Trip Application - Proposal due 6 months prior to trip
- Extended Trip Application - Final Submission due 60 days prior to trip
- International trips (trips outside the USA)
- Extended Trip Application - Proposal due 12 months prior to trip
- Extended Trip Application - Final Submission due 60 days prior to trip

CERTIFICATES OF INSURANCE ARE REQUIRED FOR SOME DESTINATIONS:

(e.g. gymnastics, horseback, skiing, theme parks, specialized play centers, skating, whitewater rafting, boating, rock climbing, hayrides, and transportation companies.) The list of current sites with Certificates of Insurance is located on the GSEP website (click the link <http://www.gsep.org/wp-content/uploads/2015/02/102COI-for-updating.pdf>)

- If your destination/site is not on the list it is the troop leader's responsibility to contact the destination/site and have the appropriate Certificate of Liability Insurance faxed to Susan Schmalzried, 215-745-4947 at GSEP.
- The trip cannot be approved until the Certificate has been received by GSEP.
- In addition, if non-GS people will be attending the trip/event then additional insurance should be purchased (see Plan 2 Form).

GIRL SCOUTS OF EASTERN PENNSYLVANIA DAY TRIP APPLICATION

**Submit at least one week prior to your trip to your Service Unit Manager or Service Unit Trip Advisor.
Please send all COI(s) to Susan Schmalzried at sschmalzried@gsep.org.**

Section 1–Trip Activity Information			
Today's Date:	Troop No:	Service Unit No: Service Unit Name:	
Trip Leader Name:			
Address:	City:	State:	ZIP:
Phone Number:		Email:	

Adult certifications and trainings (if req'd.):		
Name	Certification/Training	Date
	First Aid and CPR	
	Other	

Section 2–Trip Itinerary	
Proposed Trip Date:	Trip Destination:
Please list major activities. Asterisk (*) high risk activities.	
Are there high risk activities on this trip? Yes No <input type="checkbox"/> High risk activities reviewed with parents/ guardians. <input type="checkbox"/> COI(s) on file or submitted.	

Emergency Contact Information:	
At home emergency contact:	Phone number(s):

Number of Registered Girl Scout Participants:						
Daisy	Brownie	Junior	Cadette	Senior	Ambassador	Adults F M
						<div style="display: flex; justify-content: space-between; width: 100%;"> F M </div>
*Number of non-registered participants: _____ Children: _____ Adults: _____ Total Female: _____ Male: _____ *Additional insurance is required for any activity in which non-members are participating. <input type="checkbox"/> Plan 2 insurance form was submitted. <input type="checkbox"/> All adults attending have a current completed background clearance if driving.						

Section 3–Transportation	
For day trips 60 miles or more from your meeting place.	
Type of transportation planned:	
<input type="checkbox"/> Bus <input type="checkbox"/> Certificate of Insurance is on file with GSEP or submitted.	
<input type="checkbox"/> Boat <input type="checkbox"/> Certificate of Insurance is on file with GSEP or submitted.	
<input type="checkbox"/> Train	
<input type="checkbox"/> Car <input type="checkbox"/> Van , 10 passenger or less <input type="checkbox"/> Volunteer Driver Form is on file.	

Section 4–Trip Leader Statement of Compliance	
Please verify that you are in compliance with the below statements:	
	GSUSA and GSEP health, safety, and emergency procedures have been reviewed and are being followed.
	Parents/guardians are informed of the trip activities, safety and emergency procedures, and have essential contact information.
	Appropriate permissions (including health forms) have been obtained for each girl and will be carried by the leader and first aider at all times.
	Our group will conduct ourselves in a positive manner as representatives of Girl Scouts.
	All adult participants are able to perform in their capacities according to GSUSA health and safety guidelines.
	All adult chaperones are registered and cleared per GSEP policy.
Trip Leader Signature: _____ Date: _____ <small>(Your typed name may act in place of a signature)</small>	
Service Unit Manager/Trip Advisor Signature: _____ Date: _____ <small>(Your typed name may act in place of a signature)</small>	

GIRL SCOUTS OF EASTERN PENNSYLVANIA OVERNIGHT TRIP APPLICATION

Submit at least one month prior to your trip to your Service Unit Manager or Service Unit Trip Advisor.
Overnight Trips are trips lasting 1-2 nights or 3 nights if occurring over a US Federal Holiday Weekend
or during the summer months (June–August). This includes camping at GSEP properties.
Please send all COI(s) to Susan Schmalzried at sschmalzried@gsep.org.

Section 1–Trip Activity Information				
Today's Date:	Troop No:	Service Unit No: Service Unit Name:		
Trip Leader Name:				
Address:			City:	State: ZIP:
Phone Number:		Email:		

Adult certifications and trainings (if req'd.):		
Name	Certification/Training	Date
	First Aid and CPR	
	Outdoor/ Indoor Skills 1 & 2	
	Other	

Number of Registered Girl Scout Participants:						
Daisy	Brownie	Junior	Cadette	Senior	Ambassador	Adults F M
						<div style="display: flex; justify-content: space-between; width: 100%;"> </div>
<input type="checkbox"/> All adults attending have a current completed background clearance if driving.						
Emergency Contact Information:						
At home emergency contact:				Phone number(s):		

Section 2–Trip Activity Information	
Proposed Departure Date:	Proposed Return Date:
Trip Destination:	
Trip Itinerary. Please list major activities girls will do. Asterisk (*) high risk activities.	
Day 1:	
Day 2:	
Day 3:	
Are there high risk activities on this trip? Yes No <input type="checkbox"/> High risk activities reviewed with parents/ guardians. <input type="checkbox"/> COI(s) on file or submitted.	

Section 3–Transportation	
Type of transportation planned:	
<input type="checkbox"/> Bus <input type="checkbox"/> Certificate of Insurance is on file with GSEP or submitted.	
<input type="checkbox"/> Plane , airline and flight Numbers _____	
<input type="checkbox"/> Boat <input type="checkbox"/> Certificate of Insurance is on file with GSEP or submitted.	
<input type="checkbox"/> Train	
<input type="checkbox"/> Car <input type="checkbox"/> Van , 10 passenger or less <input type="checkbox"/> Volunteer Driver Form is on file.	

Section 5–Money		
Trip Cost Total		
# of girls x	\$	Total \$
# of adults x	\$	Total \$
Total cost of trip		\$

Income Sources for Trip		
Cost covered by parents and girls	\$	Total \$
	x # of girls	
Council product sales NAR and Cookies		\$
Troop money-earning activities:		\$
Total income		\$

Section 4–Lodging	
Lodging: Please list the name and address of where you will be staying. Must provide separate sleeping quarters and toilet facilities for males on trip.	
Night 1: Vendor name and address	COI on file <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required
Night 2: Vendor name and address	COI on file <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required
Night 3: Vendor name and address	COI on file <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required

Section 6–Trip Approval	
Trip Leader Statement of Compliance	
Please verify that you are in compliance with the below statements:	
<input type="checkbox"/>	GSUSA and GSEP health, safety, and emergency procedures have been reviewed and are being followed.
<input type="checkbox"/>	Parents/guardians are informed of the trip activities, safety and emergency procedures, and have essential contact information.
<input type="checkbox"/>	Appropriate permissions (including health forms) have been obtained for each girl and will be carried by the leader and first aider at all times.
<input type="checkbox"/>	Our group will conduct ourselves in a positive manner as representatives of Girl Scouts.
<input type="checkbox"/>	All adult participants are able to perform in their capacities according to GSUSA health and safety guidelines.
<input type="checkbox"/>	All adult chaperones are registered and cleared per GSEP policy.
Trip Leader Signature:	Date:
Service Unit Manager/Trip Advisor Signature:	Date:

(Typed names may act in place of signatures)

Revised August 2016



Council Use		
Documents received	YES	NO
Insurance on file	YES	NO
COIs obtained	YES	NO
Approval Sent:	_____	

GIRL SCOUTS OF EASTERN PENNSYLVANIA EXTENDED TRIP APPLICATION

All extended trips require a Proposal and a Final Submission in order to be approved. Please indicate which form you are submitting by checking the appropriate box. You will receive a response regarding your trip's approval within 10 business days. **Please send Extended Trip Applications to travel@gsep.org and send all COI(s) to Susan Schmalzried at sschmalzried@gsep.org.**

First, submit your Proposal according to the deadlines below. Please wait for Proposal approval before submitting your Final Submission. Then, submit your Final Submission according to the deadlines below. When submitting your Final Submission, you may complete the entire form, or just fill in the sections that have new information or changes. Please indicate these sections in the box. Final Submission approval is required in order for your trip to be considered an official Girl Scout trip.

<input type="checkbox"/> Proposal <ul style="list-style-type: none"> • Submit 3 months prior for trips 3 nights or more in council. • Submit 6 months prior for trips 3 nights or more outside of council within the US. • Submit 12 months prior for international trips. 	<input type="checkbox"/> Final Submission <ul style="list-style-type: none"> • Submit 30 days prior for trips 3 nights or more in council. • Submit 60 days prior for trips 3 nights or more outside of council within the US. • Submit 60 days prior for international trips. <p>Please list updated sections: _____</p>
--	--

Section 1–General Information			
Today's Date:	Troop No.:	Service Unit No.:	
		Service Unit Name:	
Trip Leader Name:			
Address:	City:	State:	ZIP:
Phone Number:		Email:	

Number of Registered Girl Scout Participants:						
Brownie	Junior	Cadette	Senior	Ambassador	Adults	
					Females	Males

Adult certifications and trainings:		
These Adults <u>have</u> the trainings or certifications required for this trip and are able to perform their role.		
Name	Certifications/Trainings	Date
	First Aid and CPR (REQUIRED)	
	Outdoor/Indoor skills 1&2 (REQUIRED)	
	Other	

Trip Insurance Information: Additional insurance is required for trips lasting 3 or more nights. Check GSEP's website for details about each plan. Please submit form & payment to Human Resources at Shelly Ridge, 330 Manor Road, Miquon, PA 19444.			
<input type="checkbox"/> Plan 2	<input type="checkbox"/> Plan 3E	<input type="checkbox"/> Plan 3P	<input type="checkbox"/> Plan 3Pi (International Trips)

Emergency Contact at Home: Name: Day Phone: Evening Phone:	Emergency Contact on Trip: Name: Phone:
--	--

Section 2–Trip Activity Information

Departure Date:

Return Date:

Trip Destination:

Please attach an outline of the activities the girls will do each day. Asterisk (*) high risk activities.

Are there high risk activities on this trip? Yes No

☐ High risk activities reviewed with parents/ guardians.

☐ COI is on file with GSEP or submitted.

Section 3–Lodging

Lodging: Please list the name and address of where you will be staying. Must provide separate sleeping quarters and toilet facilities for males on trip.

Vendor name and address

COI on file

- ☐ Yes
☐ No
☐ Not required

Vendor name and address

COI on file

- ☐ Yes
☐ No
☐ Not required

Vendor name and address

COI on file

- ☐ Yes
☐ No
☐ Not required

Vendor name and address

COI on file

- ☐ Yes
☐ No
☐ Not required

Section 4–Transportation

Type of transportation planned:

☐ **Bus**

☐ COI is on file with GSEP or submitted.

☐ **Plane**, airline and flight numbers:

☐ **Boat**

☐ COI is on file with GSEP or submitted.

☐ **Train**

☐ **Car**

☐ **Van** (10 passenger or less)

☐ Volunteer Driver form completed and on file with leader and GSEP.

Driver list: if traveling by car/van complete the following chart. List additional driver(s) information on a separate paper.

Name	Volunteer Driver Form completed

Section 5–Budget

Trip Costs	\$
Airfare	
Lodging	
Transportation	
Food	
Activities	
Tipping	
Registration	
Insurance	
Trip Buffer 10% over trip costs to cover higher prices, incidentals that arise, etc.	
Other:	

Section 6–Trip Participant Roster

List all participants attending the trip (Adults and Girls). Everyone must be a Registered Girl Scout. *If you need more space, submit an additional typed page that contains the information below.*

Girl or Adult	Name	Birth date	Age at time of trip	Girls or Adults have required permissions	Adults have background clearance

Section 7–Trip Approval

Trip Leader Statement of Compliance

Please verify that you are in compliance with the below statements:

<input type="checkbox"/>	GSUSA and GSEP health, safety, and emergency procedures have been reviewed and are being followed.
<input type="checkbox"/>	Parents/guardians are informed of the trip activities, safety and emergency procedures, and have essential contact information.
<input type="checkbox"/>	Appropriate permissions (including health forms) have been obtained for each girl and will be carried by the leader and first aider at all times.
<input type="checkbox"/>	Our group will conduct ourselves in a positive manner as representatives of Girl Scouts.
<input type="checkbox"/>	All adult participants are able to perform in their capacities according to GSUSA health and safety guidelines.
<input type="checkbox"/>	SUM notified of intent to travel.

Trip Leader Signature:

Date:

(Your typed name may act in place of a signature)

Revised August 2016

Guidelines for Volunteer Drivers

All adults assuming responsibility for driving during Girl Scout activities must be at least 21 years of age, be a registered adult Girl Scout member, have a valid driver's license, carry the minimum insurance required by law, and have successfully completed the Volunteer Application Process and the current Criminal Background Clearance Process without any restrictions.

When driving girls, please follow the below guidelines carefully:

1. The car is in safe condition; with good brakes and tires (including the spare); and that you have enough gasoline. Vehicles should also carry a first aid kit, and emergency procedures card.
2. A driver needs to be prepared to show current proof of vehicle insurance, vehicle registration and driver's license.
3. Everyone will be transported in vehicles designed by the manufacturer for carrying passengers. Persons will not be transported in campers except in those parts of the vehicle specifically designed to carry passengers. All passengers must wear seat belts at all times. Seat belts should be used as designed, one person per belt. Adhere to Pennsylvania State laws regarding booster seats and requirements for children in rear seat ([http://www.dmv.state.pa.us/pdotforms/pa_driversmanual / chapter_5.pdf](http://www.dmv.state.pa.us/pdotforms/pa_driversmanual/chapter_5.pdf))
4. Vans used to carry Girl Scouts should be designed to carry 10 passengers or less. The use of a 15 passenger van to transport Girl Scouts is prohibited. While the use of a 12 passenger van is NOT RECOMMENDED, if a 12 passenger van is the only option available, the driver should have driver training/experience related to 12 passenger vans.
5. Observe speed and other traffic laws in your state and in any other state in which you are driving, for safety and as an example to girls riding with you.
6. Avoid caravanning, or traveling as a group of vehicles in single file. Travel at a safe distance within visibility of the group's other vehicles but not in single file.
7. Adult to girl ratio for travel and trips must be followed. See Chapter 4 of the Volunteer Essentials manual for more information.
8. Arrive at the departure point early enough to allow plenty of time for loading girls, adults, and baggage.
9. Before leaving, review or explain safety rules to passengers:
 - Seat belts on at all times
 - Hands and arms inside
 - Noise must be kept at a level acceptable to driver
 - Special rules for your car
10. Each vehicle shall carry passenger Health Histories and Permission Slips.
11. Volunteers are prohibited from smoking in the presence of girls and/or during any Girl Scout activity.
12. No volunteer may undertake a role as a Girl Scout member while under the influence of, or impaired by any illegal drug or alcohol, nor use or possess it while on council business. A volunteer using a legally prescribed or over-the-counter drug, must not accept volunteer responsibilities if her/his abilities to perform safely are compromised by the use of the prescribed or over-the-counter drug.

The Troop/Group Leader will provide drivers with:

- Appropriate permission/medical release forms for all passengers (girls and adults).
- The phone number of the troop/group's emergency contact person.
- Directions and map to destination.

The Troop/Group Leader:

- Is responsible for the overall safety of the girls.
- Will follow council emergency procedures.
- Leader retains Volunteer Driver Form.

DRIVER INFORMATION:

Full Name and address as it appears on Drivers License:

Cell Phone:

Number of passenger seat belts:

DRIVER QUALIFICATIONS:

- ☐ Driver has a current valid Drivers' License and auto insurance required by the state of Pennsylvania.
- ☐ Driver's own automobile insurance is primary. Girl Scouts of Eastern Pennsylvania does not provide additional coverage for automobiles.
- ☐ Driver is a registered adult Girl Scout member and has successfully completed the Volunteer Application Process and the current Criminal Background Clearance Process without any restrictions and has read and agrees to follow the Guidelines for Volunteer Drivers.

Driver Signature

Date

GIRL SCOUTS OF EASTERN PENNSYLVANIA PARENT CONSENT AND HEALTH HISTORY RECORD

This health history is to be completed and signed by the parent/guardian of the girl and kept with troop records.
Health histories may be used for adults that travel with girls but are not required for adults.

Name of Child:	Date of Birth:	Age:
Address:	Troop No.:	
Parent/Guardian:		
Home Address:		
Business Address:		
Home Phone:	Work Phone:	
E-mail Address:	Cell Phone:	
In Emergency Notify: Name:		
Address:		
Relationship:	Phone:	
Name of Family Physician:	Phone:	
Family Medical/Hospital:		
Policy Number:	Group Number:	
Insurance Carrier:		

Authorizations: I (We), the custodial parent(s)/legal guardian(s) give my (our) permission for:

Name of Girl Scout:

- ☐ Yes ☐ No 1. I/We acknowledge that the resident will accept the Girl Scout promise and law.
- ☐ Yes ☐ No 2. My/our daughter/ward to attend scheduled activities of her troop/group.
- ☐ Yes ☐ No 3. The Girl Scout Council to use any photograph or video/audio recording in which my daughter/ward appears for promotional purposes.
- ☐ Yes ☐ No 4. My/our daughter/ward to receive medical treatment by a leader, first-aid, EMT, nurse, doctor or hospital if necessary. It is understood that the adult in charge or her designate will attempt to contact me. If you check "No" to #4, please read and complete the following.
- ☐ 5. I/We have religious objections to our daughter/ward receiving certain types of medical treatment. We have attached specific written instructions on what is and is not allowed.*

*I understand that if an emergency occurs and the local police or other similar authorities take custody of my daughter/ward, Girl Scouts of Eastern Pennsylvania cannot guarantee that my instructions stated in the above medical authorizations or attached instructions will be followed. **Date of last medical exam:**

Immunizations: ☐ Yes ☐ No I certify my child is up-to-date on all immunizations required to attend school in Pennsylvania. **If not immunized, please attach explanation.**

Signature

Date of last Tetanus Booster:

Medical History

Does your daughter have a diagnosed physical or mental condition/disability that requires an accommodation?

☐ Yes ☐ No **If yes, please describe and indicate accommodations needed:**

Girl Scout volunteers and staff may not be trained to provide for all needs; a parent or adult family member may be requested to attend some events with a Girl Scout who requires special care.

Allergies *(Check those that apply and specify nature of allergic reaction.)*

☐ Animals

☐ Medicines/Drugs

☐ Food

☐ Plants

☐ Hay fever

☐ Insect Stings

☐ Pollen

☐ Other

Please indicate any information useful to the adult in charge. Also, indicate any activities to be encouraged or restricted:

The Council gives high priority to ensuring the safety of girls attending Girl Scout activities. Girls must be supervised by adults during all meetings and events. Please indicate your instructions below regarding your daughter leaving meetings or activities:

☐ My/our daughter/ward has my permission to walk home from Girl Scout meetings/activities.

☐ I or the person(s) listed below will pick up my daughter/ward from meetings/activities.

Name:

Relationship to child:

Phone:

Name:

Relationship to child:

Phone:

Note: 1. Any changes to the above instructions must be given to the troop leader in writing.

2. If your daughter is not picked up within fifteen minutes of the specified dismissal time, the troop leader will attempt to contact you and/or your listed emergency contact person.

I have read and understand the pick-up and emergency procedures. I verify that all the above information is true and correct to the best of my knowledge and belief.

Parent/Guardian Signature

Date

GIRL SCOUTS OF EASTERN PENNSYLVANIA PARENT PERMISSION FOR TROOP ACTIVITY

Troop leaders must obtain the written permission of the parent or guardian of each girl planning to participate in the activity below. Girls without written permission will not be transported from the departure location and may not participate in the activity.

Troop Number:	Adult in Charge:
Leader's Name:	E-mail:
Day Phone:	Cell Phone:
Trip is planned to:	
Leaving from:	Date: Time: <input type="checkbox"/> PM <input type="checkbox"/> AM
Returning to:	Date: Time: <input type="checkbox"/> PM <input type="checkbox"/> AM
Your child should have money for the following: Trans.\$_____ Food\$_____ Other\$_____ Total\$ _____	
Activities will include the following:	
Please bring:	
The troop's "at home" contact is:	
Name:	Phone:
If there are any changes in plans while the trip is in progress, the parent/guardian may contact:	
Name:	Phone:

PLEASE CUT THE FORM BELOW AND RETURN TO THE LEADER BY (date):

My daughter (name): _____ on (date): _____

has permission to participate in (activity): _____

My daughter is currently a registered member of Girl Scouts and is thereby covered by the Girl Scouts of the USA accident insurance. I have submitted my child's health history to the leader. I hereby waive and release the Girl Scouts of Eastern Pennsylvania and all individuals, staff members or volunteers working in connection with Girl Scout activities from any and all possible claims for injury to person or property which might arise in connection with my daughter's participation in activities sponsored or provided by you. I do not hold the Council responsible for any accident or illness which might occur and authorize the adult in charge, should it be necessary, to secure the service of a doctor at my expense. (Parent will be notified in case of an emergency.)

Parent/Guardian Signature _____

During the above activity, I can be reached at Home Phone: _____

Work Phone: _____ Cell Phone: _____

Emergency contact that can be reached by telephone during the troop trip, if the parent is unable to be reached:

Name: _____ Home Phone: _____

Work Phone: _____ Cell Phone: _____

GIRL SCOUTS OF EASTERN PENNSYLVANIA HIGH RISK ACTIVITY PERMISSION FORM

High risk activities are those that demand greater physical ability, emotional stamina, and skill. These activities may require specialized training, equipment, and supervision. Please see the Safety Activity Checkpoints and Girl Scouts of Eastern Pennsylvania High Risk Activity List for requirements when participating in a high risk activity. When participating in any high risk activity, all registered Girl Scouts must have a signed High Risk Activity Permission Form and a current Health History Form. This form may be used instead of a Parent Permission for Troop Activity form when applicable.

TO BE FILLED OUT BY TROOP LEADER

Troop Number:

Adult in Charge of Activity:

Cell Phone:

Start Date:

End Date:

Activity/Activities (detailed description of what girls will do):

Name and location of activity/activities:

PARENT/GUARDIAN -PLEASE CUT THE FORM BELOW AND RETURN TO THE LEADER BY (DATE):

☐ I have read the description of the activity/activities planned and I understand that my Girl Scout

will be exposed to above normal risk of injury.

(please print name)

Please check one of the following:

☐ I GIVE PERMISSION for my Girl Scout to participate in the described activity/activities.

☐ I DO NOT GIVE PERMISSION for my Girl Scout to participate in the described activity/activities.

☐ I have submitted a current Health History Form to the adult in charge.

I hereby waive and release the Girl Scouts of Eastern Pennsylvania and all individuals, staff members, or volunteers working in connection with Girl Scout activities from any and all possible claims for injury to person or property which might arise with my Girl Scout's participation in the above activity. I do not hold GSEP Council, staff, or volunteers responsible for any accident or illness which might occur and authorize the adult in charge (should it be necessary) to secure the service of a doctor at my expense.

Parent/Guardian Signature

Date

Phone number

Emergency Contact Name

Phone number

Mutual of Omaha Insurance – Girl Scout Coverage Summary

	Plan 1 – Accident Insurance (Basic Coverage)	Plan 2 – Accident Insurance	Plan 3E – Accident & Sickness Insurance	Plan 3P – Accident & Sickness Insurance	Plan 3PI – Accident & Sickness Insurance for International Trips
Coverage	Supplemental insurance to personal health insurance - for activities lasting two consecutive nights or less	Supplemental insurance to personal health insurance for accidents only - for activities lasting 3 or more consecutive nights - for non-member participants	Supplemental insurance to personal health insurance for accident & illness - for events lasting more than three days and two consecutive nights - for non-member participants	Primary insurance for accident & illness - for events lasting more than three days and two consecutive nights - for non-member participants	Primary insurance for accident and illness - for events lasting more than three days and two consecutive nights - for non-member participants
Does not cover	<ul style="list-style-type: none"> - Illness - Activities lasting more than three days and two consecutive nights - Non-members - Tag-alongs 	<ul style="list-style-type: none"> - Illness - Once \$125 of covered expense paid by United of Omaha remaining benefits will pay only expenses not covered by claimant's personal health insurance 	<ul style="list-style-type: none"> - Once \$125 of covered expense paid by United of Omaha remaining benefits will pay only expenses not covered by claimant's personal health insurance 		
Use	For approved & supervised GS activities; troop meetings, trips, camping, as well as travel directly to and from these activities	For Service Unit events, extended troop trips, non-member participants in all approved & supervised GS activities, including travel directly to and from these activities	For Service Unit events, extended troop trips, including travel directly to and from these activities	For trips and Destinations including travel directly to and from these activities	Recommended for international travel. Includes travel directly to and from these activities. Includes 24-hour travel assistance medical services.
Premium	Automatically included with \$15 national membership fee!	\$0.11 per participant per calendar day or portion thereof (\$5 minimum premium) Submit at least two (2) weeks prior to event.	\$0.29 per participant per calendar day or portion thereof (\$5 minimum premium) Submit at least two (2) weeks prior to event.	\$0.70 per participant per calendar day or portion thereof (\$5 minimum premium) Submit at least two (2) weeks prior to event.	\$1.17 per participant per calendar day or portion thereof (\$5 minimum premium) Submit at least three (3) weeks prior to event.

*Return with premium to GSEP c/o HR Department

In Case of a Serious Accident, Emergency or Fatality:

Person In Charge at The Scene—Dial 911 Or The Operator For Assistance

- A.** Give priority attention to providing all possible care for the injured person(s). Secure doctor, ambulance, and police as appropriate.
- B.** Appoint a record keeper to provide written documentation of the emergency. Submit the Incident/ Accident Report within 24 hours to HR Department.
- C.** Remove all children from the scene of the emergency, and distract them.
- D.** In the event of a fatality, always notify police. Retain a responsible adult at the scene of the accident. See that no disturbance of victim(s) or surroundings is permitted until police have assumed authority.
- E.** Any serious accident or fatality must be reported to the Council IMMEDIATELY. **Call 866.564.2030 and press 9.** An “on-call” Council representative will either answer at that time or return your call later. **Please speak clearly and leave a message with your name and phone number.**
- F.** The Council representative will decide who should call the parent/guardian(s).
- G.** Refrain from making any statements orally or in writing which could be interpreted either as an assumption or rejection of responsibility for the accident.
- H.** Prepare written incident report of occurrence and participate in other follow-up as needed.
- I.** Refer all media (press, radio, T.V.) inquiries to the CEO of Girl Scouts of Eastern Pennsylvania.
MAKE NO STATEMENTS.

PA Sales Tax Exempt Number

75-039-824

FOR TROOP PURCHASES ONLY

Federal Identification Number

23-1352309

FOR TROOP BANK ACCOUNTS

Name:

Address:

Day Phone:

Evening Phone:

Service Unit:

Troop Number:

GIRL SCOUTS OF EASTERN PENNSYLVANIA
INCIDENT/ACCIDENT REPORT

Please email signed form to humanres@gsep.org or return to a Service Center.

Name of person involved:

Address:

City:

State: Zip:

Phone:()

Age: Sex:

☐ Girl - Troop Number:

☐ Staff ☐ Volunteer ☐ Other

Name of Parent/Guardian (if minor):

Address:

City:

State: Zip:

Date of Incident (XX/XX/XXXX):

Time: ☐ A.M. ☐ P.M.

Name of facility where incident/accident took place:

Name and address of witness(es). (You may wish to attach signed statements.)

1. Witness Name:

Address:

City: State: Zip:

2. Witness Name:

Address:

City: State: Zip:

3. Witness Name:

Address:

City: State: Zip:

Type of incident: ☐ Behavioral ☐ Accident ☐ Illness ☐ Other (describe):

List any injuries:

Describe the sequence of activity in detail including what the person was doing at the time of the incident/accident:

Where did the incident/accident occur? (specific location – draw diagram to show location of persons/objects):

Was individual participating in an activity at time of the incident/accident? ☐ Yes ☐ No

If yes, what activity?

Any equipment involved in incident/accident? ☐ Yes ☐ No If yes, what type?

Condition of equipment:

Emergency procedures followed at time of incident/accident:

By whom:

Report submitted by:

Date:

Position:

Phone:

Address:

City: State: Zip:

MEDICAL REPORT OF ACCIDENT

How much time lapsed between injury and First Aid?

Were parents notified? ☐ Yes ☐ No By: ☐ Writing ☐ Phone ☐ Other:

By whom:

Title:

Date of Notification:

Time of Notification: ☐ A.M. ☐ P.M.

Parent's response:

Where was treatment given? ☐ At Accident Site ☐ Doctor's Office ☐ Hospital

By whom:

Date of Treatment:

Time of Notification: ☐ A.M. ☐ P.M.

Describe treatment given:

Was injured person admitted overnight in a hospital? ☐ Yes ☐ No If so, what Time: ☐ A.M. ☐ P.M.

Name of hospital:

If hospitalized, how was injured person transported? ☐ Council Vehicle ☐ Volunteer Vehicle ☐ Ambulance

Attending physician's name:

Date released from hospital:

Time released from hospital: ☐ A.M. ☐ P.M.

Released to: ☐ Volunteers ☐ Parents ☐ Other:

Comments about incident/accident:

Persons notified such as Girl Scout Executive Director, staff member, etc.:

Name

Date

Position

If applicable, describe any comments to the media regarding this situation and by whom:

Signature of Person Submitting This Report:

FOR COUNCIL USE ONLY:

INSURANCE NOTIFICATION:

BY WHOM:

DATE:

1. ☐ Worker's Compensation

2. ☐ General Liability Insurance

3. ☐ Automobile Insurance

4. ☐ United of Omaha

5. ☐ OTHER:

NOTE: ANY DOCUMENTATION, ETC. SHOULD BE INITIALED, DATED AND ATTACHED TO THIS FORM

Section 8 – First Meeting and Other Resources



First-Year Daisy First Meeting Activity Plan

Purpose: When girls participate in their first Daisy meeting of the year, they'll learn Girl Scout traditions, commit to the Girl Scout promise in an Investiture ceremony and build Girl Scout sisterhood.

Planning Guides Link: Global Citizenship and Girl Scout Sisterhood

Award Link: Promise Center Petal

Activity Plan Length: 1.5 hours

Involve Family and Friends: Participation from family and friends can enrich your troop's Girl Scout experience, both for the girls and for you. Use the suggestions below to make it easier for you to connect with additional support.

- Before the meeting
 - Send a note to families to find those with interest or expertise in the topic. Ask them to lead or support a specific activity/activities, or to lead the meeting.
 - Offer this activity plan as a starting place; point out that they may choose alternative activities using the Customize It! section as a guide. For example: If an activity plan directs girls to sit outside and observe animal habitats, you may choose to go to the zoo and learn about animal habitats there, instead.
- At home:
 - Encourage families to ask questions about their girls' petal activities. Some examples that work for any petal include: *What did you learn? What surprised you? What does it make you think of trying next?*
- Throughout the Year:
 - Suggest to the girls and their families ways that they may share or display their Girl Scout accomplishments. Possibilities include a bulletin board, a scrapbook, a special memories box or family sharing time.

Girls Take the Lead: Include girl leadership through long-term planning, short-term meeting prep and specific activities at meetings.

- Long Term Planning
 - If you use "Plan Your Daisy Year", share this with the girls at the start of the year. Have them ask friends and family to help out with specific meetings or activities. Let the girls brainstorm ways to make the plans their own, such as thinking of related field trip activities. If a girl has experience with a field trip, ask her to be assistant tour guide.
 - If you are adapting the "Plan Your Daisy Year", get the girls' input on which petals to choose. Offer just a few choices in each category or timeframe to make decisions easier. Every girl should have at least one petal or journey she's excited about.
- Short Term Planning
 - Ask a family to help lead a petal. Make sure they have access to activity plans and any resources you might have. Keep additional requested materials to a minimum.
 - Choose two helpers to stay after a meeting for 15 minutes. Give them each an activity to introduce and either instruct or help guide at the next meeting.

- Before a meeting, ask everyone to vote on some aspect of the activity: draw posters or perform skits, open with a song or game, etc.
- Use a rotating list of helper tasks, called a 'kaper chart', to share responsibilities. Examples include acting as emcee of the meeting, leading an opening game, bringing a snack next meeting or taking attendance.
- At the Meeting
 - During the opening, have 1-2 girls share their answers to a get-to-know-you question.
 - Have girls fulfill their kaper chart responsibilities.
 - Try to find something in each activity that you can let girls decide or manage.

Customize It: If your group wants to expand work on this petal, or simply try different activities, go for it! There are many ways to earn this award, including: completing the activities as listed in the Handbook section of the *Daisy Girl's Guide to Girl Scouting*, completing this activity plan, or customizing activities to your preference. Pick the one(s) that work best for your group. Girls will know they have earned the award if:

- They know how to recite the Girl Scout Promise and can share with the troop what it means to them.
- They know who Juliette Gordon Low is and other Girl Scout traditions, like the Girl Scout sign and songs.
- They understand that their troop is a sisterhood.

Tips and Tools

- Check out ways to stay safe using Safety-Wise at <http://gsrv.gs/safetywise>.
- Ensure that your activities are accessible to everyone. Ask in advance if any special accommodations need to be made. If you have questions regarding specific adaptations, please contact River Valleys at 800-845-0787.

Resources

- You will want to have access to tables and an open space for this meeting.
- This activity plan has been adapted from the *Daisy Girl's Guide to Girl Scouting*, which can be used for additional information and activities.

Pre-meeting Activity: Name tag decorating

Time Allotment: 15 minutes prior to meeting start time

Prep Needed:

- Write each girl's name on a name tag card.
- Hole punch the cards, cut yarn, and string necklaces for each name tag card.
- Gather decorating materials and set up at designated table space.

Materials Needed:

- Name tag cards
- Yarn
- Hole puncher
- Coloring utensils: Crayons, markers or colored pencils
- Other decorating supplies (optional): stickers, foam shapes, etc.

Steps:

1. As the girls arrive, greet each girl and give her a name tag necklace.
 - Tip: Have each girl's name pre-printed on the nametag, she will feel special that you were expecting her!
2. Direct each girl to the table where she can decorate her own nametag using the supplies provided.
3. When it is time to start the meeting, raise your hand in the 'Quiet Sign'. Explain that when your hand goes up, everyone's should hand go up, and everyone is quiet. Let the girls know the Quiet Sign will be used at every meeting.
 - Tip: You can make the Quiet Sign a game by seeing how fast everyone can be quiet.
4. Instruct girls to form a circle to begin the meeting.

Getting Started

Time Allotment: 5 minutes

Materials Needed:

- Optional: Any handouts or communications to parents

Steps:

1. Welcome everyone to the meeting and introduce yourself. Allow other troop leaders and parents to introduce themselves (the girls will do their introductions in a game later).
2. Communicate rules about the following items customized to your troop:
 - Meeting dates and times
 - Bathroom/drinking fountain location and buddy system
 - Quiet Sign
 - Respect your Girl Scout sisters, leaders and parents
 - Any other expectations deemed necessary by troop

Activity #1: Daisy Name Game!

Time Allotment: 10 minutes

Prep Needed:

- None

Materials Needed:

- None

Steps:

1. Instruct girls to form a circle standing up. One at a time, go around the circle and ask each girl to say her name and do an action. The action can be related to the person's name, or perhaps is an activity that girl enjoys doing.
 - Tip: The action will help girls to remember each others names, and can be used as clues if someone forgets a name along the way.
2. After one girl says her name and performs an action, the group then repeats that girl's name and her action. Demonstrate with the group by going first.
 - Example: First Round
Leader: "I'm Miss Jen!" (does a dance move)
Group: "She's Miss Jen!" (group repeats her dance move)
3. The game continues in an 'add-on' fashion, always starting with the new person who is introducing, and then repeating all names and actions of the previous people until everyone has introduced their name and action around the circle.
 - Example: Second Round
Girl 1: "I'm Tracy!" (does a ball-throwing motion)
Group: "She's Tracy!" (group repeats ball throwing-motion)
Leader: "I'm Miss Jen!" (does a dance move)
Group: "She's Miss Jen!" (group repeats her dance move)
 - Example: Third Round
Girl 2: "I'm Sarah!" (does a running motion)
Group: "She's Sarah!" (group repeats running motion)
Girl 1: "I'm Tracy!" (does a ball-throwing motion)
Group: "She's Tracy!" (group repeats ball throwing-motion)
Leader: "I'm Miss Jen!" (does a dance move)
Group: "She's Miss Jen!" (group repeats her dance move)

Activity #2: Introduction to Girl Scout Traditions and the Daisy Flower Friends

Time Allotment: 15 minutes

Materials Needed:

- Girl Scout Promise (Optional: Poster board print out)
- Daisy Girl's Guide to Girl Scouting (Page 12, Pages 6-7)

Steps:

1. Read Juliette Gordon Low's short story 'How Girl Scouts got started' on page 12 in the Daisy Girl's Guide to Girl Scouting.
2. After reading, tell the girls they will now learn the Girl Scout Promise. Say something like 'This is how Girl Scouts will treat one another and all people – and it's something we will recite every meeting.' Talk about how it is tradition to do the Girl Scout Sign (holding up the right hand in three fingers with no gaps) when reciting the Girl Scout Promise. The three fingers represent the three parts of the promise.
3. Demonstrate the Girl Scout Sign and ask the girls to try it.
4. While holding the Girl Scout Sign, read the lines of the promise one at a time, asking the girls to repeat each line back to you.

Scout Promise
<p><i>On my honor, I will try:</i></p> <p>To serve God* and my country, To help people at all times, And to live by the Girl Scout Law.</p>

5. After practicing a couple times, try saying the entire promise together as a group while holding the Girl Scout Sign. Be sure to do this slowly so the girls can easily follow.
6. One at a time, ask the girls to share with the group what the promise means to them, or one thing they can do to live the promise.
7. Tell the girls the last line of the promise refers to the Girl Scout Law, which they will be learning about throughout the year through their 'Daisy Flower Friends'. Their pictures are located on page 6-7 of the Daisy Girl's Guide to Girl Scouting. Explain that each flower friend teaches us one line of the Girl Scout Law, and we will learn about a new flower friend each meeting.

Activity #3: Daisy Scout Investiture

Time Allotment: 10 minutes

Prep Needed:

- Investiture takes place the **first time** a girl or an adult joins Girl Scouting. This can be done through a simple flag ceremony (optional), where the leader presents the pins to girls. Flag ceremony instructions are included.

Materials Needed:

- Girl Scout Daisy Pins (1 per girl)
- Daisy Girl's Guide to Girl Scouting (Page 12)
- Optional: Flags, Flag stands and Flag ceremony instructions (located at end of activity plan)

Steps:

1. The leader reads, "To begin your Girl Scout years, you will be wearing a Girl Scout Daisy pin, sharing friendship, fun and adventure. Let us now begin." To invest the girls, follow the steps below:
2. Instruct the girls to recite the Girl Scout Promise.
 - Tip: Saying the Girl Scout Promise can be done individually or as a group, depending on the age of the person(s) being invested. Investiture should be a special time, not a scary one.
3. Pin the Girl Scout Daisy Pin (worn only by Daisies) on the girls.

4. Welcome the girls into Girl Scouting. This can be done by giving a simple Girl Scout handshake (shown on page 12 in the Handbook Section of the Daisy Girl's Guide to Girl Scouting) to each girl after pinning.
 - Tip: Explain to the girls that when they are invested, they are agreeing to subscribe to the values and principals of the Girl Scout Promise and Law.
5. Sing the Girl Scout Daisy Song. Use repeat-after-me or sing as a group if girls know it by heart.

Girl Scout Daisy Song
<p>I'm a Girl Scout Daisy! Take a look at me. I'm a Girl Scout Daisy, happy as can be. We're having fun and sharing each and every day. I'm a Girl Scout Daisy, Hip, Hip, Hooray!</p> <p>I'm a Girl Scout Daisy! Take a look at me. I'm a Girl Scout Daisy, happy as can be. I'm going on a journey, with friends along the way. I'm a Girl Scout Daisy, Hip, Hip, Hooray!</p>

Activity #3: Juliette Gordon Low Action Story

Time Allotment: 10 minutes

Materials Needed:

- Juliette Gordon Low Action Story (below)

Steps:

1. Tell the girls it is time to move on to another fun game! Instruct the girls to form a circle standing up. This is an action story where you will read, and they will do. Tell the girls that when you say an 'action' word, the girls must perform the correct action that goes with that word. Practice the words and motions first so everyone understands what the 'action' words are.

'Action' words and Actions motions

- "Little Girls" = girls giggle loudly
 - "Georgia" = girls wave and say, "Hi, y'all!"
 - "Horses" = girls stamp their feet and say, "neigghhhhhhh!"
 - "Lord/Lady Baden-Powell" = girls bow or curtsy formally and say, "How do you do?"
 - "London" = girls sing, "London Bridge is falling down!"
 - "Boy Scouts" = girls say, "Be prepared!"
 - "Juliette Low" = girls join hands with the person next to them and sing, "Make new friends"
 - "Girl Scouts/Scouting" = girls make the Girl Scout Sign and say, "On my honor!"
 - "World" = girls spin around once with hands over their head (like a ballerina)
2. Read the story below at a slow pace so that girls can easily hear and respond to the action words. The 'action' words are **bolded/underlined** for your convenience. Pause at the action words so girls can catch them and do the corresponding actions accordingly.
 - Tip: You can have the girls listen and perform all the actions together as a group, or you can assign one 'action word' to a pair of girls, and they are responsible to perform the action for that word *only*.

Once upon a time there was a **little girl** named **Juliette Low** who lived in **Georgia** and loved to ride **horses**. In 1912, **Juliette Low** became interested in **Scouting** while visiting her friends, **Lord and Lady Baden-Powell**, who lived in **London**, England and who started the **Boy Scouts**.

She was fascinated by the work he was doing which he began in **London**. She studied with him for a while and decided to begin a troop of **Girl Scouts** for the **little girls** who liked to ride **horses** in **Georgia**. So **Juliette Low** said good-bye to the **Boy Scouts** in **London** and came home to **Georgia** with the ideas that **Lord Baden-Powell** gave her. She formed a group of **little girls** in Savannah, **Georgia**, who liked to ride **horses** and be together, into a troop of **Girl Scouts**. She did this on March 12th, 1912, and this first troop of eight **little girls** was the first **Girl Scout** troop in this part of the **world**.

This first **Girl Scout** troop was so successful that **Juliette Low** wanted to see **Girl Scout** troops all over the **world** because she knew that **Girl Scouting** would help **little girls** and big girls all over the **world** to become friends and help build **world** peace and good will.

Girl Scouting grew and grew. You are not only a member of your own **Girl Scout** troop but also a member of the largest **Girl Scouts** of the United States of America and the **World** Association of Girls Guides and **Girl Scouts**.

THE END

Activity #4: Daisy Delight Pictures

Time Allotment: 20 minutes

Prep Needed:

- Gather materials and supplies and set up at designated table space.

Materials Needed:

- Paper or Construction paper (1 per girl)
- Coloring utensils: Crayons, markers or colored pencils
- Other decorating supplies (optional): stickers, foam shapes, glue, etc.

Steps:

1. Direct girls to sit at the table with craft supplies provided. Hand each girl one sheet of paper.
 - Tip: A girl helper can also help hand out supplies!
2. Ask the girls to create a simple picture about things they would like to do as a Daisy in Girl Scouts this year. It can include favorite activities they already like to do, or ones they'd like to try, or about making new friends. The sky is the limit!
3. After 10 minutes, have each girl share with the group what they drew. As a leader, write down and keep track of their ideas so you can incorporate them into future meetings.
4. Direct all participants to clean-up the area and supplies.

Activity #5: Snack Chat

Time Allotment: 10 minutes

Steps:

1. While enjoying snack, here are some things for girls to talk about.
 - What are some things you are excited about in joining Girl Scouts?
 - What was your favorite activity we did today? Why?
 - What are some activities you'd like to do in Girl Scouts this year?
 - Can anyone remember and say everyone's names from the name game we played earlier?
 - Can anyone remember and recite the Girl Scout Promise?

Wrapping Up

Time Allotment: 10 minutes

Materials Needed:

- Optional: Make New Friends printed on poster board

Steps:

1. Instruct girls to get into a Friendship Circle. Have girls stand in a circle and cross their right arms over their left, holding hands with the person on each side of them.
2. Sing "Make New Friends." Refer to page 9 in the Handbook section of the Daisy Girl's Guide to Girl Scouting.

Make New Friends		
Verse One	Verse Two	Verse Three
Make new friends, but keep the old. One is silver, the other is gold.	A circle is round, it has no end. That's how long, I will be your friend.	You have one hand, I have the other. Put them together, We have each other.

3. After the song, ask everyone to be quiet.
4. Assign one girl to start the friendship squeeze by gently squeezing her neighbor's hand with her right hand. Then, that girl squeezes with her right hand. One by one, each girl passes the squeeze until it travels around the circle. When the squeeze returns to the girl who started, she says "Goodbye Sister Girl Scouts" and the girls unwrap and face outward instead of inward.
5. Optional: Have girls make a wish after their hand has been squeezed and before they pass the squeeze along. Girls can also put their right foot out into the circle when they receive the friendship squeeze, so that everyone can see it travel along the circle.

More to Explore

- Field Trip Ideas
 - Visit a flower garden
 - Visit a park
- Speaker Ideas
 - Invite an older Girl Scout to your meeting to talk about how much fun it was to be a Daisy Girl Scout.
 - Invite a Girl Scout Alumnae to perform the Daisy Investiture.

Suggestions? Do you have any suggestions to improve this activity plan? Do you have ideas for other possible badge-earning activities? Please email troopsupport@girlscoutsv.org.

Family Follow-Up Email

Use the email below as a template to let families know what girls did at the meeting today. Feel free to add additional information, including:

- When and where you will be meeting next
- What activities you will do at the next meeting
- Family help or assistance that is needed
- Supplies or materials that girls will need to bring to the next meeting
- Reminders about important dates and upcoming activities

Hello Girl Scout Families:

We had a wonderful time today making new friends and learning about the Girl Scout traditions. We are on our way to earning the Daisy Promise Center petal.

We had fun:

- Learning each other's names and interests
- Learning how to do the Girl Scout Promise, sharing what it means, and committing to the sisterhood
- Learning about the founder of Girl Scouts, Juliette Gordon Low, and other Girl Scout traditions, like the Girl Scout sign and songs
- Creating pictures of activities we want to try or do as Daisy Girl Scouts this year

Continue the fun at home:

- Practice reciting the Girl Scout Promise with your Girl Scout. See if she can memorize it by heart!

Girl Scout Promise
<i>On my honor, I will try:</i> To serve God* and my country, To help people at all times, And to live by the Girl Scout Law.

- Have your Girl Scout teach you the Girl Scout Daisy Song or 'Make New Friends' and sing it together.

Girl Scout Daisy Song
I'm a Girl Scout Daisy! Take a look at me. I'm a Girl Scout Daisy, happy as can be. We're having fun and sharing each and every day. I'm a Girl Scout Daisy, Hip, Hip, Hooray!
I'm a Girl Scout Daisy! Take a look at me. I'm a Girl Scout Daisy, happy as can be. I'm going on a journey, with friends along the way. I'm a Girl Scout Daisy, Hip, Hip, Hooray!

Make New Friends		
Verse One	Verse Two	Verse Three
Make new friends, but keep the old. One is silver, the other is gold.	A circle is round, it has no end. That's how long, I will be your friend.	You have one hand, I have the other. Put them together, We have each other.

- Look through the *Daisy Girl's Guide to Girl Scouting* with your Daisy to find other activities you can try at home.

Thank you for bringing your Daisy to Girl Scouts!

Flag Ceremony Instructions:

Display, Customs and Care of the American Flag

The U.S. Flag always occupies a position of honor

- Carried in a procession, the U.S. Flag:
 - Positioned to the right of other flags or is in front of other flags
- When displayed, the U.S. Flag:
 - Must be to the flag's own right (the audience's left).
 - When grouped with other flags, (i.e., State, World Association of Girl Guides and Girl Scouts, Girl Scouts of the USA, Council, etc.), should be at the center, in front of, or higher than the other flags
 - When with another flag on crossed staffs, should be on the flag's own right, and its staff should be in front of the staff of the other flag
 - When with the flags of two or more nations, should be flown on separate staffs of the same height. International usage forbids the display of the flag of one nation above that of another nation in time of peace
- The U.S. Flag flies (held or on the flagpole) longer than other flags
 - Indoors, it is presented first, posted last
 - Outdoors, it is raised first, lowered last

The Color Guard of Honor

- The purpose of the Color Guard of Honor is to protect the flag. Because this requires full attention, the members do not participate in any part of the flag ceremony (singing, speaking, etc.), but stand silently "At Attention"
- The Color Guard may consist of any number. Ideally there should be at least two Color Guards for each flag. The minimum is one Color (Flag) Bearer and one Color Guard
- Color (or Flag) Bearer - One per flag, if more than one flag is present. Hold staff (pole) at 30° angle in front of body, or hold folded flag (with point away from body) in front of body at waist level. Girls may wear red sash over right shoulder, tied in a square knot on left side of waist. Is responsible for putting flag in, or taking flag from, stand, or raising/lowering flag from flagpole
- Color Guards - Stand on each side of the Color Bearer. Watch to see that the flag does not touch the ground. May wear red sash around waist tied in a square knot on left side. One or more members may assist flag bearer in posting/retrieving the flag from the stand/pole.
- Caller - Only member of Color Guard to speak. Gives directions to audience and commands to Color Guard. Girls may wear red sash, same as Color Guard.
- Line Leaders - Usually part of an outdoor Color Guard. Lead the audience into/out of the desired formation (usually a horseshoe in Girl Scouts).

Indoor Flag Ceremonies - Commands

Opening Flag Ceremony

'Please stand for the presentation of the flag.'

If you have an "audience", such as at an Investiture/Rededication Ceremony (parents, invited guests, etc.), this is the signal that the ceremony is about to start.

- **'Girl Scouts Attention'**

This is the signal that the girls should be ready to start.

- **'Color Guard Attention'**

If the Color Guard has been standing "At Ease", it comes to "Attention". It is also a signal to be ready to start.

- **'Color Guard Advance'**

Indoors - The Color Guard carries the flag(s) toward the front of the room and stands in front of the flag stands. Outdoors - the Color Guard carries the flag to the flagpole

- **'Color Guard, Post the Colors'**

*Indoors - The Color Guard places the flags in the stands, the American Flag last.
Outdoors – the Flag Bearer attaches the flag to the rope and quickly hoists the flag, the American flag is raised first.*

- **'Color Guard, Honor your Colors'**

The Color Guard salutes the Flag and then returns to "Attention." The Pledge of Allegiance, songs, poems, Girl Scout Promise, are done now.

- **'Join me in the Pledge of Allegiance'**

- **'Color Guard Dismissed'**

The Color Guard walks to the back of the room, or away from the flag pole.

Closing Flag Ceremony – Commands

‘Please stand for the retrieval of the flag’

If you have an “audience”, such as at an Investiture/Rededication Ceremony (parents, invited guests, etc.), this is the signal that the ceremony is about to start.

- **‘Girl Scouts Attention’**

This is the signal that the girls should be ready to start.

- **‘Color Guard Attention’**

If the Color Guard has been standing “At Ease”, it comes to “Attention”. It is also a signal to be ready to start.

- **‘Color Guard Approach’**

Indoors - the Color Guard walks toward the front of the room and stands in front of the flag stands. Outdoors - the Color Guard walks to the flagpole

- **‘Color Guard, Honor your Colors’**

The Color Guard salutes the Flag and then returns to “Attention”

- **‘Color Guard, Retrieve the Colors’**

Indoors - the Color Guard removes the flags from the stands, the American Flag first. Outdoors - the Flag Bearer lowers the flag slowly and with dignity. The Color Bearers fold the flag(s).

- **‘Color Guard Dismissed’**

The Color Guard carries the flag to the back of the room, or carries the folded flag to an appropriate place.

- **The Color Guard remains at attention; they do not take place in any singing or speaking** other than saluting the flag immediately after posting, or before retrieving. In a troop setting it is acceptable for girls to say the Pledge of Allegiance and the Girl Scout Promise only.



I'm Daisy. I represent all parts of the Girl Scout Law!



Sponsored by:
Allina Health 

Daisy Honest and Fair Petal Activity Plan 1

Purpose: When girls have earned this petal, they'll know to be honest and fair.

Planning Guides Link: Healthy Living

Fun Patch Link: Honest

Activity Plan Length: 1.5 hours

Involve Family and Friends: Participation from family and friends can enrich your troop's Girl Scout experience, both for the girls and for you. Use the suggestions below to make it easier for you to connect with additional support.

- Before the meeting:
 - Send a note to families to find those with interest in or expertise with the topic. Ask them to lead or support an activity or two, or even lead the whole meeting.
 - Offer this activity plan as a starting place and point out that they may choose alternative activities using the *Customize It!* section as a guide. For example: If an activity plan directs girls to sit outside and observe animal habitats, you may choose to go to the zoo and learn about animal habitats there instead.
- At home:
 - Encourage families to ask questions about their girls' petal activities. Some examples that work for any petal include: What did you learn? What surprised you? What does it make you think of trying next?
- Throughout the year:
 - Suggest to families ways that girls can share or display their Girl Scout accomplishments. Possibilities include a bulletin board, a scrapbook, a special memories box or family sharing time.

Girls Take the Lead: Include girl leadership through long-term planning, short-term meeting prep and specific activities at meetings.

- Long Term Planning
 - If you use "Plan Your Daisy Year", share this with the girls at the start of the year. Have them ask friends and family to help out with specific meetings or activities. Let the girls brainstorm ways to make the plans their own, such as thinking of related field trip activities. If a girl has experience with a field trip, ask her to be assistant tour guide.
 - If you are adapting the "Plan Your Daisy Year", get the girls' input on which petals to choose. Offer just a few choices in each category or timeframe to make decisions easier. Every girl should have at least one petal or journey she's excited about.
- Short Term Planning
 - Ask a family to help lead a petal. Make sure they have access to activity plans and any resources you might have. Keep additional requested materials to a minimum.
 - Choose two helpers to stay after a meeting for 15 minutes. Give them each an activity to introduce and either instruct or help guide at the next meeting.
 - Before a meeting, ask everyone to vote on some aspect of the activity: draw posters or perform skits, open with a song or game, etc.

- Use a rotating list of helper tasks, called a 'kaper chart', to share responsibilities. Examples include acting as emcee of the meeting, leading an opening game, bringing a snack next meeting or taking attendance.
- At the Meeting
 - During the opening, have 1-2 girls share their answers to a get-to-know-you question.
 - Have girls fulfill their kaper chart responsibilities.
 - Try to find something in each activity that you can let girls decide or manage.

Customize It: If your group wants to expand work on this petal or simply try different activities, go for it! There are many ways to earn this award, including: completing the activities as listed in the *Daisy Girl's Guide to Girl Scouting*, completing this activity plan, attending a council-sponsored event or customizing activities. Pick the one(s) that work best for your group. Girls will know they have earned the award if:

- They understand the importance of following the rules and not telling lies
- They can name two ways to be honest and fair

Tips and Tools

- Check out ways to stay safe using Safety-Wise at <http://gsrv.gs/safetywise>.
- Ensure that your activities are accessible to everyone. Ask in advance if any special accommodations need to be made. If you have questions regarding specific adaptations, please contact River Valleys at 800-845-0787.

Resources

- This activity plan has been adapted from the *Daisy Girl's Guide to Girl Scouting*, Lupe's Story: A Fair Turn in the Flower Garden—Honest and Fair (Light Blue Petal), which can be used for additional information and activities.
- Book Suggestions for Activity #1: Story Time:
 - *Jamaica's Find* by Juanita Havill
 - *It's Not My Fault!* by Nancy Carlson
 - *Ruthie and the (Not So) Teen Tiny Lie* by Laura Rankin

Getting Started

Time Allotment: 15 minutes

Materials Needed:

- Optional: Girl Scout Promise and Law printed out on poster board

Steps:

1. Welcome everyone to the meeting.
2. Recite the Girl Scout Promise and Law. Use repeat-after-me or say it as a group if girls know it by heart.

Girl Scout Promise	Girl Scout Law
<i>On my honor, I will try:</i> To serve God and my country, To help people at all times, And to live by the Girl Scout Law.	<i>I will do my best to be</i> honest and fair, friendly and helpful, considerate and caring, courageous and strong, and responsible for what I say and do, <i>and to</i> respect myself and others, respect authority, use resources wisely, make the world a better place, and be a sister to every Girl Scout.

3. Sing the Girl Scout Daisy Song. Use repeat-after-me or sing as a group if girls know it by heart.

Girl Scout Daisy Song
I'm a Girl Scout Daisy! Take a look at me. I'm a Girl Scout Daisy, happy as can be. We're having fun and sharing each and every day. I'm a Girl Scout Daisy, Hip, Hip, Hooray!
I'm a Girl Scout Daisy! Take a look at me. I'm a Girl Scout Daisy, happy as can be. I'm going on a journey, with friends along the way. I'm a Girl Scout Daisy, Hip, Hip, Hooray!

Activity #1: Story Time

Petal Connection: Honest and Fair (Light Blue Petal)

Time Allotment: 15 minutes

Prep Needed:

- Find a book that demonstrates being honest or fair (see Resources section above for ideas).

Materials Needed:

- Book about being honest or fair

Steps:

1. Read a story about being honest or fair (or a book about what happens when you are not honest or fair) aloud to the girls.
2. Discuss the story. Ask girls questions based on the story you read. A few example questions are listed below:
 - How was the character honest or fair?
 - If the character told lies, what happened when s/he told a lie?
 - Why is it important to be honest and fair?

- What was your favorite part of the story?

Activity #2: Musical Chairs

Petal Connection: Honest and Fair (Light Blue Petal)

Time Allotment: 10 minutes

Prep Needed:

- Gather materials and supplies.

Materials Needed:

- Chairs (one per girl)
- CD player or MP3 player and music

Steps:

1. Tell the girls that they will be playing the game Musical Chairs.
2. Have the girls discuss/determine the rules of the game.
 - How do you play?
 - When is someone out?
 - How can we be sure to play fair?
3. Play the game by setting the chairs up in a circle, facing outwards. There should be one less chair than there are girls. Play the music while girls walk around the circle of chairs. Stop the music after 15 seconds (or whenever you determine it should be stopped) and the girls should each sit in a chair. One girl will be out. Remove another chair and play again until there are only two girls and one chair. The girl who sits in the chair at the end is the winner.
4. Have girls play the game making sure they follow the rules.

Activity #3: Snack Chat

Petal Connection: Questions link to petal theme

Time Allotment: 15 minutes

Steps:

1. While enjoying snack, here are some things for girls to discuss:
 - Have you ever told a lie? What happened?
 - Why is it important to follow the rules when you play a game?
 - How would you feel if you and your friend were each given a bowl of ice cream, but your friend received two scoops and you received one? What if you were the one to get more?

Activity #4: Promise Pals

Petal Connection: Honest and Fair (Light Blue Petal)

Time Allotment: 10 minutes

Prep Needed:

- None

Materials Needed:

- None

Steps:

1. Split girls into small groups of two to four girls.
2. Have each girl share with her group one thing that she is going to do at home or at school to show others that she is honest and fair. Ideas include:
 - Take turns when playing a game with friends
 - Wait for your friends to finish eating lunch before you go outside for recess

- Tell an adult when you make a mistake
3. Have each girl make a promise to the other girls in her group identifying how she will be honest and fair. The girls in the group are now Promise Pals.
 4. If possible, have the small groups check in with one another at another troop meeting to make sure they kept their promises.

Activity #5: Meeting Lupe the Lupine

Petal Connection: Honest and Fair (Light Blue Petal)

Time Allotment: 10 minutes

Prep Needed:

- Print off copies of Lupe the Lupine coloring sheets.
- Gather materials and supplies.

Materials Needed:

- Lupe the Lupine coloring sheets (one per girl)
- Coloring utensils

Steps:

1. Have girls color in their Lupe the Lupine coloring sheets.
2. Girls can write (or have an adult help them write) the thing they promised to do from Activity #4. This coloring sheet will serve as a reminder of the girls' promises.

Wrapping Up

Time Allotment: 15 minutes

Materials Needed:

- Optional: Make New Friends printed on poster board

Steps:

1. Instruct girls to get into a Friendship Circle. Have girls stand in a circle and cross their right arms over their left, holding hands with the person on each side of them.
2. Sing "Make New Friends."

Make New Friends		
Verse One	Verse Two	Verse Three
Make new friends, but keep the old. One is silver, the other is gold.	A circle is round, it has no end. That's how long, I will be your friend.	You have one hand, I have the other. Put them together, We have each other.

3. After the song, ask everyone to be quiet.
4. Assign one girl to start the friendship squeeze by gently squeezing her neighbor's hand with her right hand. Then, that girl squeezes with her right hand. One by one, each girl passes the squeeze until it travels around the circle. When the squeeze returns to the girl who started, she says "Goodbye Sister Girl Scouts" and the girls unwrap and face outward instead of inward.
5. Optional: Have each girl make a wish after her hand has been squeezed and before she passes the squeeze along. Girls can also put their right foot out into the circle when they receive the friendship squeeze, so that everyone can see it travel along the circle.

More to Explore

- Field Trip Ideas:
 - Go to a local sporting event and discuss the rules of the game and good sportsmanship.
 - Visit a local police station to learn what it means to be an honest and fair, law-abiding citizen.

- Speaker Ideas:
 - Invite a police officer to speak to the girls about the importance of being honest and fair.
 - Invite a coach, gym teacher or older girl athlete to talk about being honest and fair during games and sports.

Suggestions

Do you have any suggestions to improve this activity plan? Do you have ideas for other possible petal-earning activities? Please email troopsupport@girlscoutsv.org.

Family Follow-Up Email

Use the email below as a template to let families know what girls did at the meeting today. Feel free to add additional information, including:

- When and where you will be meeting next
- What activities you will do at the next meeting
- Family help or assistance that is needed
- Supplies or materials that girls will need to bring to the next meeting
- Reminders about important dates and upcoming activities

Hello Girl Scout Families:

We had a wonderful time today learning about being honest and fair and have earned the Blue Petal.

We had fun:

- Reading a story about being honest and fair
- Following the rules as we played Musical Chairs
- Making a promise to do something to show others that we are honest and fair

Continue the fun at home:

- Ask your Girl Scout what she promised to do to show that she is honest and fair. Help her to keep her promise.
- Ask your Girl Scout to share ideas about she can do at home to show she is honest and fair.
- Read "Lupe's Story: A Fair Turn in the Flower Garden" in the *Girl's Guide to Girl Scouting* with your Daisy.

Thank you for bringing your Daisy to Girl Scouts!



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I'm Lupe the Lupine. I'm honest and fair!

Revised August 2016

Daisy Friendly and Helpful Petal Activity Plan 1

Purpose: When girls have earned this petal, they'll know how to be friendly and helpful.

Planning Guides Link: Healthy Living and Creativity

Fun Patch Link: Friendship

Activity Plan Length: 1.5 hours

Involve Family and Friends: Participation from family and friends can enrich your troop's Girl Scout experience, both for the girls and for you. Use the suggestions below to make it easier for you to connect with additional support.

- Before the meeting:
 - Send a note to families to find those with interest in or expertise with the topic. Ask them to lead or support an activity or two, or even lead the whole meeting.
 - Offer this activity plan as a starting place and point out that they may choose alternative activities using the *Customize It!* section as a guide. For example: If an activity plan directs girls to sit outside and observe animal habitats, you may choose to go to the zoo and learn about animal habitats there instead.
- At home:
 - Encourage families to ask questions about their girls' petal activities. Some examples that work for any petal include: What did you learn? What surprised you? What does it make you think of trying next?
- Throughout the year:
 - Suggest to families ways that girls can share or display their Girl Scout accomplishments. Possibilities include a bulletin board, a scrapbook, a special memories box or family sharing time.

Girls Take the Lead: Include girl leadership through long-term planning, short-term meeting prep and specific activities at meetings.

- Long Term Planning
 - If you use "Plan Your Daisy Year", share this with the girls at the start of the year. Have them ask friends and family to help out with specific meetings or activities. Let the girls brainstorm ways to make the plans their own, such as thinking of related field trip activities. If a girl has experience with a field trip, ask her to be assistant tour guide.
 - If you are adapting the "Plan Your Daisy Year", get the girls' input on which petals to choose. Offer just a few choices in each category or timeframe to make decisions easier. Every girl should have at least one petal or journey she's excited about.
- Short Term Planning
 - Ask a family to help lead a petal. Make sure they have access to activity plans and any resources you might have. Keep additional requested materials to a minimum.
 - Choose two helpers to stay after a meeting for 15 minutes. Give them each an activity to introduce and either instruct or help guide at the next meeting.
 - Before a meeting, ask everyone to vote on some aspect of the activity: draw posters or perform skits, open with a song or game, etc.

- Use a rotating list of helper tasks, called a 'kaper chart', to share responsibilities. Examples include acting as emcee of the meeting, leading an opening game, bringing a snack next meeting or taking attendance.
- At the Meeting
 - During the opening, have 1-2 girls share their answers to a get-to-know-you question.
 - Have girls fulfill their kaper chart responsibilities.
 - Try to find something in each activity that you can let girls decide or manage.

Customize It: If your group wants to expand work on this petal or simply try different activities, go for it! There are many ways to earn this award, including: completing the activities as listed in the *Daisy Girl's Guide to Girl Scouting*, completing this activity plan, attending a council-sponsored event or customizing activities. Pick the one(s) that work best for your group. Girls will know they have earned the award if:

- They identify several ways to be helpful at school, Girl Scouts or at home; they select and carry out one way
- They identify several ways to be friendly and welcoming to others; they select and carry out one way

Tips and Tools

- Check out ways to stay safe using Safety-Wise at <http://gsrv.gs/safetywise>.
- Ensure that your activities are accessible to everyone. Ask in advance if any special accommodations need to be made. If you have questions regarding specific adaptations, please contact River Valleys at 800-845-0787.

Resources

- This activity plan has been adapted from the *Daisy Girl's Guide to Girl Scouting*, Sunny's Story: A Warm Welcome for Suzy—Friendly and Helpful (Yellow Petal), which can be used for additional information and activities.

Getting Started

Time Allotment: 15 minutes

Materials Needed:

- Optional: Girl Scout Promise and Law printed out on poster board

Steps:

1. Welcome everyone to the meeting.
2. Recite the Girl Scout Promise and Law. Use repeat-after-me or say it as a group if girls know it by heart.

Girl Scout Promise	Girl Scout Law
<i>On my honor, I will try:</i> To serve God and my country, To help people at all times, And to live by the Girl Scout Law.	<i>I will do my best to be</i> honest and fair, friendly and helpful, considerate and caring, courageous and strong, and responsible for what I say and do, <i>and to</i> respect myself and others, respect authority, use resources wisely, make the world a better place, and be a sister to every Girl Scout.

3. Sing the Girl Scout Daisy Song. Use repeat-after-me or sing as a group if girls know it by heart.

Girl Scout Daisy Song
I'm a Girl Scout Daisy! Take a look at me. I'm a Girl Scout Daisy, happy as can be. We're having fun and sharing each and every day. I'm a Girl Scout Daisy, Hip, Hip, Hooray!
I'm a Girl Scout Daisy! Take a look at me. I'm a Girl Scout Daisy, happy as can be. I'm going on a journey, with friends along the way. I'm a Girl Scout Daisy, Hip, Hip, Hooray!

Activity #1: Meeting New Friends

Petal Connection: Friendly and Helpful (Yellow Petal)

Time Allotment: 10 minutes

Steps:

1. Part of being friendly is greeting other people and making them feel welcome. Tell girls that today, they will practice being friendly by mingling, then greeting one another and introducing themselves.
2. Tell girls to start by walking (or skipping, or hopping) around the room at random, mumbling "mingle, mingle, mingle..." as they go.
3. After just a bit of mingling, call out one of the "hellos" in the chart below.

Greeting	Language
مرحبا, mArHAbAN (pronounced Mar-ha-ban)	Arabic
Namaskar	Bengali
Ni Hao (pronounced nee how)	Chinese (Mandarin)
Bonjour	French
Guten Tag	German
Namaste (pronounced nah-mah-STAY)	Hindi
Ciao	Italian
Oi	Portuguese
Privet (pronounced pree-vyet)	Russian
Hola	Spanish

4. When girls hear you call out, they should stop where they are and turn and face the person nearest them (note: If there isn't an even number of girls, permit groups of three).
5. When girls stop and face one another, ask them to introduce themselves with a smile, a handshake and a friendly greeting. They can say something like, "Hi, my name is _____. Nice to meet you."
6. Repeat so that girls get to "meet" new people and practice greeting them in a friendly way.

Activity #2: The Friend Line

Petal Connection: Friendly and Helpful (Yellow Petal)

Time Allotment: 10 minutes

Prep Needed:

- Mark a line on the floor with tape long enough for all the girls to stand along it in a single-file line. Designate one side as "Friendly" and one side as "Not Friendly" (you can do this by creating signs and posting them or you can simply designate sides every time you call out a behavior).

Materials Needed:

- Masking tape

Steps:

1. Ask the girls to stand single-file along the marked line.
2. Tell girls that you are going to call out some behaviors, or ways that people act. Use the behaviors below or come up with some of your own.
3. Girls should decide if the behavior is friendly or not friendly. If they think it is friendly, they should jump to the "Friendly" side of the line. If they think it is not friendly, they should jump to the "Not Friendly" side of the line.

Behavior
There is a new student in your class. You invite her to play with you and your friends.
A girl from school smiles and says hello to you on the playground. You don't say anything and go find your friends.
Your friend Maddie tells you that you should only play with her and not any of your other friends.
You invite some kids from your neighborhood over to your house to play. You share your favorite toys with them.
You are playing tag on the playground and you get "tagged." You don't want to be "it" so you shout out, "I don't want to be it. I'm not playing anymore!"
Your mom's friend Mrs. Kale comes over to your house to see your mom. Your mom asks you to open the door. You open the door for Mrs. Kale, smile and say hello.
You're making teams to play a game at school. You only choose your friends to be on your team and you tell the other kids that you don't want them on your team.
Your older sister is so annoying sometimes. Sometimes she bosses you around and makes fun of you, so you make fun of her.
At a Girl Scout meeting, your friend Celia drops her fruit snacks on the dirty floor. There aren't any extras. You help Celia pick up and throw away her fruit snacks. Then, you share some of yours with her.
Your birthday party is coming up and you invited all the girls from your class. A new girl just moved to town and joined your class. You invite her to your party.

4. Discuss any behaviors that the girls have trouble identifying as friendly or not friendly.

Activity #3: Snack Chat

Petal Connection: Questions link to petal theme

Time Allotment: 15 minutes

Steps:

1. While enjoying snack, here are some things for girls to discuss:
 - How does it feel when someone is friendly to you? How does it feel when someone is unfriendly?
 - What are some things you can do to make people feel welcomed and included?
 - What do you do to help out at home? At school? In Girl Scouts?
 - Why is it important to help others?

Activity #4: Helpful Hands

Petal Connection: Friendly and Helpful (Yellow Petal)

Time Allotment: 15 minutes

Prep Needed:

- Make copies of the Helpful Hands BINGO sheets.
- Optional: Print and cut out Helpful Hands at Home sheets.

Materials Needed:

- Helpful Hands BINGO sheets (one per girl)
- Coloring utensils
- Optional: Helpful Hands at Home sheets (3-4 per girl)

Steps:

1. Place coloring utensils in the center of the table and distribute a Helpful Hands BINGO sheet to each girl.
2. Tell girls that you are going to read them a situation, or explain something that could happen. In each of the situations, someone needs a helping hand. Use the situations provided below.
 - Your little brother or sister is crying. How can you help?
 - Your dad is going to do the laundry. How can you help?
 - Your mom is trying to get dinner ready for your family. How can you help?
 - You just played with your dog outside and he got really dirty and messy. How can you help?
 - You just had an after-school snack with a friend. You notice that you left a lot of crumbs on the floor. How can you help?
 - Your grandma did the laundry and there is a pile of your clean clothes in the laundry room. How can you help?
 - Recycling is a good way for people to take care of the planet. How can you help?
 - You spilled your juice on the kitchen floor. How can you help?
 - Your dad usually does the grocery shopping for your family. This time, there is a really big grocery list of items to get. How can you help?
3. Girls should look at their sheets and circle the helpful action she could take in response to the situation. For example, if you read, "Recycling is a good way for people to take care of the planet. How can you help?" girls would find the picture of the girl with the recycling bin and circle it.
4. Continue playing until girls have circled all of the helpful behaviors on their BINGO sheets. All girls will be "winners" in this cover-all BINGO game.
5. Next, ask the girls which of those helpful behaviors they can personally do at home or at school. How can they be helpful hands? Ask them to try and do at least one helpful thing during the next week.
6. Optional: print and cut out the "Helpful Hands at Home" sheet and distribute several to each girl. She can leave one of these behind after she has done a chore or helped around the house.

Activity #5: Sunny the Sunflower

Petal Connection: Friendly and Helpful (Yellow Petal)

Time Allotment: 10 minutes

Prep Needed:

- Print off copies of Sunny the Sunflower coloring sheets.
- Gather materials and supplies.

Materials Needed:

- Sunny the Sunflower coloring sheets (one per girl)
- Coloring utensils

Steps:

1. Have girls color in their Sunny the Sunflower coloring sheets.
2. Girls can write (or have an adult help them write) the friendly and helpful things they are going to try and do during the next couple of weeks. This coloring sheet will serve as a reminder of each girl's commitment to act friendly and helpful.

Wrapping Up

Time Allotment: 15 minutes

Materials Needed:

- Optional: Make New Friends printed on poster board

Steps:

1. Instruct girls to get into a Friendship Circle. Have girls stand in a circle and cross their right arms over their left, holding hands with the person on each side of them.
2. Sing "Make New Friends."

Make New Friends		
Verse One	Verse Two	Verse Three
Make new friends, but keep the old. One is silver, the other is gold.	A circle is round, it has no end. That's how long, I will be your friend.	You have one hand, I have the other. Put them together, We have each other.

3. After the song, ask everyone to be quiet.
4. Assign one girl to start the friendship squeeze by gently squeezing her neighbor's hand with her right hand. Then, that girl squeezes with her right hand. One by one, each girl passes the squeeze until it travels around the circle. When the squeeze returns to the girl who started, she says "Goodbye Sister Girl Scouts" and the girls unwrap and face outward instead of inward.
5. Optional: Have each girl make a wish after her hand has been squeezed and before she passes the squeeze along. Girls can also put their right foot out into the circle when they receive the friendship squeeze, so that everyone can see it travel along the circle.

More to Explore

- Field Trip Ideas:
 - Take part in a local service opportunity, such as cleaning up a park or serving a meal at a shelter.
- Speaker Ideas:
 - Invite someone who works or volunteers with a charitable organization to talk to girls about the importance of helping others.
 - Invite an older girl to talk to girls about being a good friend to others.

Suggestions

Do you have any suggestions to improve this activity plan? Do you have ideas for other possible petal-earning activities? Please email troopsupport@girlscoutsv.org.

Family Follow-Up Email

Use the email on the next page as a template to let families know what girls did at the meeting today. Feel free to add additional information, including:

- When and where you will be meeting next
- What activities you will do at the next meeting
- Family help or assistance that is needed
- Supplies or materials that girls will need to bring to the next meeting
- Reminders about important dates and upcoming activities

Hello Girl Scout Families:

We had a wonderful time today learning about being friendly and helpful and have earned the Yellow Petal.

We had fun:

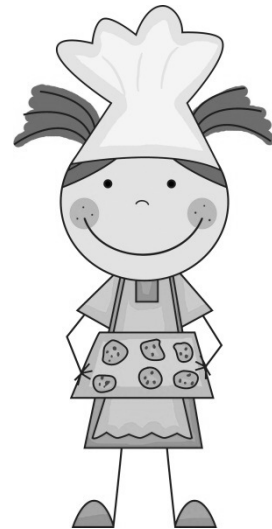
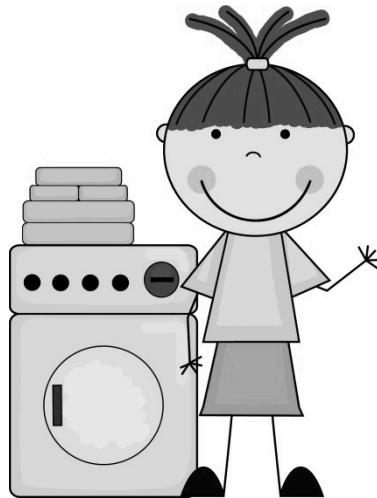
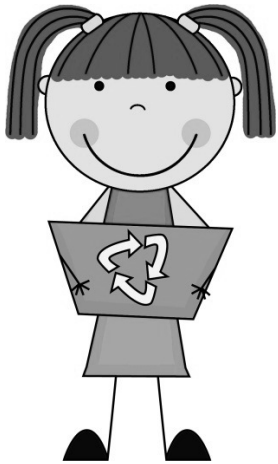
- Learning ways to be friendly and inclusive of others.
- Playing games about friendly and helpful behaviors that we can do at home and school.

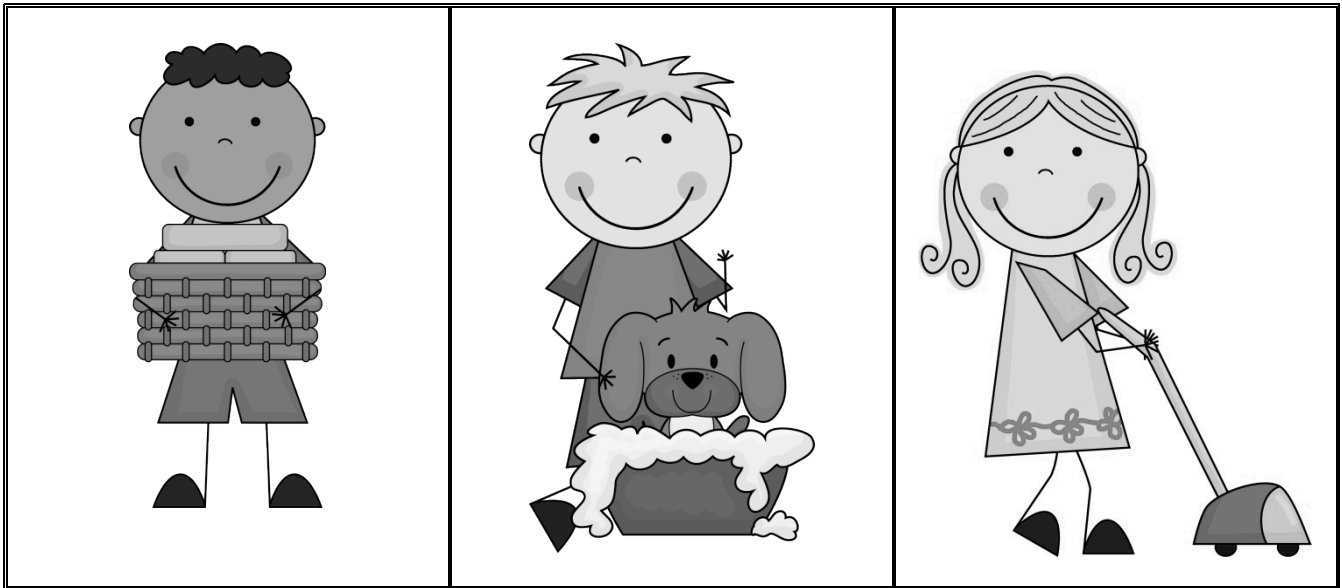
Continue the fun at home:

- Ask your Girl Scout what helpful behavior she committed to try during the next week. Help her follow through.
- Ask your Girl Scout to share ideas for what she can do to help at home.
- Read “Sunny’s Story: A Warm Welcome for Suzy” in the *Girl’s Guide to Girl Scouting* with your Daisy to continue the conversation about being friendly and helpful.

Thank you for bringing your Daisy to Girl Scouts!

Helpful Hands BINGO





Graphics © ScrappinDoodles www.scrappindoodles.com

Helping Hands at Home





I'm Sunny the Sunflower. I'm friendly and helpful!



Daisy Money Counts Leaf Activity Plan

Purpose: When girls have earned this leaf, they'll know more about money and what it is worth.

Planning Guides Link: Financial Literacy

Activity Plan Length: 1.5 hours

Involve Family and Friends: Participation from family and friends can enrich your troop's Girl Scout experience, both for the girls and for you. Use the suggestions below to make it easier for you to connect with additional support.

- Before the meeting
 - Send a note to families to find those with interest or expertise in the topic. Ask them to lead or support a specific activity/activities, or to lead the meeting.
 - Offer this activity plan as a starting place; point out that they may choose alternative activities using the Customize It! section as a guide. For example: If an activity plan directs girls to sit outside and observe animal habitats, you may choose to go to the zoo and learn about animal habitats there, instead.
- At home:
 - Encourage families to ask questions about their girls' petal activities. Some examples that work for any petal include: *What did you learn? What surprised you? What does it make you think of trying next?*
- Throughout the Year:
 - Suggest to the girls and their families ways that they may share or display their Girl Scout accomplishments. Possibilities include a bulletin board, a scrapbook, a special memories box or family sharing time.

Girls Take the Lead: Include girl leadership through long-term planning, short-term meeting prep and specific activities at meetings.

- Long Term Planning
 - If you use "Plan Your Daisy Year", share this with the girls at the start of the year. Have them ask friends and family to help out with specific meetings or activities. Let the girls brainstorm ways to make the plans their own, such as thinking of related field trip activities. If a girl has experience with a field trip, ask her to be assistant tour guide.
 - If you are adapting the "Plan Your Daisy Year", get the girls' input on which petals to choose. Offer just a few choices in each category or timeframe to make decisions easier. Every girl should have at least one petal or journey she's excited about.
- Short Term Planning
 - Ask a family to help lead a petal. Make sure they have access to activity plans and any resources you might have. Keep additional requested materials to a minimum.
 - Choose two helpers to stay after a meeting for 15 minutes. Give them each an activity to introduce and either instruct or help guide at the next meeting.
 - Before a meeting, ask everyone to vote on some aspect of the activity: draw posters or perform skits, open with a song or game, etc.

- Use a rotating list of helper tasks, called a 'kaper chart', to share responsibilities. Examples include acting as emcee of the meeting, leading an opening game, bringing a snack next meeting or taking attendance.
- At the Meeting
 - During the opening, have 1-2 girls share their answers to a get-to-know-you question.
 - Have girls fulfill their kaper chart responsibilities.
 - Try to find something in each activity that you can let girls decide or manage.

Customize It: If your group wants to expand work on this leaf or simply try different activities, go for it! There are many ways to earn this award, including: completing the activities as listed in the *Daisy Girl's Guide to Girl Scouting*, completing this activity plan, attending a council-sponsored event or customizing activities. Pick the one(s) that work best for your group. Girls will know they have earned the award if:

- They can identify different kinds of coins
- They can identify different kinds of paper money
- They have an understanding of the cost of fun

Tips and Tools

- Check out ways to stay safe using Safety-Wise at <http://gsrv.gs/GSSafety>.
- Ensure that your activities are accessible to everyone. Ask in advance if any special accommodations need to be made. If you have questions regarding specific adaptations, please contact River Valleys at 800-845-0787.
- Keep in mind that those who handle money and those who work with girls on a regular basis need to register as Girl Scouts.

Resources

- This activity plan has been adapted from the *Daisy Girl's Guide to Girl Scouting Money Counts Leaf*, which can be used for additional information and activities.

Getting Started

Time Allotment: 15 minutes

Materials Needed:

- Optional: Girl Scout Promise and Law printed out on poster board

Steps:

1. Welcome everyone to the meeting.
2. Recite the Girl Scout Promise and Law. Use repeat-after-me or say it as a group if girls know it by heart.

Girl Scout Promise	Girl Scout Law
<i>On my honor, I will try:</i> To serve God and my country, To help people at all times, And to live by the Girl Scout Law.	<i>I will do my best to be</i> honest and fair, friendly and helpful, considerate and caring, courageous and strong, and responsible for what I say and do, <i>and to</i> respect myself and others, respect authority, use resources wisely, make the world a better place, and be a sister to every Girl Scout.

3. Sing the Girl Scout Daisy Song. Use repeat-after-me or sing as a group if girls know it by heart.

Girl Scout Daisy Song
I'm a Girl Scout Daisy! Take a look at me. I'm a Girl Scout Daisy, happy as can be. We're having fun and sharing each and every day. I'm a Girl Scout Daisy, Hip, Hip, Hooray!
I'm a Girl Scout Daisy! Take a look at me. I'm a Girl Scout Daisy, happy as can be. I'm going on a journey, with friends along the way. I'm a Girl Scout Daisy, Hip, Hip, Hooray!

Activity #1: Treasure Hunt

Leaf Connection: Step 1—Understand the different kinds of coins

Time Allotment: 20 minutes

Prep Needed:

- Gather materials and supplies.

Materials Needed:

- Assorted coins (pennies, nickels, dimes and quarters)
- Posters or pictures of the coins with the names.

Steps:

1. Hide coins throughout meeting space prior to girls' arrival.
2. Once all members of the troop have arrived, have girls search for the most money (coins) they can find in five minutes.
3. After five minutes, ask the girls to come back together and begin sorting the coins that they found into four different groups.
4. Have the girls present what they found to the group. Ask one girl to volunteer to explain how she sorted her coins.

5. Tell the girls that with the coins that they have in front of them, they should sort their coins by color. Continue to sort using different categories (such as, big vs. small, which way the heads face, smooth or bumpy edges).
6. At the end of the activity, review each coin with its name.

Activity #2: Money Math

Leaf Connection: Step 1—Understand different kinds of coins and Step 2—Know more about paper money

Time Allotment: 20 minutes

Prep Needed:

- Print off copies of the Coin Equivalents Worksheet (one per girl)

Materials Needed:

- Four quarters, 10 dimes, and 20 nickels for each girl*

Steps:

1. Discuss with girls the value of the different coins and visually show how certain coins can add up to equal one separate coin.
 - Example: 5 pennies = 1 nickel
2. Explain to the girls that they will be figuring out how many quarters, dimes, and nickels are needed to make a dollar. Provide each girl the worksheet and a set of coins.
3. Challenge girls to figure out how many coins you need to have \$5.00 in quarters, nickels, etc.

*Note: If needed, request families to send coinage needed for the activity with girl. Plan to have some extra for those who forgot.

Activity #3: Cost of Fun

Petal Connection: Step 3—Find out the cost of fun

Time Allotment: 20 minutes

Prep Needed:

- Gather materials and supplies.

Materials Needed:

- Coloring utensils
- Paper

Steps:

1. Ask the girls to list things they do that cost money, such as go to a movie or eat at a restaurant.
2. Now ask the girls to each think of one thing they like to do that costs money. Have each girl draw her "cost-activity" on a sheet of paper.
3. Have each girl share her drawing and activity with the group.
4. Now challenge girls to think of activities they like to do that don't cost money, such as play at the park or go to the library.
5. Ask girls to brainstorm activities they would like to do as a troop that cost money and activities that are free. For activities that cost money, help girls understand how much those activities would cost to do together.
6. Optional: Have girls pick one activity from each list that they can do together as a troop this year.

Wrapping Up

Time Allotment: 15 minutes

Materials Needed:

- Optional: Make New Friends printed on poster board

Steps:

1. Instruct girls to get into a Friendship Circle. Have girls stand in a circle and cross their right arms over their left, holding hands with the person on each side of them.
2. Sing "Make New Friends."

Make New Friends		
Verse One	Verse Two	Verse Three
Make new friends, but keep the old. One is silver, the other is gold.	A circle is round, it has no end. That's how long, I will be your friend.	You have one hand, I have the other. Put them together, We have each other.

3. After the song, ask everyone to be quiet.
4. Assign a girl to start the friendship squeeze by gently squeezing her neighbor's hand with her right hand. Then, that girl squeezes with her right hand. One by one, each girl passes the squeeze until it travels around the circle. When the squeeze returns to the girl who started, she says "Goodbye Sister Girl Scouts" and the girls unwrap and face outward instead of inward.
5. Optional: Have girls make a wish after their hand has been squeezed and before they pass the squeeze along. Girls can also put their right foot out into the circle when they receive the friendship squeeze, so that everyone can see it travel along the circle.

More to Explore

- Field Trip Ideas:
 - Visit a local bank to learn about money.
- Speaker Ideas:
 - Invite an adult that works with money to visit the troop meeting.

Suggestions

Do you have any suggestions to improve this activity plan? Do you have ideas for other possible petal-earning activities? Please email GirlProgram@girlscoutsvr.org.

Family Follow-Up Email

Use the email below as a template to let families know what girls did at the meeting today. Feel free to add additional information, including:

- When and where you will be meeting next
- What activities you will do at the next meeting
- Family help or assistance that is needed
- Supplies or materials that girls will need to bring to the next meeting
- Reminders about important dates and upcoming activities

Hello Girl Scout Families:

We had a wonderful time today learning about money and costs and have earned the Money Counts Leaf.

We had fun:

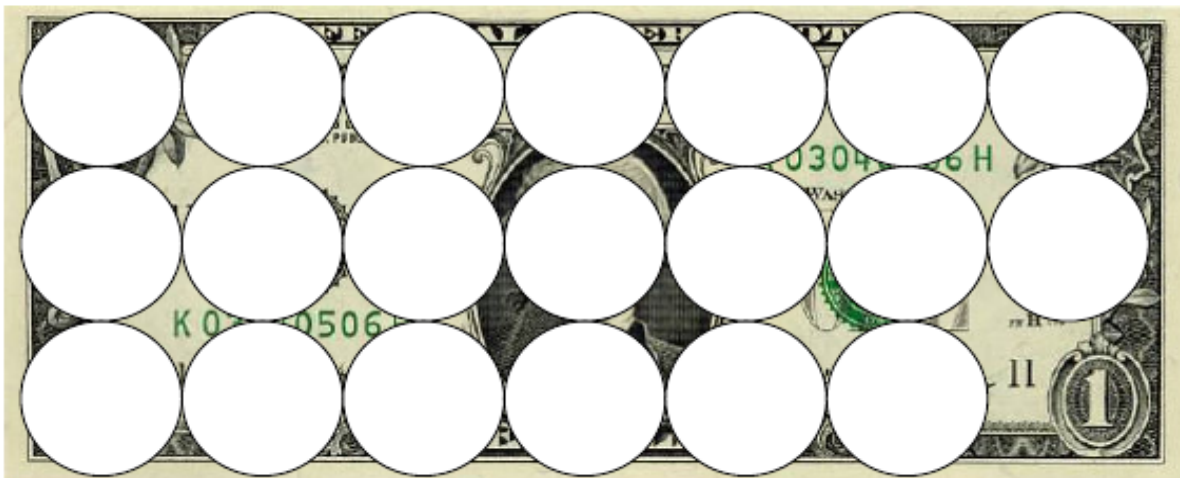
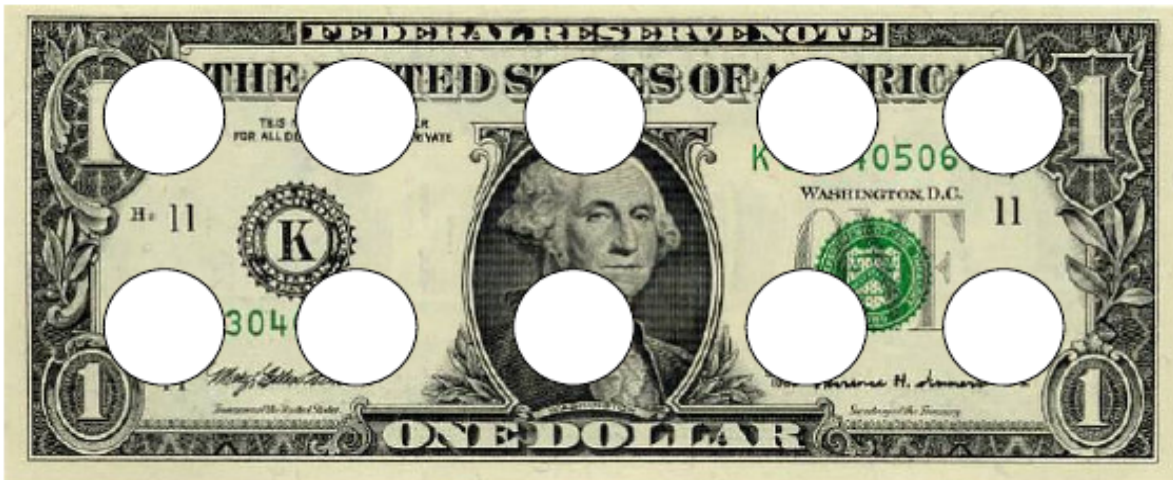
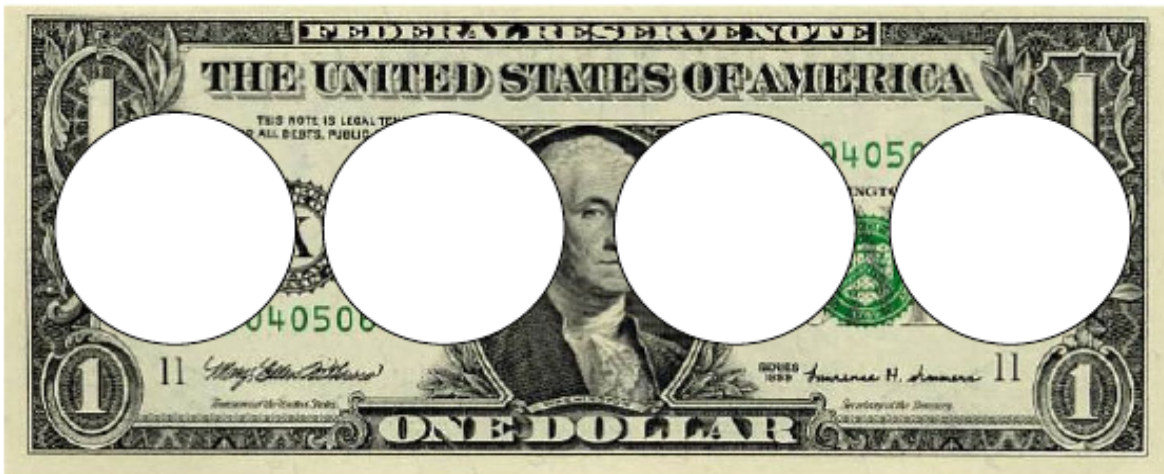
- Learning the differences between coins and paper money.
- Using our math skills to combine coins into larger dollar amounts.
- Drawing fun activities we enjoy and discussing how sometimes these activities cost money.

Continue the fun at home:

- Help your Girl Scout understand costs of things by taking her to the grocery store.
- Get your Girl Scout's input when deciding on family activities that cost money.
- Look through the *Girl's Guide to Girl Scouting* with your Daisy to find other activities you can try at home.

Thank you for bringing your Daisy to Girl Scouts!

Coin Equivalents Worksheet





Daisy 5 Flowers, 4 Stories, 3 Cheers for Animals! Activity Plan 1 Birdbath Award

Purpose: When girls have earned this award, they will be able to say “Animals need care; I need care. I can do both.”

Planning Guides Link: Leadership

Activity Plan Length: 1.5 hours

Involve Family and Friends: Participation from family and friends can enrich your troop’s Girl Scout experience, both for the girls and for you. Use the suggestions below to make it easier for you to connect with additional support.

- Before the meeting
 - Send a note to families to find those with interest or expertise in the topic. Ask them to lead or support a specific activity/activities, or to lead the meeting.
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- At home:
 - Encourage families to ask questions about their girls’ journey activities. Some examples that work for any journey include: *What did you learn? What surprised you? What does it make you think of trying next?*
- Throughout the Year:
 - Suggest to the girls and their families ways that they may share or display their Girl Scout accomplishments. Possibilities include a bulletin board, a scrapbook, a special memories box or family sharing time.

Girls Take the Lead: Include girl leadership through long-term planning, short-term meeting prep and specific activities at meetings.

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 - If you are adapting the “Plan Your Daisy Year”, get the girls’ input on which petals or journeys to choose. Offer just a few choices in each category or timeframe to make decisions easier. Every girl should have at least one petal or journey she’s excited about.
- Short Term Planning
 - Ask a family to help lead a petal or journey. Make sure they have access to activity plans and any resources you might have. Keep additional requested materials to a minimum.
 - Choose two helpers to stay after a meeting for 15 minutes. Give them each an activity to introduce and either instruct or help guide at the next meeting.
 - Before a meeting, ask everyone to vote on some aspect of the activity: draw posters or perform skits, open with a song or game, etc.

- Use a rotating list of helper tasks, called a 'kaper chart', to share responsibilities. Examples include acting as emcee of the meeting, leading an opening game, bringing a snack next meeting or taking attendance.
- At the Meeting
 - During the opening, have 1-2 girls share their answers to a get-to-know-you question.
 - Have girls fulfill their kaper chart responsibilities.

Try to find something in each activity that you can let girls decide or manage.

Customize It: If your group wants to expand work on this award or simply try different activities, go for it! There are many ways to complete this award, including: completing the activities as listed in the *5 Flowers, 4 Stories, 3 Cheers for Animals!* Journey, completing this activity plan, attending a council-sponsored event or customizing activities. Pick the one(s) that work best for your group. Girls will know they have earned the Discover Key if:

- They can name one way they care for animals
- They can name one way they can care for themselves
- They talk about how important it is for animals and people to be cared for

Girls can continue their *5 Flowers, 4 Stories, 3 Cheers for Animals!* Journey by earning the remaining awards: the Red Robin Award and the Tula Award.

Tips and Tools

- Check out ways to stay safe using Safety-Wise at <http://gsrv.gs/safetywise>.
- Ensure that your activities are accessible to everyone. Ask in advance if any special accommodations need to be made. If you have questions regarding specific adaptations, please contact River Valleys at 800-845-0787.

Resources

- This activity plan has been adapted from *It's Your Story—Tell It! 5 Flowers, 4 Stories, 3 Cheers for Animals!*, which can be used for additional information and activities.
- *Important snack note:* Please check with parents and girls to see if they have any food allergies. The snack activity calls for peanut butter or a dairy product. Ask parents for alternative options that will work for the activity, if needed.

Getting Started

Time Allotment: 15 minutes

Materials Needed:

- Optional: Girl Scout Promise and Law printed out on poster board

Steps:

1. Welcome everyone to the meeting.
2. Recite the Girl Scout Promise and Law. Use repeat-after-me or say it as a group if girls know it by heart.

Girl Scout Promise	Girl Scout Law
<i>On my honor, I will try:</i> To serve God and my country, To help people at all times, And to live by the Girl Scout Law.	<i>I will do my best to be</i> honest and fair, friendly and helpful, considerate and caring, courageous and strong, and responsible for what I say and do, <i>and to</i> respect myself and others, respect authority, use resources wisely,

	make the world a better place, and be a sister to every Girl Scout.
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- Sing the Girl Scout Daisy Song. Use repeat-after-me or sing as a group if girls know it by heart.

Girl Scout Daisy Song
<p>I'm a Girl Scout Daisy! Take a look at me. I'm a Girl Scout Daisy, happy as can be. We're having fun and sharing each and every day. I'm a Girl Scout Daisy, Hip, Hip, Hooray!</p> <p>I'm a Girl Scout Daisy! Take a look at me. I'm a Girl Scout Daisy, happy as can be. I'm going on a journey, with friends along the way. I'm a Girl Scout Daisy, Hip, Hip, Hooray!</p>

Activity #1: Unique Animals

Journey Connection: Session 4—Fantastical Animals Flip Book

Time Allotment: 15 minutes

Prep Needed:

- Gather materials and supplies.
- Create list of animal body parts (head, arm, leg, ears, tail, ears, feet) on individual small sheets of paper.

Materials Needed:

- Note cards
- Coloring utensils
- Tape
- List of animal body parts on sheets of paper

Steps:

- Ask the girls the questions below.
 - What animals have you seen near where you live?*
 - What is the most unusual animal you've ever seen? Where did you see it? What did it look like?*

After the girls answer, explain how there are lots of unique, different animals just like people are unique and different.

- Split the girls into teams, hand out note cards and assign 1–2 animal body parts per girl (depending on the number of girls per group). Instruct girls not to talk to each other and to draw the body part they have on the notecard for an animal, real or imaginary.
- After girls have finished their drawings, have them work as a team to tape the different animal body parts together to create a totally *unique* animal friend.
- Explain to girls that just like the imaginary animal friends they created, real animals—including people—are unique.
- Explain how animals all have unique body parts that help them live and survive. Use the list below to give examples of animal traits and compare them to humans.

Animal adaptation	What it does	Human equivalent
Sharp teeth	Cut and rip food	Knife and fork
Digging claws (aardvark, bears)	Helps dig	Shovel
Thick fur	Keeps warm	Fluffy coat

Penguin feathers	Keeps dry and warm under water	Wet suit
Pointed bird beak (robin)	Grab things in small spaces	Tweezers
Polar bear feet	Spread out weight so they don't sink in snow	Snow shoes
Big eyes	See well in the dark	Night vision goggles
Large ears (like rabbit, not elephant)	Helps hear better	Hearing aid
Foot pads	Protects feet	Shoes
Spots/stripes	Help blend with environment	Camouflage
Rough fur (sloth)	Repels moisture	Rain coat
Pouch	Holds baby with you	Stroller, baby carrier
Webbed feet/fins	Helps swim	Swim fins
Thick skin (elephant, rhino)	Protects body	Armor
Elephant ears	Cools animal	Fan
Wings	Fly	Airplanes, gliders, etc.
Hard shell/scales	Protects body	Helmet, pads
Claws	Helps climb	Grappling hook, other climbing gear
Light body/fur color	Reflects sun to keep cool	Light colored clothing in summer

Activity #2: Animals Can Talk Too!

Journey Connection: Session 2—Caring That Counts: Animals Safe and Sound

Petal Connection: Courageous and Strong (Red Petal)

Time Allotment: 15 minutes

Prep Needed:

- None

Materials Needed:

- None

Steps:

1. Tell girls that animals have special tools to help them live and they also have special ways to talk. Every animal has its own way of communicating, just as humans have their way.
2. Invite girls to brainstorm ways that people communicate. Ask how they might show they are happy or sad, how they communicate with their family and how they communicate with someone that cannot hear.
3. Point out that since animals can't talk like people, they use sounds and actions to communicate. Then, ask girls to brainstorm animal sounds they've heard and ask them to imitate those sounds.
4. Tell the girls that just like animals, we use our voices to communicate. We talk to share ideas and express how we feel. Explain how we not only use our voices but our bodies to communicate every day as well.

5. Separate the girls into small groups and have each girl take a turn “saying” something to the rest of the group by using only her body and not any words. Have girls tell the group something by how they stand, sit, or walk or by an expression on their face and have the rest of the group guess what that girl is trying to “say”.
6. After all the girls in each group have had a turn, have them talk about how their “body language” can sometimes actually change the way they feel. Point out that sometimes, if they act a certain way, such as dragging their feet or slumping their shoulders, they might actually feel more tired or sad. And sometimes, just smiling and laughing can make everyone feel better.

Activity #3: Incredible, Edible Nests Snack

Journey Connection: Session 2—Caring That Counts

Petal Connection: Friendly and Helpful (Yellow Petal)

Time Allotment: 15 minutes

Prep Needed:

- Gather materials and supplies.
- Shred raw carrots (1/2 cup per girl).
- Make sample nest to show girls.

Materials Needed:

- 8 oz. plastic cups or small plastic bowls
- Plastic spoons/forks
- Raw carrots
- Pretzel sticks
- Peanut butter, cottage cheese, hummus, or plain yogurt (1/4 cup-1/2 cup per girl)
- Water or other beverage
- Napkins
- Hand sanitizer or instruct girls to wash their hands

Steps:

1. Ask the girls if they know what basic needs every person has (i.e. food, shelter, care). Then compare those needs to that of animals and how animals get those needs met. Example: Rabbits get food from plants, shelter from the ground and plants, and care from one another or a human friend.
2. Ask the girls about what animals they know live in nests. After girls share, tell them they will be making a nest of their own—to eat!
3. Mix carrots with peanut butter or other binding food listed above.
4. Shape mixture into cup and cover with pretzel sticks to make it look like a nest. Enjoy!
5. While enjoying snack, here are some things for girls to talk about:
 - What can you do to help the animals around you?
 - What can you do to help the people around you?

Activity #4: Fly Little Bird!

Journey Connection: Session 2—Tail Tales

Time Allotment: 10 minutes

Prep Needed:

- Gather materials and supplies.

Materials Needed:

- Different colored party streamers
- Different types of music (CD, MP3, etc.)
- Music player (CD player or other electronic device like iPod, radio or computer)

Steps:

1. Tell the girls that they are going to pretend to be a bird so they can spread their wings and “fly” like a robin.
2. Give each girl two long strips of streamers and have them practice flapping their wings and making shapes like circles with their arms.
3. Start playing music and tell the girls to “fly, fly away!” by dancing, jumping, and moving around the room to the rhythm of the music.
4. Change the song or music every minute and encourage the girls to move differently than they were before. You can also call out a different bird for them to act like, such as a chicken, penguin, or a duck.

Wrapping Up

Time Allotment: 15 minutes

Materials Needed:

- Optional: Make New Friends printed on poster board

Steps:

1. Instruct girls to get into a Friendship Circle. Have girls stand in a circle and cross their right arms over their left, holding hands with the person on each side of them.
2. Sing “Make New Friends.”

Make New Friends		
Verse One	Verse Two	Verse Three
Make new friends, but keep the old. One is silver, the other is gold.	A circle is round, it has no end. That's how long, I will be your friend.	You have one hand, I have the other. Put them together, We have each other.

3. After the song, ask everyone to be quiet.
4. Assign a girl to start the friendship squeeze by gently squeezing her neighbor’s hand with her right hand. Then, that girl squeezes with her right hand. One by one, each girl passes the squeeze until it travels around the circle. When the squeeze returns to the girl who started, she says “Goodbye Sister Girl Scouts” and the girls unwrap and face outward instead of inward.
5. Optional: Have girls make a wish after their hand has been squeezed and before they pass the squeeze along. Girls can also put their right foot out into the circle when they receive the friendship squeeze, so that everyone can see it travel along the circle.

More to Explore

- Field Trip Ideas
 - Visit the local Animal Humane Society, zoo, or a farm to talk to an expert about animals needs and how we can care for them.
- Speaker Ideas
 - Invite someone to bring their uncommon pet and to talk more about how they care for them.
 - Invite an animal expert or educator to come talk more about animals and how they have similar needs that humans have.

Suggestions

Do you have any suggestions to improve this activity plan? Do you have ideas for other possible petal or journey-earning activities? Please email troopsupport@girlscoutsv.org.

Family Follow Up-Email

Use the email below as a template to let families know what you did at the meeting today. Feel free to add additional information, including:

- When and where you will be meeting next
- What activities you will do at the next meeting
- Family help or assistance that is needed
- Supplies or materials that girls will need to bring to the next meeting

- Reminders about important dates and upcoming activities

Hello Girl Scout Families:

We had a wonderful time today exploring how animals and people have similar traits and needs and have earned the *5 Flowers, 4 Stories, 3 Cheers for Animals!* Journey Birdbath Award.

We had fun:

- Learning how animals have their own way of communicating by imitating their sounds
- Exploring how animals and humans have unique traits to help them survive by creating our own imaginary animal
- Creating and eating our very own nests to learn about the need for a home or shelter

Continue the fun at home:

- If you have a pet, work with your girl to determine your pet's needs and how they are unique.
- Ask your girl how she can care for animals and herself.
- Look at the *5 Flowers, 4 Stories, 3 Cheers for Animals* Journey Book and learn about the adventures of the Flower Friends in "The First Stories" chapter.

Thank you for bringing your Daisy to Girl Scouts!



Daisy 5 Flowers, 4 Stories, 3 Cheers for Animals! Activity Plan 2 Red Robin Award

Purpose: When girls have earned this award, they'll see how they can use their knowledge and creativity to teach others how to care for animals.

Planning Guides Link: Leadership

Activity Plan Length: 1.5 hours

Involve Family and Friends: Participation from family and friends can enrich your troop's Girl Scout experience, both for the girls and for you. Use the suggestions below to make it easier for you to connect with additional support.

- Before the meeting
 - Send a note to families to find those with interest or expertise in the topic. Ask them to lead or support a specific activity/activities, or to lead the meeting.
 - Offer this activity plan as a starting place; point out that they may choose alternative activities using the Customize It! section as a guide. For example: If an activity plan directs girls to sit outside and observe animal habitats, you may choose to go to the zoo and learn about animal habitats there, instead.
- At home:
 - Encourage families to ask questions about their girls' petal and Journey activities. Some examples that work for any petal and Journey include: *What did you learn?* *What surprised you?* *What does it make you think of trying next?*
- Throughout the Year:
 - Suggest to the girls and their families ways that they may share or display their Girl Scout accomplishments. Possibilities include a bulletin board, a scrapbook, a special memories box or family sharing time.

Girls Take the Lead: Include girl leadership through long-term planning, short-term meeting prep and specific activities at meetings.

- Long Term Planning
 - If you use "Plan Your Daisy Year", share this with the girls at the start of the year. Have them ask friends and family to help out with specific meetings or activities. Let the girls brainstorm ways to make the plans their own, such as thinking of related field trip activities. If a girl has experience with a field trip, ask her to be assistant tour guide.
 - If you are adapting the "Plan Your Daisy Year", get the girls' input on which petal and Journeys to choose. Offer just a few choices in each category or timeframe to make decisions easier. Every girl should have at least one petal or journey she's excited about.
- Short Term Planning
 - Ask a family to help lead a Journey. Make sure they have access to activity plans and any resources you might have. Keep additional requested materials to a minimum.
 - Choose two helpers to stay after a meeting for 15 minutes. Give them each an activity to introduce and either instruct or help guide at the next meeting.
 - Before a meeting, ask everyone to vote on some aspect of the activity: draw posters or perform skits, open with a song or game, etc.
 - Use a rotating list of helper tasks, called a 'kaper chart', to share responsibilities. Examples include acting as emcee of the meeting, leading an opening game, bringing a snack next meeting or taking attendance.

- At the Meeting
 - During the opening, have 1-2 girls share their answers to a get-to-know-you question.
 - Have girls fulfill their kaper chart responsibilities.
 - Try to find something in each activity that you can let girls decide or manage.

Customize It: If your group wants to expand work on this award or simply try different activities, go for it! There are many ways to complete this award, including: completing the activities as listed in the *5 Flowers, 4 Stories, 3 Cheers for Animals!* Journey, completing this activity plan, attending a council-sponsored event or customizing activities. Pick the one(s) that work best for your group. Girls will know they have earned the Red Robin Award if:

- They can determine the needs of animals
- They can educate others on how to care for the needs of animals
- They can focus on specific animal needs in their community

Girls can continue their *5 Flowers, 4 Stories, 3 Cheers for Animals!* Journey by earning the Tula Award.

Moving to Take Action: To complete the *Daisy 5 Flowers, 4 Stories, 3 Cheers for Animals!* Journey, girls plan and carry out a Take Action project that addresses the root cause of a community issue in a sustainable way. During the process, here are some things to think about.

- Girls should play an active part in determining the “what, where, when, how and why” of their project, but Girl Scout Daisies will need your support and guidance throughout the process.
- Help girls scale the project to a manageable size, so they can have a successful experience. Even if the project has a small scope, what they are doing is important.
- Take Action projects are different than community service projects. Take Action projects pick up where short-term community service projects leave off and are long-term solutions, rather than short-term ones.
- Consider contacting older Girl Scouts in your area to help with the Take Action project.
- It’s up to the girls to find a Take Action project that they are passionate about, but to get started, here are a few ideas:
 - Family project: Girls work with their families to take care of animals they may find in their own yards like placing out bird seed or a cozy bird house. Girls and their families explore the impact they can have on the creatures that visit their yard.
 - School project: Girls talk to their classmates about the similarities between animals and people then make a poster about how to care for their pets or animals in nature.
 - Community project: Girls work with a local animal shelter to start a drive for food or toy donations from the community.

Tips and Tools

- Check out ways to stay safe using Safety-Wise at <http://gsrv.gs/safetywise>.
- Ensure that your activities are accessible to everyone. Ask in advance if any special accommodations need to be made. If you have questions regarding specific adaptations, please contact River Valleys at 800-845-0787.
- Create a safe space for girls by welcoming each girl fully to every meeting.

Resources

- For Activity #4: Animal Stories, visit the following website for animal craft ideas: <http://gsrv.gs/1MmJfZK>
- This activity plan has been adapted from *It’s Your Story—Tell It! 5 Flowers, 4 Stories, 3 Cheers for Animals!*, which can be used for additional information and activities.
- *Important snack note:* Please check with parents and girls to see if they have any food allergies. The snack activity calls for peanut butter or another topping. Ask parents for alternative options that will work for the activity, if needed.

Getting Started

Time Allotment: 15 minutes

Materials Needed:

- Optional: Girl Scout Promise and Law printed out on poster board

Steps:

1. Welcome everyone to the meeting.
2. Recite the Girl Scout Promise and Law. Use repeat-after-me or say it as a group if girls know it by heart.

Girl Scout Promise	Girl Scout Law
<i>On my honor, I will try:</i> To serve God and my country, To help people at all times, And to live by the Girl Scout Law.	<i>I will do my best to be</i> honest and fair, friendly and helpful, considerate and caring, courageous and strong, and responsible for what I say and do, <i>and to</i> respect myself and others, respect authority, use resources wisely, make the world a better place, and be a sister to every Girl Scout.

3. Sing the Girl Scout Daisy Song. Use repeat-after-me or sing as a group if girls know it by heart.

Girl Scout Daisy Song
I'm a Girl Scout Daisy! Take a look at me. I'm a Girl Scout Daisy, happy as can be. We're having fun and sharing each and every day. I'm a Girl Scout Daisy, Hip, Hip, Hooray!
I'm a Girl Scout Daisy! Take a look at me. I'm a Girl Scout Daisy, happy as can be. I'm going on a journey, with friends along the way. I'm a Girl Scout Daisy, Hip, Hip, Hooray!

Activity #1: Caring for Others

Journey Connection: Session 6—Comparing the Caring

Petal Connection: Respect for myself and others (Purple Petal)

Time Allotment: 10 minutes

Prep Needed:

- Gather materials and supplies.
- Create a poster or checklist that is split down the middle with one side saying "Daisies" and the other side "Animals".

Materials Needed:

- Poster board or large writing space
- Writing utensils

Steps:

1. Explain to the girls that taking care of animals can certainly be fun, but only if we know how to keep ourselves safe.
 - Animals are not people, so they can't talk to us about their needs.
 - Instead, they might bite or scratch as a way to tell us they are not happy or are frightened.

- When caring for animals, knowing how to be safe around them is very important.
2. Ask the girls how they can keep themselves safe around animals and write their ideas on the “Daisies” side of the chart.
 - What should you do to stay safe when you are playing with a cat or dog?
 - How should you act around squirrels or chipmunks or other animals you might see in a park?
 - Suppose you’re in a dog park. How should you act towards the pets there?
 3. Then ask the girls how they might be able to care for animals and keep them safe on the “Animals” side of the chart. You can also ask the girls how animals can receive better care in their community and write their ideas.
 - What does our community need to make life better for animals?
 - How can we, as Daisies, help with making these things better?
 - How can we care for stray or homeless cats or dogs that we might see in our community?
 - Why should people adopt pets from a shelter in our community?
 - What wild animals in our community need our care, and how can we care for them?

Activity #2: Rest!

Journey Connection: Session 7—Inspired by Animals

Time Allotment: 10 minutes

Prep Needed:

- Gather materials and supplies.

Materials Needed:

- Optional: Calming music or sounds of nature music
- Optional: Music playing device

Steps:

1. Both humans and animals need rest. All creatures need rest! Ask the girls to brainstorm some ways that animals rest and relax. What do they do to rest and relax?
2. Tell the girls that now they will all take some time to rest and relax with yoga.

Japanese Garden Yoga

- The Butterfly: Sitting down, press the bottoms of your feet together. Keep your back straight. Now, gently rock your knees up and down, just like butterfly wings!
- The Turtle: Curl up on the floor. Tuck your knees under your tummy. Round your back as if you were a turtle in its shell. Slowly stretch one arm forward, then slowly bring it back. Repeat with one arm at a time, then one leg at a time. Stretch your neck, too.
- The Crane: Stand on both feet, keeping both knees facing straight ahead. Lift one leg, touching your foot to your knee. To balance, put your arms out just like wings. This may take some practice!

Activity #3: Apple Ladybugs Snack

Journey Connection: Session 2—Caring That Counts

Time Allotment: 15 minutes

Prep Needed:

- Gather materials and supplies.
- Cut apples.

Materials Needed:

- Paper plates
- Plastic spoons/forks
- Apples (1 apple for every 2 girls—cut in halves from top to bottom)
- Pretzel sticks
- Peanut butter, Greek yogurt or other choice of topping

- Raisins
- Water or other beverage
- Napkins
- Hand sanitizer or instruct girls to wash their hands

Steps:

1. Give girls one half of an apple and have them place the apple flat side down on the plate.
2. Ask the girls to dab some peanut butter or other topping on the skin side of the apple halves and then put raisins on those spots.
3. Use the pretzel sticks to make antennae by putting one end of the pretzel stick into a raisin, then pressing the other end into the apple.
4. Enjoy your ladybugs!

Activity #4: Animal Stories

Journey Connection: Session 6—A Postcard is Worth a Thousand Words

Petal Connection: Make the World a Better Place (Rose Petal)

Time Allotment: 25 minutes

Prep Needed:

- Gather materials and supplies.
- Optional: Review website for craft ideas (see Resources section above for details).

Materials Needed:

- Paper plates (large and/or small)
- Coloring utensils
- Stickers, googly eyes and other decorative craft supplies
- Construction paper
- Popsicle sticks
- Tape and/or glue
- Scissors

Steps:

1. This activity can be done in small groups or one large group. Talk to the girls about how they now have the knowledge of how to care for animals and themselves and how they can share it with others. Tell them that they are going to create a story to tell their friends and family about an animal or a group of animals that need to be cared for and how others will care for them. The girls can create their own story of real or imaginary characters or you can give them a situation to work from.
 - Situation ideas: A baby animal can't find their mommy or daddy; an animal lost their home or needs a new one; an animal is sick or hurt; a neighbor is going out of town and needs someone to take care of their pet; an animal got lost and can't find their way home; there is an endangered species that need to be saved.
2. Spend about 10 minutes creating the story and then ask the girls to create their characters with the craft supplies. Girls can make masks if they want to act it out or draw the scenes to bring their story to life.
3. Put all the scenes together to make a storyboard or mural, or have the girls act out the story.
4. To help them start planning their take action project, ask girls the following questions and record their ideas. If girls need help thinking of ideas, remind them of the things discussed in Activity #1.
 - What project would be fun to do to care for animals?
 - How can we involve others in this project?
 - What supplies do we need to complete the project?
 - What can you do to tell others about the project and inspire them to take action too?

Wrapping Up

Time Allotment: 15 minutes

Materials Needed:

- Optional: Make New Friends printed on poster board

Steps:

1. Instruct girls to get into a Friendship Circle. Have girls stand in a circle and cross their right arms over their left, holding hands with the person on each side of them.
2. Sing "Make New Friends."

Make New Friends		
Verse One	Verse Two	Verse Three
Make new friends, but keep the old. One is silver, the other is gold.	A circle is round, it has no end. That's how long, I will be your friend.	You have one hand, I have the other. Put them together, We have each other.

3. After the song, ask everyone to be quiet.
4. Assign one girl to start the friendship squeeze by gently squeezing her neighbor's hand with her right hand. Then, that girl squeezes with her right hand. One by one, each girl passes the squeeze until it travels around the circle. When the squeeze returns to the girl who started, she says "Goodbye Sister Girl Scouts" and the girls unwrap and face outward instead of inward.
5. Optional: Have girls make a wish after their hand has been squeezed and before they pass the squeeze along. Girls can also put their right foot out into the circle when they receive the friendship squeeze, so that everyone can see it travel along the circle.

More to Explore

- Field Trip Ideas
 - Visit the local Animal Humane Society, zoo or a farm to talk to an expert about animals needs.
 - Take a nature walk around the block and have girls identify the sights and sounds of the animals around them and see if they find ways that animals take care of themselves.
- Speaker Ideas
 - Invite an animal expert or educator to come talk more about animals and how people can care for them.

Suggestions

Do you have any suggestions to improve this activity plan? Do you have ideas for other possible petal and Journey-earning activities? Please email troopsupport@girlscoutsv.org.

Family Follow-Up Email

Use the email below as a template to let families know what you did at the meeting today. Feel free to add additional information, including:

- When and where you will be meeting next
- What activities you will do at the next meeting
- Family help or assistance that is needed
- Supplies or materials that girls will need to bring to the next meeting
- Reminders about important dates and upcoming activities

Hello Girl Scout Families:

We had a wonderful time today exploring how we can care for animals and ourselves and are on our way to earning the *5 Flowers, 4 Stories, 3 Cheers for Animals!* Journey Red Robin Award.

We had fun:

- Discovering the types of needs animals and Daisies have and how we both are cared for.
- Learning a new way to rest and relax through yoga.
- Learning how to teach others about caring for animals through art and storytelling.

Continue the fun at home:

- Ask your Girl Scout about ways that the community can help animals.

- Help your Girl Scout create a poster or picture to put up at home to remind the family how important it is to care for animals and each other.
- Look at the *5 Flowers, 4 Stories, 3 Cheers for Animals* Journey Book and learn about the adventures of the Flower Friends in “Gloria’s Story.” Follow it up by doing the Japanese Garden Yoga poses with your Girl Scout.

Thank you for bringing your Daisy to Girl Scouts!

Daisy 5 Flowers, 4 Stories, 3 Cheers for Animals!
Take Action Project Sample Sessions: First Aid Club

It is a requirement in Girl Scouting that First Aid Kits always be available and for there to be trained First Aiders at all events and trips. The Girl Scout motto, “Be Prepared” is the basis for the Girl Scout commitment to safety. Girl Scout Daisies should not use a kit nor try to perform First Aid treatment. However, they should know the location and the contents of a First Aid Kit in order to show an adult. Girls can make a first aid kit for their classes, meeting places, or donate a First Aid Kit to someone in the community.

Session 1

911 Safety—*learn about 911*

First Aid Kit—*learn about the contents of a First Aid Kit*

Session 2

What’s Missing—*practice knowledge of contents of a First Aid Kit*

Assembly—*put together a First Aid Kit*

Session 3

Delivery—*visit a site to donate First Aid Kit*

Session 4

First Aid Kit Club Celebration—*celebrate knowledge of First Aid Kits*

Session 1: 911 Safety

Objective: Learn the procedure and reasons for calling 911.

Time Allotment: 15 minutes

Materials Needed:

- 911 Stickers (call local police station to order)

Discussion and Role-Play

1. Hand out 911 stickers.
2. Discuss the 911 number. Explain that it does not cost any money to call and it is for emergency help or to report an accident.
3. Discuss where to find a phone.
4. Discuss what questions will be asked by the 911 operator. Name, address and a description of the situation.
5. Ask girls to copy what you do.
6. Pretend to pick up a phone. Say, “My name is Jane Doe. I am at 1111 Jones Street. My friend is hurt and she needs help.”
7. Ask girls to practice with you.
8. Express that the number is only for use in serious situations.

Session 1: First Aid Kit

Objective: Familiarize girls with First Aid Kit contents and uses.

Time Allotment: 30 minutes

Prep Needed:

- Gather materials and become familiar with their uses.

Materials Needed:

First Aid Kit (contents taken from Safety-Wise)

- Adhesive tape and bandages
- Alcohol wipes
- Band-Aids, assorted
- Bottle of distilled water (for use as an eye rinse or to clean wounds or other items)
- Coins for phone calls
- Flashlight
- Gauze pads
- Instant chemical icepack
- Non-latex gloves (disposable for use in situations involving blood or other body fluids)
- List of emergency phone numbers
- Matches (for starting a fire)
- Needle (for removal of splinters or to make small holes at the base of a blister)
- Oral thermometer
- Paper drinking cups
- Plastic bags (for disposal of used materials and for collecting vomitus for analysis in suspected oral poisonings)
- Pocket face mask or face shield (used in CPR for protection when performing mouth-to-mouth resuscitation)
- Recognized first-aid book
- Roller gauze bandages
- Safety pins
- Scissors
- Soap (antibacterial liquid)
- Splints
- Triangular bandages
- Tweezers
- White index card, transparent tape and self-closing plastic bag (for use when removing objects such as ticks. The item removed can be taped to the index card, enclosed in the plastic bag and given to a medical professional)

Discussion:

1. Gather girls in a circle around the First Aid Kit so all can see.
2. Ask girls to examine the contents of the kit.
3. Ask what things they recognize. What are they used for?
4. Ask what things do they not recognize. What could they be used for? Explain unfamiliar items.
5. Ask what happens when an item is gone. What else could you use in its place?
6. Discuss any other items that may be included. Ask girls to select an item they would like to bring to help make a First Aid Kit to give someone.

Session 2: What's Missing?

Objective: Remind girls of the contents of a First Aid Kit.

Time Allotment: 30 minutes

Materials Needed:

- Complete First Aid Kit (see Session 1: First Aid Kit)
- Tray
- Cloth to cover the tray

Game:

1. Select five items from the First Aid Kit one-by-one and ask girls to tell you their uses. Explain or clarify when necessary.
2. Place the selected items on the tray and cover them with the cloth. Turn around with the tray and remove an item from it. Turn back around and remove the cloth. Ask girls to tell you what is missing. Ask girls to tell you its use.
3. Add five more items to the tray and ask the use for each item. Repeat step 2 with 10 items on the tray.
4. Continue to do so until you have all the items on the tray and have discussed the uses of all.

Session 2: Assembly

Objective: Assemble a First Aid Kit to donate.

Time Allotment: 15 minutes

Materials Needed:

- Container to act as a First Aid Kit
- Contents of a First Aid Kit (see Session 2: First Aid Kit)

Prep Needed:

- Ask girls and inform parents or guardians to choose an item to place in the First Aid Kit.

Discussion:

1. Ask girls to sit in a circle.
2. Ask girls to share what they brought.
3. Girls can then place items in the First Aid Kit container.
4. Decide as a group where the Kit should go.

Session 3: Delivery

Objective: Visit the site for delivery of the First Aid Kit.

Time Allotment: 45 minutes

Materials Needed:

- Completed First Aid Kit

Prep Needed:

- Make arrangements for site visit and presentation of the First Aid Kit.

Site Visit:

Girls should have the opportunity to share their knowledge at the site. Girls can present the First Aid Kit and explain its importance and the use of its contents.

Session 4: First Aid Kit Club Celebration

Objective: Celebrate knowing about 911 and First Aid Kits.

Time Allotment: 15 minutes

Materials Needed

- Paper

Prep Needed:

- Create certificates on paper for each girl. Certificate can say: This Certificate honors (___girl's name__) for being a member of the First Aid Kit Club. Date and sign certificates.

Sharing Circle:

1. Ask girls to sit in a circle.
2. Ask girls to share with each other one thing they learned about 911 or First Aid Kits.
3. After each girl shares, give them a First Aid Kit Club certificates.
4. After everyone has received a certificate, give a big cheer!

Daisy 5 Flowers, 4 Stories, 3 Cheers for Animals!
Take Action Project Sample Sessions: Book Worms

The issue of illiteracy affects people of all ages. Americans have made a commitment to literacy through their support of reading and tutoring programs in community centers, libraries, schools and the workplace. For girls who are beginning to read themselves, sharing the joy of books is a tremendous service.

Session 1

Favorite Books—*explore the joy of reading*

Session 2

Bookmarks—*create bookmarks to donate*

Session 3

Delivery—*meet people and visit the library*

Session 4

Book Worms—*share enthusiasm for books and reading*

Session 1: Favorite Books

Objective: Introduce the importance of books and reading in everyday lives.

Time Allotment: 45 minutes

Materials Needed:

- Age appropriate books

Prep Needed:

1. Ask girls to bring their favorite books to share.
2. Check books out from the library and offer a pile of books from which girls can choose.

Discussion and Sharing Circle:

1. Ask girls to describe books. What is a book? What is in a book? Why are books important?
2. What are their favorite books? Why?
3. Spend some time reading books to the group or having girls read to each other in pairs. They can make up stories from the pictures or talk about why they chose that particular book.

Session 2: Bookmarks

Objective: Create bookmarks to donate to people who read.

Time Allotment: 45 minutes

Materials Needed:

- Varies depending on bookmark project.

Prep Needed:

Choose one of the following projects for making bookmarks and prepare materials.

Discussion and Activity:

1. Ask girls:
 - What is a bookmark? It is something to mark your place in a book
 - Where do people read that they may like to use bookmarks? In the library

- Where is the local library? Where is the school library?
 - Would people like to have new bookmarks?
2. Explain how you will make bookmarks for people and visit the library to distribute the bookmarks.
 3. Use one or more of the following ideas for making bookmarks or your own craft ideas.

Bubble Print Paper

Adapted from a project by Virginia T. Peterson

Materials Needed:

- Tempera or acrylic paint (darker colors work best)
- Bubble-blowing liquid
- Straws
- Flat pans large enough to hold your paper size (such as clear, plastic donut or baked goods containers)
- White or pastel paper, the thicker the better—half or quarter sheets work best
- Newspapers to cover your work surface and to place underneath finish prints while they dry
- Contact paper

Directions:

1. Lay out the newspapers to cover your work area.
2. Pour bubble liquid into the pan to a depth of approximately 1/4" (1 cm).
3. Stir in thoroughly one to three teaspoons (5-15 ml) of paint, depending on the size of your pan.
4. Insert the end of the straw into the liquid and blow very gently to make bubbles covering the surface of the liquid. Or, stir the liquid with the straw to make smaller bubbles. It works best to blow fresh bubbles before each print is made.
5. Holding a piece of paper by the edges, lay it down on the surface of the bubbles, pressing down slightly to pop some of the bubbles. Don't let go of the paper or let it touch the liquid.
6. Lay the paper face up to dry. If girls don't like how it turned out, they can print the paper over again one or more times, or even use a different color of paint.
7. To prevent curling, flatten the paper underneath books after it dries.
8. After drying, cut into strips and cover in contact paper for sturdier bookmarks.

Button Bookmarks

Materials Needed:

- Dental floss, heavy thread or thin ribbon
- Buttons (with a minimum of two holes)

Directions

1. Select buttons for the bookmark.
2. Lace floss, thread or ribbon through two holes in each button causing the buttons to lay flat.
3. Tie off the ends.

Artwork Bookmarks

Adapted from a project by Janet LaFara

Materials Needed:

- Artwork finger paintings, magazines pictures, old calendars, etc.
- Clear contact paper
- Scissors
- Ruler
- Pencil
- Bookmark templates made from a sturdy material such as cardboard or Styrofoam trays.

Prep Needed:

1. Collect artwork or arrange for a finger painting session beforehand (allow enough time for finger paintings to dry).
2. Create templates based on the following dimensions:
 - Bookmark template: 1/2" by 5" (4 cm by 12 cm)
 - Contact paper template: 2" by 5 1/2" (5 cm by 13 cm)

3. Spread out the artwork on a table.

Directions

1. Choose the artwork to make the bookmarks.
2. Using the templates, trace the rectangle on the back of the artwork.
3. Cut out bookmark carefully.
4. Using contact paper templates, cut out contact paper to cover each bookmark that is 1/2" (1 cm) wider and longer.
5. Remove backing from one piece of contact paper and carefully center artwork rectangle on sticky side. Press down.
6. Remove backing from the other piece of contact paper and carefully place on other side of artwork, making a sandwich.
7. Air bubbles can be smoothed out using the edge of the ruler.
8. If the edges of the contact paper are not even, they can be trimmed slightly after drawing a new straight line as a guide.

Session 3: Delivery

Objective: Girls will meet people and become familiar with the library while donating their bookmarks.

Time allotment: 45 minutes

Prep Needed:

- Arrange a visit to the library.

Site Visit:

Visit the library. Girls may want to talk to the librarian and pick out a place to put their bookmarks for people to take. Or, they may want to hand deliver bookmarks to someone they meet in the library. Introduce the girls to the library if they haven't already been there. They may like to stay for a story hour or to look at the books.

Session 4: Book Worms

Objective: Girls share enthusiasm for books.

Time allotment: 15 minutes

Materials Needed:

- Music, a bell or clapping—any sound that may be started and stopped repeatedly

Game:

This is an active reflection game.

1. Choose a girl to be the "librarian."
2. All girls should lay on the floor.
3. When the music starts, all the girls must wriggle around on the floor and be "book worms." The girl who is the "librarian" walks among the "book worms."
4. When the music stops, the "librarian" chooses a girl who must shout out the name of a book.
5. That girl then becomes the "librarian," the librarian becomes a book worm and the game continues when the music starts again.

Meeting Basics – Meetings 101

Girl Scout meetings traditionally open and close with a ceremony:

Opening a meeting:

- At the designated start time, the leader calls the meeting to order.
- Display an American Flag & say the Pledge of Allegiance
- Display the Girl Scout Promise (if necessary) and say the Promise together, while raising hands in the Girl Scout Sign.
- For Brownies & older troops, display and recite the Girl Scout Law.
- Sing a Girl Scout Song

Kapers

Girl Scouts call chores or jobs “kapers.” They are any job that needs to be accomplished during a meeting, event, or trip. It is a temporary job or responsibility – girls rotate the jobs. It is important to delegate responsibility for some tasks to the girls. Not every girl needs to have a kaper at every meeting. Look online, especially on Pinterest, for some simple kaper charts to keep track of the different jobs.

Some suggested meeting kapers include:

- Snack helper
- Craft helper
- Attendance/Dues Collector
- Clean up helper
- Flag leader
- Song leader

Closing a meeting:

- Sing a short song like “Make New Friends”
- Get into a circle and do the Friendship Squeeze

Communicating with Parents:

Parents appreciate a brief report of what was accomplished in the meeting, and what is coming up next. Please see a sample report in this binder.

Girl Scout Traditions

Celebrating Girl Scout traditions connects girls to one another, to their sister Girl Scouts around the world, and to the generations of girls who were Girl Scouts before them. Traditions and ceremonies have always been part of the fun of being a Girl Scout. When girls gather in a ceremony, they share their strengths, hopes, and accomplishments, and experience the power of belonging. Traditions really show girls that they're part of a sisterhood of leaders.

Here are a few of the most enduring ***Girl Scout traditions***:

GIRL SCOUT SIGN The Girl Scout sign is made when you say the Girl Scout Promise. The sign is formed with the right hand, by using the thumb to hold down the little finger, leaving the three middle fingers extended to represent the three parts of the Promise.

QUIET SIGN The Quiet Sign is a way to silence a crowd without shouting at anyone. The sign is made by holding up the right hand with all five fingers extended. It refers to the original Fifth Law of Girl Scouting: A Girl Scout is courteous.

GIRL SCOUT HANDSHAKE The Girl Scout handshake is the way many Girl Scouts greet each other. They shake their left hands while making the Girl Scout sign with their right hand.

FRIENDSHIP CIRCLE The Friendship Circle is often formed at the end of meetings or campfires as a closing ceremony. Everyone gathers in a circle, and each girl crosses her right arm over her left and holds hands with the person on each side. Once everyone is silent, the leader starts the friendship squeeze by squeezing the hand of the person next to her. One by one, each girl passes on the squeeze until it travels around the full circle.

Flag Ceremony

A flag ceremony honors the American flag as the symbol of our country and all the hopes, dreams, and people it represents. If your group includes girls from other countries, they can honor their flags, too, and conduct an international flag ceremony.

Flag ceremonies may be used for:

- Opening or closing meetings
- Opening or closing special events
- Beginning or closing a day
- Honoring a special occasion or special person
- Retiring a worn flag

Flag ceremonies may take place in meeting rooms, outdoor settings, large auditoriums, onstage, or even on horseback. The American flag is carried by a color guard for protection during a flag ceremony. All flag ceremonies share one thing—respect for the flag.

Flag Ceremony Guidelines

Keep it simple. Emphasis needs to be on respect for the flag rather than on the commands or techniques. Adults can ask girls these questions when planning:

- Who will carry the flag?
- Who will the color guards be?
- Who will give the directions for the ceremony?
- What song will you sing? Who will sound the pitch and start the song?
- Will a poem or quotation be included? Who will say or read it?
- After the Pledge of Allegiance, will the Girl Scout Promise and Law be said?
- What order will the ceremony follow?
- When will the group practice?
- Where will the flags be placed at the end of the ceremony?

Terms Used in a Flag Ceremony

The **color bearer** (or flag bearer) is the person who carries the flag. There is one color bearer for each flag used in the ceremony.

The **color guard** is a team that guards the flags. Any even number of guards may be used, but usually four or six girls are sufficient.

The **Girl Scout in charge** (or caller) is a designated Girl Scout who announces or calls each part of the ceremony.

Possible Commands for a Flag Ceremony

"Girl Scouts, attention." Used to announce that the flag ceremony is to begin.

"Color guard, advance." Signals the color guard to advance with the flags, or advance to pick up the flags.

"Color guard, post the colors." Directs the color guard to place the flag in flag standards, or to attach the grommets to a flag pole rope.

"Color guard, honor your flag." Signals the color guard to salute the American flag.

"Please join us in saying the Pledge of Allegiance." (Followed by an appropriate song, quotation, or poem, if so desired.)

"Color guard, retire the colors." Prompts the color guard to remove the flag from standards, or to lower the flag, detach it from the rope, and fold it prior to being dismissed.

"Color guard, dismissed." Prompts the color guard to leave in formation, with or without the flag.

"Girl Scouts, dismissed." Indicates girls may leave in formation or be at ease where they have been standing.

Handling the Flag of the United States of America

Display of the American flag is governed by law to ensure that it will be treated with the respect due the flag of a great nation. This is known as the [United States Flag Code](#). Some of the rules most useful for Girl Scouts are:

- The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of states or localities or pennants of societies are grouped and displayed from staffs.
- When the flags are posted in stands or raised on a pole, the American flag is always kept higher than other flags, so it is placed in its stand after other flags are lowered into their standards, or it is raised up a pole first. When it's time to retire the colors, the American flag is taken out of its stand first so it remains the highest flag at all times.
- The flag, when carried in a procession with other flags, should be either on the marching right or, if there is a line of other flags, in front of the center of that line
- When you display the flag on a wall or in a window where people can see it from the street, it should be displayed flat with the blue part at the top and on the flag's own right (which is the observer's left).
- When displayed after dark, the flag should be illuminated.
- The flag is to be hoisted briskly and lowered slowly, with dignity.
- The flag should never be allowed to touch anything beneath it, nor should it ever be carried flat or horizontally—always aloft and free.
- Never use the flag as a cover or place anything on top of it.
- No disrespect of any kind should be shown to the flag of the United States. It should be kept clean.

Saluting the Flag of the United States of America

- When the flag passes in a procession, or when it is hoisted or lowered, all (excluding: Color Guard, Color Bearer, and Girl Scout in Charge) should face the flag and salute.
- To salute, all persons come to attention.
 - Those in uniform give the appropriate formal salute.
 - Members of the Armed Forces and veterans who are present but not in uniform may render the military salute.
 - Citizens not in uniform salute by placing their right hand over the heart and those with head cover should remove it and hold it to left shoulder, hand over the heart.
 - Citizens who are not veterans or members of the armed services should not render the military salute.
 - Citizens of other countries present should stand at attention.

All such conduct toward the flag in a moving column should be rendered at the moment the flag passes.

Trips & Local Programs for Daisies and Brownies

All the places below offer programs for Scouts.

Nature, Outdoors --

Mill Grove – Sapsucker Festival (early March) – Patch included!
610-666-5593 ext. 109

Great Valley Nature Center –
610-935-9777 or email gvnature@gmail.com

Morris Arboretum
215.247.5777 or info@morrisarboretum.org

Farms –

Peter Wentz Farmstead
peterwentzfarmstead@montcopa.org or 610-584-5104.

Merrymead Farm
610-584-4410

Longview Center
610-584-6580 or contact@greenerpartners.org

Local Businesses --

TD Bank – 610-630-6772
Ambler Savings Bank – 215-646-8400
Zwahlen's – 610-635-0115
Brusters – 610-650-0264
Wegman's – 484-902-1500

Local Government, Safety, etc.

Lower Providence Fire Department 610-539-9084
Worcester Fire Department – 610-584-5159
Lower Providence Police Department 610-539-5900

Arts & Crafts

Busy Bees – 610-666-1060

Crayola Experience 610-515-8000

Active/Sports

AIM High Yoga – 484-686-0067
Philadelphia Rock Gym – 610-666-7673
Hatfield Pool – offers discount rates for GS troops
Franklin Institute Sleepover

Girl Scout Songs to Sing at Meetings

Daisy, Daisy

(Tune: "Bicycle Built for Two")

Daisy, Daisy, I always know it's you!

(hold hands and sway in a circle)

You're so happy and you're friendly too,

(big smiles and all walk to the center with hands raised)

You know the Girl Scout Promise, You know the Girl Scout Law,

(show the Girl Scout sign with the right hand)

You sing and play and learn each day,

(clap hands on the word play, tap head on the word learn)

I think the world of you!

(hold hands and sway in a circle)

Make New Friends

Make new friends, but keep the old

One is silver and the other gold.

A circle is round, it has no end

That's how long I want to be your friend.

Here is my hand, and here is the other

Let's put them together and we have each other.

We are Daisy Girl Scouts

(Tune: "I'm a little Teapot")

We are Daisy Girl Scouts, in our tunics blue

When we get together, there lots of things to do

We play a lot and sing a lot and learn what's good and true.

Oh we are Daisy Girl Scouts in our tunics blue.

Or...

We are Daisy Girl Scouts, short and sweet

Here are our hands and here are our feet

If you need a helper just give a call

And we'll come running one and all.

Or...

We are Daisy Girl Scouts, and we're neat.

Here are our hands and here are our feet.

When we get together, we all say---

Let's have fun the Girl Scout Way!

We are Daisies

(Tune: "Frere Jacques")

We are Daisies, we are Daisies.

Who are you? Who are you?

Can't you tell by looking?

Can't you tell by looking?

I'm one, too! I'm one, too!

Or...

Daisy Girl Scouts, Daisy Girl Scouts.

We have fun. We have fun.

Join us in our Daisy Chain.

We have fun with songs and games.

Daisy Girl Scouts, Daisy Girl Scouts.

Juliette Low Taps:

Day is done; gone the sun,

From the North, from the South,

East and West.

All your dreams, still lives on,

Juliette.

Grand Old Flag

You're a grand old flag,

You're a high flying flag

And forever in peace may you wave.

You're the emblem of

The land I love.

The home of the free and the brave.

Ev'ry heart beats true

'neath the Red, White and Blue,

Where there's never a boast or brag.

Should auld acquaintance be forgot,

Keep your eye on the grand old flag.

Helpful References

Volunteer Essentials – this e-publication is available to download and is a searchable pdf. Found at <http://www.gsep.org/volunteers/volunteer-resources/>

Safety Activity Checkpoints – safety guidelines for activities in Girl scout from hay rides to horseback riding to camping to zip lining. Found at <http://www.gsep.org/volunteers/volunteer-resources/>

Forms – there is some paperwork necessary with leading the troop – girl's health history and other troop forms, such as financial and trip application forms. Found at <http://www.gsep.org/forms/>

Horizon Service Unit's website – I have sent you a link to join www.horizongirlscouts.org the Members Only pages. This is the SU's private site to find out what is happening in our Service Unit.

Horizon Monthly Newsletter – the newsletter is emailed to every leader and co-leader who has a login to the Members Only page of the www.horizongirlscouts.org website. The newsletter has information about important changes, events, products sale, who to contact if you have a question and what the troops are doing.

GSEP Website: Volunteer Resources

<http://www.gsep.org/volunteers/volunteer-resources/>

Safety Activity Checkpoints

Journey Toolkit

Ready to Run Programs

Girl Scout University

Volunteer Equipment

Quick Start Guides for Troop Volunteers Check out this resource from GSUSA! Quick Start for Troop Volunteers (<http://forgirls.girlscouts.org/quickstart/>) is available for Daisy, Brownie, and Junior Grade Levels.

ServSafe Procedures

Grade Level Information

Roles for Adults in Troops

Leader: the primary troop adult, and registers with 01 position. Completes required trainings to be a leader. Organizes planning meetings for adults and girls, attends Service Unit Leaders' meetings, receives council office mailings, communicates information, prepares copies of the schedule, makes sure the troop kit or box of supplies changes hands at the right time, handles Program Essentials chart, keeps the meeting records up to date, etc.

Assistant Leader: there can be one or more assistant leaders, and they register with an 02 position code. Completes required training to be a leader. Attends all troop meeting, helps the leader with planning and implementation during the meetings. This person could also be the troop First Aider.

Financial Coordinator (Treasurer): Becomes familiar with council financial policies and procedures, opens troop bank account, keeps signatures current, tracks financial records, helps girls plan, budget and file financial records, and prepares annual financial report with May bank statements and returns it to the service unit manager or treasurer by June 30.

First Aider: An adult volunteer who has taken Girl Scout–approved first-aid and CPR training that includes specific instructions for child CPR. If, through the American Red Cross, National Safety Council, or American Heart Association, you have a chance to be fully trained in first-aid and CPR, doing so may make your activity-planning go a little more smoothly. *Note:* The following healthcare providers may also serve as first-aiders (level 1 or 2): physician, physician's assistant, nurse practitioner, registered nurse, licensed practical nurse, paramedic, military medic, and emergency medical technician.

Product Program Manager: Attends product program training and handles everything connected to the cookie sale, fall product sale, and any other troop money earning activities (i.e. cookie booths). Communicates with the treasurer, coordinator, and other troop adults, as necessary.

Program Coordinator: Records earned recognitions, arranges field trips, secures guests to visit with the troop, takes care of permission slips, and handles any details connected with the planned program. A program coordinator could be the person who plans the activities with the girls for the group leaders to facilitate.

Transportation Coordinator: Manages all transportation for the girls and keeps a list of volunteers who can drive to activities, when necessary.

Paperwork Coordinator: Keeps track of miscellaneous paperwork for the troop (field trip permission slips, healthy history forms, etc.).

Girl Scout Glossary

We use a lot of funny terms in Girl Scouting. Here are some definitions.

Badges: symbols earned by Brownie through Ambassador Girl Scouts indicating increased knowledge and skill in a particular subject. These are found in their age levels' Girl's Guide to Girl Scouting. Additional badges in conjunction with the Journey program are also available. (Worn on the front of a sash or vest.)

Bridging: activities designed to emphasize the continuity of the Girl Scout program, to introduce girls within each age level to what lies ahead, and to give older girls a sense of personal responsibility for younger girls. Bridging requirements are found in the Girl's Guide to Girl Scouting for each age level.

Buddy system: a safety practice that requires two girls of equal ability in an activity (e.g. swimming, hiking) to keep watch over the other.

Court of Awards: a troop ceremony where girls receive recognition for their accomplishments in the form of patches, badges, pins and certificates.

Daisy: the nickname of Girl Scout founder Juliette Gordon Low.

Day camp: daytime camping on a site staffed by volunteers and approved by the Girl Scout council. Girls of all ages camp together. Overnight camping is optional; day camp generally lasts three to five days.

Dunk bag: a mesh cloth bag with a drawstring, used to sterilize and hang dry eating utensils when washing dishes at camp.

Emblems: GSUSA, council, troop, membership and identification insignia.

First-aider: an adult who has taken local Girl Scout council-approved first aid training from a nationally recognized organization.

Fly-up ceremony: the event at which a Girl Scout Brownie receives her Brownie Wings and becomes a Girl Scout Junior.

Founders Day: our founders', Juliette Gordon Low, birthday, October 31st.

Friendship circle: a symbolic gesture, often used as a closing ceremony, in which girls form a circle by clasping hands (right over left) and passing a gentle squeeze around the circle.

Friendship squeeze: a hand squeeze that travels around a friendship circle from one person to another after someone starts it.

Girl Scout birthday: March 12 marks the anniversary of the first troop meeting of Girl Scouts in the US in Savannah, GA, in 1912.

Girl Scout handshake: a handshake made with the left hands while making the Girl Scout sign with the right hand.

Girl Scout Promise & Law: principles of conduct to which Girl Scouts subscribe

Girl Scout Sabbath/Sunday: the Saturday/Sunday in Girl Scout Week. A time for members to be recognized in their place of worship or to recognize the place of worship as a sponsor of a troop/group. Also an appropriate time for religious recognitions to be awarded to Girl Scouts exploring their own faith.

Girl Scout shop: a retail shop, located at headquarters and online, in which official Girl Scout uniforms, equipment, accessories, and publications can be purchased.

Girl Scout sign: the official Girl Scout greeting. It is always used when the promise is made or repeated. The right hand is raised shoulder high, palm forward, with the three middle fingers extended and the thumb holding down the little finger.

Girl Scout week: celebrated each year during the week of March 12th.

Girl Scouts of Eastern Pennsylvania (GSEP): is the council servicing the 9 counties around Philadelphia.

Girl Scouts of the USA (GSUSA): the corporation chartered by the US Congress to direct and coordinate the Girl Scout movement.

Insignia: emblem, buttons, badges, pins and other official forms of recognition that may be worn on the uniform by registered members of the Girl Scout movement.

Investiture: a special ceremony that welcomes new members, girls or adults, into the Girl Scout family.

Journeys: experiences that incorporate the Girl Scout leadership experience into fun, thematic, customizable activities. Each journey is tied to some of the Girl Scouts' 15 national outcomes. (Journey badges are worn on the front of a sash or vest.)

Juliette Gordon Low: founder of the Girl Scout movement in the US in 1912. Born October 31, 1860 in Savannah, GA.

Kaper chart: a chart showing the job or assignment for each girl on any given project.

Leader: an adult member who meets regularly with a troop to help them achieve the purpose of Girl Scouting. A troop leader for teen girls is called an advisor.

Lord & Lady Baden-Powell: the founder of the Scouting movement and his wife, who served as the World Chief Guide.

Membership Manager: a professional Girl Scout staff member who is responsible for organizing and maintaining troops in a specific geographic area.

Patches: an emblem signifying either participation in Girl Scout activities or completion of a specific set of activities. (Worn on back of sash or vest)

Patrol system: a form of troop government for Junior and Teen troops. It is a representative form of government composed of patrols and a Court of Honor.

Patrol: a group of girls with a leader.

Petals: recognition program for Daisy Girl Scouts. Each petal earned represents understanding part of the Girl Scout Law. The Daisy Center is earned when girls memorize the Promise.

Program consultant: an individual who shares his/her interests and special abilities with a troop by advising or instructing leaders or volunteer day camp staff.

Quiet sign: Raising the right hand over the head is a traditional means of obtaining silence at Girl Scout meetings. As others see a raised hand, they raise theirs and become quiet.

Rededication ceremony: a reaffirmation of a Girl Scout member's belief in the Girl Scout Promise and Law.

Resident camp (established camp): Girls of different age levels register individually for a camping experience of between 4 and 10 days in duration at permanent camp sites owned and operated by the Girl Scout Council.

S'mores: a sandwich made with graham crackers, chocolate, and a roasted marshmallow.

Safety activity check points: a GSUSA publication found on the council website detailing national program standards for Girl Scout activities.

Service Unit Manager: the volunteer administrator of the Service Unit.

Service Unit: a designated grouping of troops in a geographical area.

Sit-upon: a camp craft that provides girls with a clean, dry spot to sit.

Sponsor: an organization or institute that supports a troop in specific ways (i.e. providing troop meeting place, supplies, volunteers).

STEM: a science, technology, engineering and math program available for girls at each program level. Many STEM activities are conducted by the council.

SWAPS: Tokens of friendship exchanged by girls at events.

Trefoil: The official emblem of the Girl Scout movement in the US, registered in the US Patent Office by Girl Scouts of the USA.

World Association of Girl Guides and Girl Scouts (WAGGGS): The international organization of Girl Guide/Girl Scout associations. Organized in 1928.

World Thinking Day: February 22, the birthday of both Lord and Lady Baden-Powell, celebrated as the day in which Girl Guides and Girl Scouts all over the world think of each other and exchange greetings.

World Trefoil pin: A pin with a gold trefoil on a blue background, worn by all members of the World Association of Girl Guides and Girl Scouts.