

Program Aide Training

Topic	Info to Cover	Resources Needed
GS Promise & Law Intros & Ice Breaker	<ul style="list-style-type: none"> • Girl Scout Promise & Law • Introductions • Ice Breaker • PA Bingo 	<ul style="list-style-type: none"> • PA Bingo cards • Bingo chips (to mark cards)
Key Concepts	<ul style="list-style-type: none"> • What is Program Aide (PA) Training? • Requirements to earn the PA award • Importance of being a Role Model • What can & cannot a PA do? 	<ul style="list-style-type: none"> • "Program Aide Key Concepts"
Leadership Qualities	<ul style="list-style-type: none"> • GSLE Components: Discover / Connect / Take Action • Successful programs are: Girl-led / Cooperative / Learn by Doing 	<ul style="list-style-type: none"> • "The Girl Scout Leadership Experience"
About the Girls	<ul style="list-style-type: none"> • Characteristics & teaching tips for Daisies & Brownies 	<ul style="list-style-type: none"> • "About the Girls for PAs"
Leading the Girls	<ul style="list-style-type: none"> • Giving directions • Leading Songs • Leading games 	<ul style="list-style-type: none"> • "Leading the Girls for PAs"
Reflections & Evaluations	<ul style="list-style-type: none"> • Reflections on the Leadership training & new opportunities as a PA • Fill out evaluation 	<ul style="list-style-type: none"> • "Reflections on the PA Training"
Quiz (If earning PA award)	<ul style="list-style-type: none"> • Once training is completed, girls will need to email the council in order to receive the PA quiz at info@gskh.org • Girls will need to complete the quiz and send it back to the council • A council representative will contact the girls to approve quiz. 	<ul style="list-style-type: none"> • Send email to

Human Treasure Hunt Ice Breaker

Find someone from a different Troop who...

Person's name (you can only use each person's name once)

Knows how to play Sharks and Minnows	
<ul style="list-style-type: none"> • Wants to volunteer to assist a troop 	
<ul style="list-style-type: none"> • Plans to earn the Program Aide Award • 	
<ul style="list-style-type: none"> • Is a Juliette (not part of a Troop) 	
Knows the Girl Scout Law and Promise by heart	
<ul style="list-style-type: none"> • Wants to be a Program Aide at camp this summer 	
<ul style="list-style-type: none"> • Lives more than 1 hour away from Wichita • 	
Knows how to play Little Sally Walker	
<ul style="list-style-type: none"> • Has younger siblings • 	
<ul style="list-style-type: none"> • Knows at least one campfire song 	
<ul style="list-style-type: none"> • Wants to earn the Silver Award 	
Can lead the Girl Scout flag ceremony	
<ul style="list-style-type: none"> • Knows at least one song of grace before meals 	
<ul style="list-style-type: none"> • 	

Program Aide Key Concepts

What is Program Aide Training?

Program Aide training is for Cadettes who enjoy working with younger girls, i.e. YOU!!

About the Program Aide Training:

- This Leadership program will prepare you to work with younger girls in a Mentor role. Serving as a Program Aide (often called a “P.A.”) is a great way to share your experience with your younger Girl Scout sisters, making it more fun for both of you.
- Upon completion of the Program Aide Leadership, you’ll be eligible to serve as a helper at Girl Scout events, e.g., Haunted Stroll Spook Master, Ready Set Jet Tour Guide, Mall Madness helper, Festival of Giving helper, Cookie Kick Off helper, etc.
- You’ll also be ready to work with Brownie Troops on the Journey books, including “It’s Your World – Change It!” “It’s Your Planet – Love It!” or “It’s Your Story – Tell It!”.

Program Aide Award

Program Aide training is also for those Cadettes who would like to earn their Program Aide Award Pin. Requirements for the Program Aide Awards include:

1. Completion of this Program Aide Leadership Training*
2. Earn a “Leader in Action Award” by assisting a Brownie group with the Journey Books. (see the Program Guide for more info).
3. Work directly with younger girls over six activity sessions.

*Please note that earning the Program Aide Awards requires completion of all three requirements. However, serving in a Mentor role at a Girl Scout event requires ONLY completion of this training.

To serve as a Program Aide at Summer Camp, you’ll also need to complete the “Outdoor Leadership Skills” course. See the program guide for more details.

When working with young girls, your most important function is to serve as a ...

Role Model!!

Role Model Dos & Don'ts

As a Mentor for younger girls, you'll have an enormous amount of influence with them, i.e. in their eyes, YOU are the coolest person in the world!

It's flattering, but it's also an important responsibility, so it's very important to remember that you are, first and foremost, a **Role Model**.

With a partner, or in groups of 3 to 4 girls, discuss the following topics:

1. What are some things you should do as a role model?
2. What are some things you should NOT do when you're a role model?
3. Serving as a role model requires that you be friendly with the younger girls, which is NOT the same as being their friend. What are some things you might do, or discuss, with a friend, that you should not do or discuss with the younger girls?

Dos & Don't of a Program Aide

Being a Program Aide is a lot of fun, but it also carries a lot of responsibility. To give you a feel for the ways you can serve, cross out all the activities below that a Program Aide can **NOT** do:

Drive a car with girls	Help out at a Troop meeting	Help out at camp	Be alone with younger girls
Drive the golf cart	Plan a Service Unit campout	Help keep records of attendance	Be the First Aider at an event
Take girls on a hike	Ask for help when needed	Teach girls to build a fire, with adult supervision	Volunteer to assist at Council programs & events
Assist with product sales	Wear sandals at camp	Be the only lifeguard on duty	Help plan a Bridging event
Give girls their medications	Chaperone field trips	Encourage shy girls to participate	Teach a game or song
Plan an activity for girls	Open a troop bank account	Pick a favorite girl in the group	Lead girls in a holding activity

Why are Program Aides prohibited from doing some of these activities? (see the next page for answers, but NOT until you've completed the exercise above!)

No no no!

- Drive a car with girls.
- Be the First Aider at an event
- Wear sandals at camp
- Open a troop bank account
- Drive the golf cart
- Give girls their medications
- Chaperone field trips
- Be alone with the girls
- Be the only lifeguard on duty
- Pick a favorite girl in the group

Reasons that some activities are prohibited for PAs:

- PAs should never be alone with the girls, an adult presence is ALWAYS required.
- Some activities require special training / certification, e.g. driver's license, First Aider, Life Guard, giving medications, etc.
- Safety reasons, e.g., poison ivy and thorns at camp make sandals unsafe.
- Poor Role Modeling – having a favorite camper / girl in the group.

There's still plenty of fun stuff you CAN do (so long as you're accompanied by an adult):

- Take girls on a hike
- Help out at a Troop meeting
- Help out at camp
- Encourage shy girls to participate
- Teach a game or song
- Assist with product sales
- Plan a Service Unit campout
- Help keep records of attendance
- Volunteer to assist at Council programs & events
- Lead girls in a holding activity.
- Plan an activity for the girls
- Ask for help when needed
- Teach girls to build a fire, with adult supervision
- Help plan a Bridging event

The Girl Scout Leadership Experience: Focus of GS Activities

All Girl Scout badges, events, trips, programs, etc. are designed around the Girl Scout Leadership Experience (GSLE). The Three Keys to the GSLE are:

1. **Discover** – look inward to discover who you are and what you value, e.g. I like working with younger girls, it's fun!
2. **Connect** – team up with some of the millions of your worldwide Girl Scout sisters to create a network (including the other Cadettes & adults in this PA training), e.g. sign up for Program Aide training, meet other girls and adults who also like Mentoring.
3. **Take Action** – get out there and make the world a better place! For example, once you have the P.A. training, work with a Troop and/or help at special events.

Leadership Characteristics: As a group, brainstorm the characteristics that you believe make an effective Leader:

With a partner:

- Why is leadership important for a Program Leader?
- Which of these qualities do YOU already have?
- Which do you need to work on most & how will you improve?

Girl Scout Processes: Make it Fun!!

To make the Mentoring process fun for both you AND the younger girls, integrate these concepts into the activities you lead:

1. ***Girl Scouts is Girl-led*** – when possible, give the girls choices then let them discuss the options and make decisions.
2. ***Girl Scouts is Cooperative*** – make sure everyone is involved. It's common for one or one or two confident girls to control the discussion & process. Watch for that, and be sure to pull the shy girls into the conversation too.
3. ***Girl Scouts Learn by Doing*** – just sitting and listening is boring! The girls prefer to be an active part of the process, and it will be a lot easier and more fun for YOU if you let the girls share the work. Then, once you've completed an activity, reflect on what you've learned with the girls, and how you'll apply the lessons in the rest of your life.

Discussion in Small Groups

- Give some examples (Girl Scout related or otherwise) of interesting classes, fun events, exciting outings & projects, etc. that you've been involved with.
- What made these events fun, i.e., did they include any of the three Girl Scout processes listed above?
- Did the teachers / adults also seem to have more fun than in a regular classroom?
- With a small group, give examples of fun songs, activities, campfire skits, etc. that use the Girl Scout processes.

About the Girls (for PAs)

Working with younger girls is a great way to develop your leadership skills, but it also takes a lot of work and preparation (“Be Prepared!”).

Briefly read through the info for Daisies and Brownies on the following pages, then break into groups and discuss the following topics:

- What experience do you have working with younger children (boys or girls), e.g., siblings, camp, school, Girl Scout events, etc.?
- Give specific songs, games, holding activities, crafts, etc. that work well with young children.
- Role Plays: have some of the girls pretend to be Daisies / Brownies, and other girls be the Program Aides in these scenarios:
 1. Girls using cell phones.
 2. Girls who are arguing / hitting one another.
 3. A girl who wet the bed.
 4. Girls who are frustrated that they can't do the craft because it's too hard.

Leading the Girls

Now the fun part –actually working with the girls!! It's exciting, but it's important to prepare, so you don't freeze up or have girls running wild.

Below are tips for activities that you will likely be involved in as a Program Aide. Look them over and start brainstorming some ideas.

After you've read through the Tips for each of the three different sections, try this activity:

1. Break into groups of three.
2. Each girl in the group chooses an activity (Direction, Song, or Game/Activity) to teach to the other 2 girls in her groups.
3. The girls get 5 minutes to think / prepare their lesson plan. Remember, get the girls engaged (Girl-led), everyone involved (Cooperative), and active (Learn-by-Doing).
4. Teach your "students" (the other girls in the group) the activity you've just prepared.
5. After each presentation, have everyone in the group point out the things that worked, and things that still need practice.

Reflections

- Based on this Leadership training, what are you excited about in your new role as a Program Aide? What are you worried about?
- Now that you're a Program Aide, what will you do next, e.g., sign up to help with a special event, look for a Brownie Troop to mentor with the Journey series, begin working on a Leader in Action (LiA) award, etc.?
- Thinking back to the Girl Scout processes of being Girl-led, Cooperative, and Learning-by-Doing: did this training follow the three principles? What can be done to make the training more engaging for Cadettes that take the training in the future?
- Give three words that encapsulate your image of a great Program Aide:
 1. _____
 2. _____
 3. _____

Now go out and BECOME that ideal PA!!

- Once training is completed, girls will need to email the council in order to receive the PA quiz at info@gskh.org