Intro to Troop Management
Learning Guide

What makes Girl Scouting GREAT!

Girl Scout Mission
Building girls of courage, confidence, and character who make the world a better place.

Girl Scout Leadership Experience
3 Keys: Discover. Connect. Take Action!

Girl Scout Processes
Activities are girl-led, and include learning by doing and cooperative learning.

Inside the Learning Guide:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>What makes Girl Scouting GREAT!</td>
<td>1</td>
</tr>
<tr>
<td>Adult Learning Opportunities</td>
<td>5</td>
</tr>
<tr>
<td>Building your Troop Leadership Team</td>
<td>5</td>
</tr>
<tr>
<td>Finding your Resources</td>
<td>7</td>
</tr>
<tr>
<td>Keeping your Troop Safe</td>
<td>13</td>
</tr>
<tr>
<td>Managing Troop Finances</td>
<td>18</td>
</tr>
<tr>
<td>New Leader Checklist</td>
<td>24</td>
</tr>
</tbody>
</table>

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.

G.I.R.L.
go-getter / innovator / risk-taker / leader

POWERED BY GIRL SCOUTS
5 Ways Girl Scouts of Kansas Heartland Builds Girl Leaders

Girl Scouts’ mission is to build girls of courage, confidence, and character, who make the world a better place. Since 1912, girls have explored new fields of knowledge, learned valuable skills, and developed strong core values through Girl Scouts. Today Girl Scouts is, as it always has been, the organization best positioned to help girls develop important leadership skills they need to become successful adults.

At Girl Scouts, guided by supportive adults and peers, girls develop their leadership potential through age-appropriate activities that enable them to discover their values, skills, and the world around them; connect with others in a multicultural environment; and take action to make a difference in their world. These activities are designed to be girl led, cooperative, and hands-on—processes that create high-quality experiences conducive to learning.

When girls participate in Girl Scouts, they benefit in 5 important ways:

**STRONG SENSE OF SELF**
Girls have confidence in themselves and their abilities, and form positive identities.

**POSITIVE VALUES**
Girls act ethically, honestly, and responsibly, and show concern for others.

**CHALLENGE SEEKING**
Girls take appropriate risks, try things even if they might fail, and learn from mistakes.

**HEALTHY RELATIONSHIPS**
Girls develop and maintain healthy relationships by communicating their feelings directly and resolving conflicts constructively.

**COMMUNITY PROBLEM SOLVING**
Girls desire to contribute to the world in purposeful and meaningful ways, learn how to identify problems in the community, and create “action plans” to solve them.
Why do these five outcomes matter?

When girls exhibit these attitudes and skills, they become responsible, productive, caring, and engaged citizens. But don’t take our word for it! Studies show that the development of attitudes, behaviors, and skills like confidence, conflict resolution, and problem solving are critical to well-being and rival academic and technical skills in their capacity to predict long-term positive life outcomes.¹

Youth who develop these five outcomes...

Are happier, healthier, and less likely to engage in problem behaviors or be victimized. Youth who develop competencies such as perseverance, positive self-esteem, and sociability have lower rates of obesity, depression, and aggression, and show greater life satisfaction and well-being than those who do not develop such attributes/skills.²

Achieve more academically and feel more engaged in school. Youth who participate in programs that promote the attributes and skills linked with our five outcomes show stronger academic performance and school engagement compared to those who do not.³ When students are more self-aware and confident about their learning capabilities, they try harder and persist in the face of challenges.

Become strong job applicants. While employers want new hires to have technical knowledge related to a given job, those skills are not nearly as important as good teamwork, decision-making, and communication skills.⁴ Yet many employers around the world report that job candidates lack these attributes.⁵

Become successful, well-adjusted adults. Kindergarteners who learn how to share, cooperate with others, and be helpful are more likely to have a college degree and a job 20 years later than youth who lack these social skills.⁶ They are also less likely to have substance-abuse problems and run-ins with the law.

Join Girl Scouts today!
Go to kansasgirlscouts.org/GIRL or call 888-686-MINT

10 Essential Elements for Creating the Girl Scout Experience

1. Welcome families to Girl Scouts.
2. Show girls they belong to a big sisterhood.
3. Guide girls to develop as leaders.
4. Empower girls to take action in their communities.
5. Support girls to build skills through badges and awards.
6. Expand girls’ views of the world through Girl Scout events, camp and travel.
7. Celebrate with ceremonies and traditions.
8. Use a girl-friendly approach with the Girl Scout processes.
9. Encourage girls to earn and learn through the Fall Opportunity Sale (FOS) and Cookie Program.
10. Inspire girls to continue growing through Girl Scouts.

Your Support Team

Council Specialists
Customer Care • Volunteer Support
Membership Recruiter • Girl Experience • Product Sales

Service Unit
Manager • Treasurer • Community/School Organizer
Event Coordinator • Fall Sale Organizer • Cookie Sale Organizer

girl scouts of kansas heartland serving 80 counties

Regional Offices

Shaded Area = Service Unit
Adult Learning Opportunities

![Girl Scout University](https://gsuniversity.girlscouts.org)
![First Aid and CPR](#)
![Outdoor Leadership](#)
![IGNITE](#)
![Service Unit Meetings](#)
![In the Loop](#)

Building your Troop Leadership Team

**Troop Leaders**
- Two required per troop
- Assist the troop regularly
- Average 10-20 hours per month
- Plan, prepare, and lead troop meetings
  - Organize fun, interactive girl-led activities that address girls' interests and needs
- Manage troop paperwork
  - Memberships
  - Health Histories, Authorizations, and Permissions
  - Troop finances

**Troop Support Volunteers**
- None required, but many encouraged!
- Assist the troop as needed
  - Helping hands at troop meetings
  - Drive and Chaperone field trips

**Fall Sale Manager**
- Manage paperwork, product, and rewards for the fall candy, nuts, and magazine sale

**Cookie Sale Manager**
- Manage paperwork, product, and rewards for the cookie sale

Other specific roles as needed, these are sometimes filled by a Troop Leader or Support Volunteer:
- Troop Treasurer
- First-Aider
- Communications

Use the “Ways to Help” form during your first parent meeting to gather information about the troop parents, their interest in and skills for leading the troop.

**Background Checks**

Girl Scouts of Kansas Heartland is committed to providing a safe and quality program for girls as they participate in Girl Scouts. In order to safeguard girls in our care, criminal background checks will be conducted for all employees and specified volunteers. The criminal background check, conducted by Verified Volunteers, includes criminal records searches of convictions, arrests, court records, inmate records, and sex offender registries. GSKH has an expectation that any volunteer who has or may have care, custody, or control of girls and any volunteer managing Girl Scout funds or products for sales will authorize and pass a background check.

Additional information about background checks can be found in Volunteer Essentials.
Ways to Help

Parent’s Name ___________________________________ Girl’s Name _______________________________________

Address ____________________________________________________________________________________________

Street       City  State  Zip

Email ___________________________ Phone ________________________________

I am willing to: (check all that apply)

Serve on the troop leadership team with other adults as:

Leader/Co-Leader– helps girls plan activities; attends troop meetings; completes GSKH adult learning requirements.

Support Volunteer – helps the leader/co-leader with activities and transportation as needed.

Fall Opportunity Sale manager – Sept.-Nov., attends training and conducts parent meeting, distributes sales materials, handles product, finances, and sale records.

Cookie Sale manager – Dec.-March, attends training and conducts parent meeting, distributes sales materials, handles product, finances, and sale records.

Treasurer – maintains financial records for the troop.

First-Aider – attends troop activities, campouts, and outings/trips when an adult certified in First Aid/CPR is required.

Communications – makes phone calls, sends emails, newsletters, websites, etc. to keep parents informed.

Service Unit Rep – represents the troop at the Service Unit meetings (monthly or quarterly).

Lifeguard – serves as a certified lifeguard for waterfront activities.

Work with girls on a particular skill:

Arts & Crafts          Community Service Projects          S.T.E.M. – Science, Technology, Engineering & Mathematics
Sports                   Camping or Outdoor Activities              Financial Literacy
Cooking                  Girl Scout Traditions                  Music & Performing Arts

Other: ____________________________

IMPORTANT NOTE:

Before working with girls or troop/group finances, all adults are required to:
Register as an Adult Girl Scout and pay membership fee.
Authorize Criminal Background Screening.
Receive official notification of approval and appointment.
Finding Your Resources

Volunteer Essentials, Curriculum, and the Volunteer Toolkit

*Volunteer Essentials: A Troop Leader’s Guide to Girl Scouts*
- Quick Start Guide
- Chapter 1: Sharing Your Unique Gifts
- Chapter 2: Girl Scouting as a National Experience
- Chapter 3: Engaging Girls at All Levels
- Chapter 4: Safety-Wise
- Chapter 5: Managing Group Finances
- Appendix: For Troop Volunteers
- Appendix: For Travel Volunteers

Find it online at www.kansasgirlscouts.org -> Volunteers -> Volunteer Resources -> Volunteer Essentials

**Six Elements of a Great Troop Meeting**

**Opening:**
*Promise, Law, Flag Ceremony*

**Troop Business:**
*Attendance, Dues, Announcements, Planning (Girl-led!)*

**Activities:**
*Girl Scout curriculum, songs, games, team building activities*

**Clean Up:**
*Leave the place cleaner than you found it!*

**Closing:**
*Friendship Circle*

**Start Up Activities:**
*Coloring page, word search, simple craft (SWAPs)*
## Troop Plans for the Month of ________________

<table>
<thead>
<tr>
<th>Troop Meeting</th>
<th>Adult Kaper Chart</th>
<th>Girl Kaper Chart</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start Up Activity:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opening:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Troop Business:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snacks:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity 1:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity 2:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity 3:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean up:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closing:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Field Trips, Council Events, and Other Troop Activities**

<table>
<thead>
<tr>
<th>Date:</th>
<th><em>Don’t forget Permission Slips!</em></th>
<th>Adults Attending:</th>
<th>Girls Attending:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Event Name and Details:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Don’t forget Permission Slips!**
The Girls Guide to Girl Scouting

The Girls Guide to Girl Scouting is an age level handbook that includes the requirements for earning badges at each program grade level.

Daisy GGGS includes:
- Promise Center
- 10 Law petals
- 2 Financial Literacy leaves
- 2 Cookie Business leaves

Legacy badges explore a particular topic: Artist, Girl Scout Way, Citizen, Cook, First Aid, Athlete, and Naturalist.

Skill-Building badges supplement the GGGS in the Brownie through Senior program grade levels to learn skills in: Outdoors, Practical Life Skills, Do It Yourself, Craft, Investigation, Performance, Healthy Living, Digital Arts, Storytelling, Science & Technology, Animals, Manners, Adventure, Creative Play, and Innovation.

Inside the Girl Scout Journey Books

In a Girl Scout journey, awards link experiences, discussions and ideas that girls explore together. As girls progress through the levels from Daisy to Ambassador, their awards signify attaining new and higher levels of knowledge and skills, and ultimately a deeper understanding of what it means to be a leader who makes a difference in the world.

Focus of Girl Scout Activities

| Discover: When girls lead in their own lives, they Discover their values and the confidence to do what’s right. | Connect: When girls lead in their communities, they Connect as they learn how to work with other people. | Take Action: When girls lead in the world, they Take Action to change the world for the better. |

Girl Scout Processes

| Girl Led: Girls of every grade take an active role in determining what, where, when, and how they’ll structure activities. | Learning by Doing: This means the girls have active, hands-on experiences. | Cooperative Learning: Girls learn so much about themselves and each other when they team up on common goals. |
The Volunteer Toolkit makes it easy to be a K-5 troop leader! Based on troop leader feedback, we've rolled everything you need into an online planning and curriculum tool that's specifically designed to help you communicate and stay organized. With these simple, online resources, you can streamline planning and focus on the FUN of leading your K-5 troop.

GET STARTED:

• Open your browser (Volunteer Toolkit works best with Google Chrome) and navigate to www.kansasgirlscouts.org.
• Log in by clicking the yellow MY GS tab at the upper right-hand corner of kansasgirlscouts.org and selecting Volunteer Toolkit from the dropdown box.
• Enter your username and password (username is email address and you can click “forgot password”)
• Select “Volunteer Toolkit”

The following five tabs make up the Volunteer Toolkit:

View troop roster, manage troop contacts, track awards and badges, track attendance, and communicate with parents/guardians.

Click on a girl’s name to see detailed information (address, birthday, and phone number), renew her membership and update her contact information. You can also see a list of awards, badges, and attendance in each girl’s record.

For Daisy, Brownie, Junior and Multi-level leaders: when logging into the VTK for the first time, you will have several options under the Year Plan Library. There is a year plan overview for your level and a preview of each year plan option.

For Cadette through Ambassador leaders: you will only see the “Create Your Own” Year Plan, as badge and journey program resources are not yet available for these grade levels in the VTK.

Using the customization tools, girls can be more involved in planning their troop year.

• Use the Specify Dates and Locations tab to set your meeting dates/times and troop meeting location. Under Calendar, you can set meeting dates, frequency, and times (make sure to add in any holidays that will change your regular meeting times). Click “Update Calendar” to save your changes. Under Location, you can add your meeting location and address. Click “Add” to save your changes.
• Look for Milestones in orange to remind you of upcoming dates for council events, product sales, and other important dates you need to know.
• You can access last year’s Year Plans by clicking on the See Past Years tab.
NEW Program Content!

During Summer 2017, GSUSA launched 23 new badges for girls from grades K through 12 and announced plans to launch additional content in 2018 and 2019. All new content is available in the Volunteer Toolkit!

<table>
<thead>
<tr>
<th></th>
<th>Daisy</th>
<th>Brownie</th>
<th>Junior</th>
<th>K-5 Multi-level</th>
<th>Cadette, Senior, &amp; Ambassador</th>
</tr>
</thead>
<tbody>
<tr>
<td>Think Like an Engineer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Think Like a Programmer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Think Like a Citizen Scientist</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outdoor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robotics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Troop Camping</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Use and customize details and resources for each meeting.

- Choose a meeting by clicking on the meeting title.
- In each meeting you will see:

**Meetings Overview** - Click on the overview to see a quick summary of the meeting you are viewing.

**Activity Plan** - Gives you details of each meeting’s activities.

**Materials List** - Tells you everything you need for that meeting.

**Edit/Send Meeting Email** – Gives you a scripted email for families that you can edit as needed to remind them of what the girls will be doing at that meeting.

**Record Attendance & Achievements** – This is where you can keep track of what badges girls have earned and who was at each meeting. It is populated into each girl’s information in the My Troop tab.

**Meeting Aids** - Includes worksheets, songs, and other types of reference materials you will need for meeting activities. You can also Add Meetings Aids.

**Meeting Agenda** - Lists all the activities for the meeting with the recommended times for each activity. You can change the order of activities by “dragging and dropping,” or delete activities by clicking on the activity title. You can also edit the times allowed for each activity.

**Add Agenda Item** – This is where you can customize your meeting by adding additional activities (like celebrating Juliette Low’s Birthday) to customize your troop meeting.
Search the Volunteer Toolkit for **meeting aids** by typing in the name of the resource you are looking for (like a kaper chart) and you can add it to any meeting in your Year Plan.

The VTK Finance Tab is where you will submit your year-end Troop Finance Report.

**What if I am leading multiple troops?**

If you manage more than one troop, the Volunteer Toolkit has a drop down box located above the Finance tab that allows you to switch back and forth between your troops.

**What if I’m getting errors or functional items are missing?**

The Volunteer Toolkit works best in **Google Chrome**. First, try switching browsers. If you’re still getting errors, contact us at info@gskh.org and we’ll help you troubleshoot further.

---

**Using the Member Profile**

As an approved Troop Leader, the Member Profile section under the **MY GS** tab allows you to manage your membership, view troop information, and edit your personal information.

**The following tabs make up the Member Profile section:**

- **MEMBERSHIP**
  - View your household membership.

- **TROOPS**
  - Renew your role as a leader, view your girl and adult troop members, re-register your troop members and view/edit your troop meeting information.

- **FAMILY PROFILE**
  - Edit your personal information, including email preferences.

- **ACTIVITIES**
  - The Activities tab and My Activities tab are not currently available in the Member Profile.
Keeping Your Troop Safe

Volunteer Essentials, Chapter 4: Safety-Wise

Girl Scout Safety Guidelines:

Every adult in Girl Scouting is responsible for the physical and emotional safety of girls, and we demonstrate that by agreeing to follow these standards at all times. (Note: See Volunteer Essentials for details on each standard.)

1. Follow Safety Activity Checkpoints. Instructions for staying safe while participating in activities are detailed in the Safety Activity Checkpoints. Read the checkpoints, follow them, and share them with other volunteers, parents, and girls (as grade-level appropriate) before engaging in activities with girls.

2. Arrange for proper adult supervision of girls. Your group must have at least two unrelated, approved adult volunteers present at all time, plus additional adult volunteers as necessary, depending on the size of the group and the ages and abilities of girls. Adult volunteers must be at least 18 years old (the age of majority defined by the state, if it is older than 18) and must be screened by your council before volunteering. One lead volunteer in every group must be female.

3. Get parent/guardian permission. When an activity takes place that is outside the normal time and place, advise each parent/guardian of the details of the activity and obtain permission for girls to participate. *Use the GSKH written Permission Form for Troop Activities.

4. Report abuse. Sexual advances, improper touching, and sexual activity of any kind with girl members are forbidden. Physical, verbal, and emotional abuse of girls is also forbidden. Follow your council’s guidelines for reporting concerns about abuse or neglect that may be occurring inside or outside of Girl Scouting. To report suspected abuse, call the Kansas Protection Report Center at 1-800-922-5330.

5. Be prepared for emergencies. Work with girls and other adults to establish and practice procedures for emergencies related to weather, fire, lost girls/adults, and site security. Always keep handy a well-stocked first-aid kit, girl health histories, and contact information for girls’ families.

6. Travel safely. When transporting girls to planned Girl Scout field trips and other activities that are outside the normal time and place, every driver must be an approved adult volunteer and have a good driving record, a valid license, and a registered/insured vehicle. Insist that everyone is in a legal seat and wears her seat belt at all times, and adhere to state laws regarding booster seats and requirements for children in rear seats.

7. Ensure safe overnight outings. Prepare girls to be away from home by involving them in planning, so they know what to expect. Avoid having men sleep in the same space as girls and women. During family or parent-daughter overnights, one family unit may sleep in the same sleeping quarters in program areas. When parents are staffing events, daughters should remain in quarters with other girls rather than in staff areas. *GSKH requires approval for troop overnight experiences using the Travel Application found at kansasgirlscouts.org.

8. Role-model the right behavior. Never use illegal drugs. Don’t consume alcohol, smoke, or use foul language in the presence of girls. Do not carry ammunition or firearms in the presence of girls unless given special permission by your council for group marksmanship activities.

9. Create an emotionally safe place. Adults are responsible for making Girl Scouting a place where girls are as safe emotionally as they are physically. Protect the emotional safety of girls by creating a team agreement and coaching girls to honor it. Agreements typically encourage behaviors like respecting a diversity of feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination.

10. Ensure that no girl is treated differently. Girl Scouts welcome all members, regardless of race, ethnicity, background, disability, family structure, religious beliefs, and socioeconomic status. When scheduling, helping plan, and carrying out activities, carefully consider the needs of all girls involved, including school schedules, family needs, financial constraints, religious holidays, and the accessibility of appropriate transportation and meeting places.

11. Promote online safety. Instruct girls never to put their full names or contact information online, engage in virtual conversation with strangers, or arrange in-person meetings with online contacts. On group Web sites, publish girls’ first names only and never divulge their contact information. Teach girls the Girl Scout Online Safety Pledge (at www.girlscouts.org/help/internet_safety_pledge.asp) and have them commit to it.

12. Keep girls safe during money-earning activities. Girl Scout cookies and other council-sponsored product sales are an integral part of the program. During Girl Scout product sales, you are responsible for the safety of girls, money, and products. In addition, a wide variety of organizations, causes, and fundraisers may appeal to Girl Scouts to be their labor force. When representing Girl Scouts, girls cannot participate in money-earning activities that represent partisan politics or that are not Girl Scout-approved product sales and efforts.
**Safety Activity Checkpoints**

Safety Activity Checkpoints (SAC) are activity-specific instructions for every approved Girl Scout activity from arts & crafts to rappelling off the side of a mountain! While Volunteer Essentials teaches you the 12 guidelines mentioned previously and basics of safety and field trip planning, Safety Activity Checkpoints also gives you every detail you need to learn a new activity right alongside your girls.

Be sure to check Safety Activity Checkpoints prior to EVERY activity with your troop!

---

**Girl: Adult Ratios for Meetings and Activities**

<table>
<thead>
<tr>
<th></th>
<th>Group Meetings</th>
<th>Events, Travel, and Camping</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Two unrelated adults (at least one of whom is female) this number of girls:</td>
<td>Two unrelated adults (at least one of whom is female) for this number of girls:</td>
</tr>
<tr>
<td>Daisies (grades K–1)</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>Brownies (grades 2–3)</td>
<td>20</td>
<td>12</td>
</tr>
<tr>
<td>Juniors (grades 4–5)</td>
<td>25</td>
<td>16</td>
</tr>
<tr>
<td>Cadettes (grades 6–8)</td>
<td>25</td>
<td>20</td>
</tr>
<tr>
<td>Seniors (grades 9–10)</td>
<td>30</td>
<td>24</td>
</tr>
<tr>
<td>Ambassadors (grades 11–12)</td>
<td>30</td>
<td>24</td>
</tr>
</tbody>
</table>

**Fishing: Safety Activity Checkpoints**

Fishing (also referred to as “angling”) is a sport, a leisurely activity and a major local industry, depending on who you’re talking to. In the United States, freshwater fishing is more popular than saltwater fishing, and varies by lake type, lake size, and local regulations (and the most popular fish are freshwater). The best times to fish on a body of water, such as a lake, will be during dawn and dusk, and near mid-day. In general, however, the best times to fish are early in the morning or late in the evening.

**Know where to fish.** Lakes, rivers, ponds, creeks, and the ocean are all places to fish. Connect with your local community for recommendations. Also, TakeMeFishing.org provides an online tool to select fishing locations in the United States.

**Include girls with disabilities.** Communicate with girls with disabilities and/or their caregivers to assess any needs and recommendations. Learn more about the resources and information for Disabled Sports USA provides tips for people with disabilities.

**Fishing Gear**

- [ ] If fishing from a boat, review the “RowBoating” or “SailBoating” Safety Activity Checkpoints.
- [ ] If girls are venturing in water more than three-deep or fishing from a boat, ensure that they wear a U.S. Coast Guard-approved life jacket (with this recommendation that fits according to weight and height specifications. Inspect life jackets to ensure that they are in good condition and contain no tears. Read about Coast Guard life jackets here.
- [ ] Fishing rod and appropriate to the type of fishing.
- [ ] Fishing tackle and tackle box appropriate for the size and skill level of the participants and the type of fish to be caught.
- [ ] Tools for removing hooks and cutting lines.

---

This ratio chart is found in Volunteer Essentials Chapter 4 and the introduction to Safety Activity Checkpoints.

When a particular activity calls for increased supervision, those ratios will be in the Safety Activity Checkpoints.
A Health History and Authorization form is to be completed by parents for all Girl Scout troop members and turned in to a troop leader. Troop leaders will maintain a copy of this form for each girl and adult member of the troop. The forms are confidential and should be stored in a secured location, but also be present at all Girl Scout activities should the need arise for emergency attention.

The Health History and Authorization Form must be reviewed annually. When changes are necessary, complete a new form.

The Health History and Authorization form has two sections. Section A provides personal information about the member and emergency contact information. Section B provides important health information that leaders may need to consider when planning activities and preparing for potential emergencies.

A third portion of the form, Section C, is an addendum for any Girl Scout activity lasting 3 or more nights. Extended activities require additional information and a medical exam. Extended activities also require the purchase of additional Girl Scout Activity Accident Insurance.

Obtain a new Health History and Authorization at the beginning of each year.

The Health History and Authorization form has two sections. Section A provides personal information about the member and emergency contact information. Section B provides important health information that leaders may need to consider when planning activities and preparing for potential emergencies.

A third portion of the form, Section C, is an addendum for any Girl Scout activity lasting 3 or more nights. Extended activities require additional information and a medical exam. Extended activities also require the purchase of additional Girl Scout Activity Accident Insurance.

The Health History and Authorization form has two sections. Section A provides personal information about the member and emergency contact information. Section B provides important health information that leaders may need to consider when planning activities and preparing for potential emergencies.

A third portion of the form, Section C, is an addendum for any Girl Scout activity lasting 3 or more nights. Extended activities require additional information and a medical exam. Extended activities also require the purchase of additional Girl Scout Activity Accident Insurance.

The snapshot above is not intended for reproduction. Find the Health History and Authorization form online at www.kansasgirlscouts.org/forms.
Activity Information and Activity Permission Form for Troop Activities

The Activity Information Form is intended to help leaders with communication to parents about upcoming troop activities that will take place away from the normal meeting time and location.

The Activity Permission Form is completed by the parent or guardian to indicate approval for troop activities. These forms are available together, with page 1 being the information portion completed by leaders and page 2 being the permission portion completed by parents/guardians. It is recommended to print these on separate papers rather than back to back on a single paper.

A new Activity Permission Form must be completed for each individual activity outside normal meetings.

Girl Scouts climbing on the traverse wall at Starwoods Outdoor Center.

The snapshot above is not intended for reproduction. Find the Activity Permission form online at www.kansasgirlscouts.org/forms.
In case of emergency

Preparation and knowledge are the keys to avoiding an emergency during Girl Scout activities. As you plan and carry out activities for your troop, following guidelines in Volunteer Essentials and Safety Activity Checkpoints, will reduce the potential for a crisis. If an accident or incident occurs, we’re here to help.

Each volunteer involved in your activity should have a copy of the Emergency Procedure Card that details procedures and provides contact information for council staff who can help support you through an emergency.

The Accident/Incident Report Form is a communication tool for you and your Volunteer Support Specialist to review the situation and follow up as needed. Complete this as soon as reasonably possible following the accident/incident. Girl Scouts of the USA provides activity accident insurance through Mutual of Omaha for all registered members for activities lasting up to 2 nights. A brochure detailing coverage will be provided to you. Supplemental insurance can be purchased for activities lasting 3 nights or more and for activities involving non-members.

First Aid & CPR Certification

To ensure the safety and well-being of all girls, Girl Scouts of Kansas Heartland requires troops to be accompanied by someone currently certified in First Aid and CPR for any activity or trip beyond their regular meeting site, any physically demanding activity, and all overnight trips. If a registered adult with the troop is a nurse (RN/LPN), a certified emergency medical technician, or a doctor, they can serve as the troop’s “First-Aider.” Otherwise, a troop leader or other registered adult will need to become certified through a GSKH course or another certifying organization. If you are certified through another organization, please submit proof of certification and expiration information to the Volunteer Support department of your regional office. See Volunteer Essentials for a list of approved certifying organizations. First Aid and CPR training that is available entirely online does not satisfy Girl Scouts' requirements.

Girl Scouts of Kansas Heartland provides several scheduled National Safety Council (NSC) First Aid and CPR certification courses throughout the year to accommodate our volunteers. All NSC First Aid and CPR courses offered by Girl Scouts of Kansas Heartland have a small fee to cover material costs. The NSC First Aid and CPR course covers the skills needed to successfully perform First Aid and CPR, and it provides a two-year certification.
Managing Troop Finances

Volunteer Essentials, Chapter 5

Helping girls decide what they want to do, and coaching them as they earn and manage money to pursue their goals, is an integral part of the Girl Scout Leadership Experience (GSLE). Your Girl Scout group plans and finances its own activities, with your guidance. At the same time, the girls learn many valuable skills that serve them throughout their lives.

Girl Scout groups are funded by a share of money earned through council-sponsored product sale activities (such as the Girl Scout Cookie Program), group money-earning activities (council-approved, of course), and any dues your group may charge. (This is in addition to annual membership dues that go to the national organization.) This chapter gives you the ins and outs of establishing a group account and helping girls manage their group’s finances, practice successful product-sales techniques, and understand how to collaborate with sponsors and

Ownership of Assets

All money and other assets, including property, that are raised, earned, or otherwise received in the name of and for the benefit of Girl Scouting must be held and authorized by a Girl Scout council or Girl Scouts of the USA. Such money and other assets must be used for the purposes of Girl Scouting. They are the property of and are administered by the Girl Scout council or Girl Scouts of the USA and shall not be sold, given, transferred, or conveyed to a third party for less than fair market value. Such assets are not the property of individuals, troops, geographic units, subordinate units, or communities within a Girl Scout council. (Girl Scouts of the USA, Blue Book of Basic Documents)

Troop funds may be used to provide Girl Scout experiences for the troop such as annual membership fees, meeting supplies/activities/snacks, day trips or events attended as a troop, troop camping or travel, community service, and purchases at the Girl Scout Shop. **Troop funds may not be retained by, or earmarked for, individual members of the troop and should benefit all members of the troop regardless of participation in product sales or other money-earning activities.**

Unused Girl Scout money left in accounts when groups disband becomes the property of the council. Prior to disbanding, the group may decide to donate any unused funds to another troop/group, or use it for girl activities. All accounts must be closed by a council representative; therefore, if you are considering closing your account please contact your Volunteer Support staff member.

New Troop Start-up Funds

Your service unit may provide start-up funds for new troops. Start-up funds can be requested from the council, if your service unit does not provide them. Contact your regional GSKH office to request start-up funds after you have already submitted membership registrations for the new troop. The council allows $5.00 per registered girl, up to a maximum of $100.
Establishing an account

Select a bank that offers free checking accounts to non-profit organizations. Avoid using a credit union as these institutions may have additional requirements for opening accounts.

Select two non-related registered and approved volunteers to be account signers. One signer will receive the bank statements and be responsible for balancing the checkpoint monthly.

Complete Financial Management training online or with your Volunteer Support Specialist, including the Financial Management quiz.

A Council staff member will be a signer on your account. The Council signer will prepare a letter for the bank and instruct you on the next steps to complete the process of setting up your account. The account will be in the name “Girl Scouts of Kansas Heartland, INC—Troop XXXXX” and will be tied to the Council’s tax identification number.

File a Bounceback “Return Release Agreement” with the bank and fax a copy to Bounceback.

Order checks for the account. Print only “Girl Scouts of Kansas Heartland, INC” and “Troop XXXXX” on them. If the bank requires that an address be printed on the checks, please use your local council office address.

The account is allowed ONE debit card.

Tracking Troop/Group Finances

- Deposit all troop money into the account. No more than $25 should be kept in a petty cash fund.
- Use the Detailed Record of Troop/Group Funds form to track troop income and expenses. This form can be found at www.kansasgirlscouts.org -> Forms.
- Balance the checkbook monthly when the bank statement is received.
- Review financial status with all troop signers regularly. GSKH recommends at least quarterly review.
- Review financial status with parents and girls regularly. GSKH recommends at least bi-annual review.
- Maintain receipts with troop financial records for proof of monies spent.
- Do not write a check to yourself or to cash. Do not withdraw funds from an ATM or request cash back at a point of sale.
- If an account signer needs to be reimbursed for a troop expense, the other account signer must write and sign the reimbursement check.
- Financial records should be kept for seven years.

Annual Troop Finance Summary

One of the troop signers must complete an annual Finance Summary to account for how money was spent that year. A Troop Finance Summary Worksheet is available to help you prepare the summary. You will go online to the Volunteer Toolkit to submit your finance summary by June 15 of each year. Additional information and training regarding the Finance Summary is typically provided during spring Service Unit meetings.
**Tips for Financial Management**

- Two non-related, registered and approved volunteers must be on each troop account.
- Balance this record with your bank statement each month.

- A summary of this information is submitted on your annual Finance Summary.
- Financial records should be kept for 7 years.

### INCOME CATEGORIES

- **GSUSA Membership**: collected to pay annual Girl Scout membership registration fee
- **Troop Dues**: paid by girls/families to the troop on a weekly, monthly, or annual basis
- **Fall Opportunity Sale Proceeds**: earned by a troop/group for fall product sales
- **Cookie Sale Proceeds**: earned by a troop/group for cookie sale
- **Honor Troop Proceeds**: earned by a troop/group for achieving Honor Troop status in the previous year
- **Money-earning: Fundraising Event**: earned/received for activities associated with a money-earning project (garage sale, car wash, etc.). Council pre-approval is required for all Fundraising Events.
- **Money-earning: Donation/Sponsorship**: gifts or cash donations received by troop from businesses, the community, or sponsors. Council pre-approval is required for donations/sponsorships of $75 or greater.

### EXPENSE CATEGORIES

- **GSUSA Membership**: paid by troop for annual Girl Scout membership registration fee.
- **Meeting supplies, activities, snacks**: materials used by the troop for regular meetings including office supplies, activity supplies, and snacks.
- **Day trips or events**: participation fees for activities or events (ex: museum entrance fee, camp or activity registration).
- **Troop camping or travel**: fees related to camping trips or troop travel. Council pre-approval is required for all overnight activities.
- **Community service**: expenses related to service projects, including general community service, Take Action projects, or higher awards (Bronze, Silver, Gold).
- **GS shop purchases (program books, awards, etc.)**: Uniforms & Insignia, GS Curriculum, Journey Awards, Badges, and other items available in the GS shop.
- **Unsold product (FOS or Cookies)**: cost of leftover product

### Detailed Record of Troop/Group Funds

<table>
<thead>
<tr>
<th>Date</th>
<th>Check #</th>
<th>Paid To or Received From</th>
<th>Description</th>
<th>Income</th>
<th>Income Category</th>
<th>Expense</th>
<th>Expense Category</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The Troop Leader/Advisor must complete a Troop Finance Summary by June 15 each year to document troop income and expenses for the membership year. This information is submitted in the Volunteer Toolkit found in the MY GS link at www.kansasgirlscouts.org. This worksheet can be used by the leader to prepare the summary prior to submitting online.

Troop funds are the property of Girl Scouts of Kansas Heartland and are to be used for purposes keeping with the Girl Scout Movement, maintained in a troop checking account, accounted for on the Detailed Records of Troop/Group Funds (or similar finance spreadsheet/program), and reported annually on the Troop Finance Summary by June 15. Failure to comply is of serious concern.

<table>
<thead>
<tr>
<th>Current Income</th>
<th>Current Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ending balance from prior TFS:</td>
<td></td>
</tr>
<tr>
<td>GSUSA registration collected:</td>
<td>GSUSA registration paid:</td>
</tr>
<tr>
<td>Troop dues:</td>
<td>Meeting supplies, activities, snacks:</td>
</tr>
<tr>
<td>FOS proceeds:</td>
<td>Day trips or events:</td>
</tr>
<tr>
<td>Cookie proceeds:</td>
<td>Troop camping or travel:</td>
</tr>
<tr>
<td>Honor Troop proceeds:</td>
<td>Community service:</td>
</tr>
<tr>
<td>Money-Earning: Fundraising Event:</td>
<td>GS shop purchases (program books, awards, etc):</td>
</tr>
<tr>
<td>Money-Earning: Donation/Sponsorship:</td>
<td>Unsold product (FOS or Cookies):</td>
</tr>
<tr>
<td>Other income:</td>
<td>Other expenses:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Income (add all income)</th>
<th>Total Expenses (add all expenses)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ending Balance (subtract expenses from income; this should match current bank balance)</th>
</tr>
</thead>
</table>

The Leader/Advisor must update the Council when changes occur within the troop leadership team and meeting details. Changes within the leadership team can be emailed to info@gskh.org. Changes to meeting information can be updated online in the leader’s Member Profile found in the MY GS link at www.kansasgirlscouts.org or emailed to info@gskh.org.

Primary Troop Leader: ________________________________

Additional Troop Leader(s): ________________________________

Troop Support Volunteers: ________________________________

Meeting Day: ________________________________ Meeting Frequency: weekly  bi-weekly  monthly

Meeting Start Time: ________________________________ Meeting End Time: ________________________________

Meeting Location: ________________________________ Location Address: ________________________________

Program Grade Level(s): D  B  J  C  S  A  Desired Troop Size: _______ (Usually 12 for Daisies, and 15 or 20 for Brownies up.)

Grade(s) for 2016-17:  K  1  2  3  4  5  6  7  8  9  10  11  12  Display in Catalog: Yes  No
Council Cares

Girl Scouts of Kansas Heartland is committed to making sure that Girl Scouting is open to all girls in our geographic area. Our Council Cares program offers girls the opportunity to participate in Girl Scouting. Council Cares may be awarded for:
- uniform (tunic or sash),
- uniform components (troop numerals, Council ID set, flag),
- handbook set or journey book, and
council event fees including summer camp.

Council Cares awards are granted only to currently registered Girl Scouts. Awards are based on the financial need and availability of funds, with priority given to first-time applicants. Council Cares is not meant to replace family or troop contributions or cookie credits.

The Council Cares Application is found online at www.kansasgirlscouts.org -> Forms and can be completed by parents/guardians or troop leaders. Allow 3-4 weeks for a reply.

Troop Dues

Troops may elect to charge troop dues. Dues should not exceed what the troop reasonably needs to fund their activities. Leaders may elect to charge dues on a weekly, monthly, quarterly, or yearly basis. The amount of dues, collection schedule, and purpose should be clearly communicated to girls and parents. To determine the amount of dues needed, consider anticipated income from the Fall Opportunity Sale and Cookie Program and the anticipated expenses for membership pins, leader trainings, meeting supplies, and activity fees.

Additional Money-Earning Projects/Fundraising Events, Donations, and Sponsorships

Prior approval is required for any fundraising event, donation request or in-kind services/merchandise exceeding $75, or sponsorship agreement.

Money-earning projects shouldn’t compete with council-sponsored sales or other council fundraising activities. Girl Scouts are not allowed to solicit money on behalf of another organization when identifying themselves as Girl Scouts. Girl members may support other organizations through service projects.

Funds acquired through money-earning projects must be reported on the annual Finance Summary. Additional details and guidelines are found in Volunteer Essentials and on the Money-Earning Project Application found at www.kansasgirlscouts.org -> Forms.
Other things to know

Activity Guide

The Spark magazine is published three times a year—fall, spring, and summer. The magazine is mailed to Girl Scout members’ homes and posted online. Additional programs are posted online if they are organized after the publish date of the Spark Magazine.

Girls and adults can register for these programs using Ultracamp. Each Girl Scout family has a family Ultracamp account where the girl’s Cookie Credits can be tracked and used for program registration.

Each troop will also have a troop Ultracamp account where the designated leader can register multiple girls and adults from the troop for a program using troop funds (e-check or debit card).

To access Ultracamp, go to www.kansasgirlscouts.org -> Events -> Event Registration or click on the REGISTER NOW link provided with the program details.

Notes

Girls sharing cookies with the troops.

Girls learning to fold a flag at family camp.
New Leader Checklist

1. Complete a membership registration and criminal background check.

2. Complete your Troop Leader training, including:
   - “Welcome to Girl Scouts” video in MY GS Member Profile
   - Girl Scouting 101 online, found at:
   - Intro to Troop Management
   - Safety-Wise
   - Financial Management

3. Review Your Resources
   - MY GS Volunteer Toolkit & Member Profile
     [www.kansasgirlscouts.org -> MY GS -> Volunteer Toolkit](http://www.kansasgirlscouts.org"
     [www.kansasgirlscouts.org -> MY GS -> Member Profile](http://www.kansasgirlscouts.org"
   - Volunteer Essentials & Safety Activity Checkpoints
     [www.kansasgirlscouts.org -> Volunteer Resources](http://www.kansasgirlscouts.org"
   - GSUSA Website
     [www.girlscouts.org](http://www.girlscouts.org"
   - Girl Scouts of Kansas Heartland Social Media
     Facebook: [https://www.facebook.com/ksgirlscouts](https://www.facebook.com/ksgirlscouts"
     Twitter: [https://twitter.com/ksgirlscouts](https://twitter.com/ksgirlscouts"
     Instagram: [https://www.instagram.com/ksgirlscouts/](https://www.instagram.com/ksgirlscouts/"
     YouTube: [https://www.youtube.com/user/KSGirlScouts](https://www.youtube.com/user/KSGirlScouts"
     Flickr: [https://www.flickr.com/photos/ksgirlscouts/sets/](https://www.flickr.com/photos/ksgirlscouts/sets/"
     Linked-In: [https://www.linkedin.com/company/girl-scouts-of-kansas-heartland](https://www.linkedin.com/company/girl-scouts-of-kansas-heartland"

4. Recruit Parents to Participate as Co-Troop Leaders

5. Prepare for and Schedule Your First Troop Meeting

6. Attend Service Unit Meetings and Connect with Other Volunteers
   - SU Name: _____________________________________________________
   - SU Manager: ___________________________________________________
   - SU Product Sales: _______________________________________________
   - SU Facebook Page: _______________________________________________

7. Open a troop checking account and prepare for the Fall Opportunity Sale and/or Cookie Program.