

New Leader Resource Guide

Navigating your first year successfully



2024 - 2025

First Year Checklist for New Leaders

Step 1: Within Your First 15 Days...

- ☐ Register as a troop leader and complete the background check from The Advocates at Sterling Volunteers

- ☐ Begin Troop Start-up Training
Log into your gsLearn account via MyGS

- ☐ Find your troop roster
Log into MyGS; see instructions on page 12

- ☐ Connect with your co-leader
Use the Co-Leader Discussion Questions on page 23

Step 2: Within Your First 30 Days...

- ☐ Host your family meeting and collect the necessary documents
*See **Family Meeting** on page 28*

- ☐ Schedule an appointment at the bank with your co-leader to open your troop account
*Take the **Checklist for Opening a Troop Checking Account** on page 44*

- ☐ Complete your Bank Information Form at gswo.org/bankform after your account has been opened.

- ☐ Join the New Leader Rally on Rallyhood
Visit gswo.org/rallyhood to create an account and join Rallyhood



Step 3: Within Your First 3 Months...

- ☐ Attend Service Unit Orientation and service unit meeting
Service unit number: _____ Service unit name: _____

- ☐ Create a year plan in the Volunteer Toolkit

- ☐ For new troops with four or more Daisies, sign up for a Girl Scout Experience Box. Any other new troop can sign up for the GSWO Grow Box.
Visit gswo.org/gsbox to sign up

- ☐ Continue hosting troop meetings

Step 4: Within Your First Year...

- ☐ Attend a GSWO event
Visit gswo.org/activities to use the Program Events Guide, Event Calendar, or Event Search to find council events

- ☐ Finance your troop by participating in the Product Programs, or through fundraising.
*See **Product Programs** on page 58*

- ☐ Attend a New Leader Fair
Sign up on gsEvents; see instructions on page 14

- ☐ Complete your Troop Finance Report on the Volunteer Toolkit by June 30

Welcome

We're excited you've decided to become a Girl Scout volunteer! Girls and volunteers are the heart of Girl Scouting, and we thank you for your commitment as a Girl Scouts of Western Ohio volunteer. You are making a lasting difference in many girls' lives — one meeting, one event, one day at a time! We're glad you're here. This guide is intended to be used throughout your first year as a troop leader and is an aid used in your required Troop Start-up Training, available on gsLearn.

Your Support Team

Girl Scouts of Western Ohio includes both volunteer and professional staff who provide support to service units and volunteers. Our council is divided into geographic areas called service units. Your service unit consists of girls and adults from your neighborhood and surrounding schools. It's led by volunteers who support local leaders and organize local meetings and events to support troops.

	Council Code: 240
	Troop #:
	Service Unit #:
	Service Unit Name:
	Social Media:
	Local Support Meetings
	Day:
Time:	
Location:	

Service Team

A service team is a group of administrative volunteers appointed by council staff and the service unit chair to support Girl Scouting in the service unit.

Your Key Contacts	Name	Email	Phone
Local Volunteer Support			
GSWO Staff Community Development Manager			

We are here for you!

Contact our Customer Care Team at 888.350.5090 or email at customercare@gswow.org.

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Our Council

Girl Scouts of Western Ohio is comprised of four regional service centers and six camp properties. We have a team of staff that are here to support you. We welcome you to connect with staff support and resources at any of the local service centers across our council.



Cincinnati Service Center & Shop 4930 Cornell Road Cincinnati, OH 45242	Dayton Service Center & Shop 450 Shoup Mill Rd. Dayton, OH 45415	Lima Service Center 1870 W. Robb Ave. Lima, OH 45805	Toledo Service Center & Shop 460 W. Dussel Dr., Ste. A Maumee, OH 43537
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Shop Hours:
Current hours can be found online at gsw.org/visit.
Shop hours are subject to change based on organizational needs.
Each shop closes for lunch from 1:30 - 2 p.m. on open days.

Have questions or need assistance?
Contact: Customer Care at 888.350.5090 or Email: customer care@gsw.org

Girl Scout Foundations

Chapter Overview

- Learn the history of Girl Scouts
- Understand the Girl Scout Leadership Experience, which includes the Foundational Girl Scout Program, Program Processes, and Core Outcomes
- Familiarize yourself with Girl Scout resources and where to find them
- Embrace your role as a Girl Scout Leader to be inclusive
- Get to know Girl Scout traditions and lingo



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 Scout History

1912



March 12:

Juliette Gordon Low establishes the first Girl Guide troop in Savannah, Georgia with 18 girls. 108 girls enrolled as members following the first troop meeting.

1917



Mrs. Edith Wilson,

the country's First Lady, becomes the first honorary president of Girl Scouts.

First troop of physically disabled girls
in the U.S. organizes in New York City.

May 6:

Toledo Girl Scout Council receives first U.S. charter. Later in May, Cincinnati Girl Scout Council receives the second charter.

1920



Milestone

Nearly 100 Girl Scout Councils in the U.S., with almost 70,000 girl members.

October 31:

Juliette Gordon Low's birthday, becomes known as Founder's Day in Girl Scouts.

1936



Cookie Program

First nationally-franchised Girl Scout Cookie Program.

1944



Service Hours

Girl Scout check for 15,430,000 hours of service is given to President Roosevelt.

Milestone

1 million members register in Girl Scouts. More than a quarter of a million girls go to Girl Scout camps.

1980



Silver and Gold Award

The Silver and Gold Award become the two highest awards Girl Scout Cadettes and Seniors can earn.

2001



Bronze Award

The Bronze Award becomes the highest award a Girl Scout Junior can earn.

2012



100th Anniversary of Girl Scouts

In May, the Toledo Art Museum dedicates a State of Ohio historical marker to celebrate being the first council chartered.

2017



GSUSA Announces STEM Initiative

GSUSA announces a national initiative to reduce the gender gap in STEM fields by bringing 2.5 million girls into the STEM pipeline over the next eight years.

Girl Scout Leadership Experience Introduction

What sets the Girl Scout Program apart?

The Girl Scout Leadership Experience is a variety of fun, challenging, and experiential activities that make the Foundational Girl Scout Program. Have you ever wondered how Girl Scouts builds girls of courage, confidence, and character? **The answer is as simple as 1-2-3!**

1

Know where you're going before you start.

Become familiar with the five outcomes we want girls to achieve through Girl Scouts.



Strong Sense of Self

Girls have confidence in themselves and their abilities, and form positive identities.



Healthy Relationships

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



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.



Community Problem Solving

Girls contribute to the world in purposeful and meaningful ways, learn how to identify problems in the community, and create action plans to solve them.

2

Incorporate these Program Processes into your activities.



Learning By Doing

Girls learn through hands-on activities, talking about what they did, and reflecting on how they would do it differently next time.



Girl-Led

Girls shape their experience by asking questions, offering ideas, and using their imaginations.



Cooperative Learning

Girls work together to brainstorm ideas and problem-solve their way toward a common goal.

3

Offer activities from the four Program Pillars.



Science, Technology, Engineering, Math (STEM)

STEM activities help girls develop problem-solving skills and gain confidence.



Outdoor

Develop outdoor skills over time. Get to know the outdoors and work towards being more adventurous.



Life Skills

Develop key life skills girls can use forever, such as financial literacy, first-aid, and more. Badges are great for this!



Entrepreneurship

Participating in the Girl Scout Cookie and Fall Product Programs builds key entrepreneurial skills girls will use for a lifetime!

Girl Scout Program Processes

How the Girl Scout Program Works

The Girl Scout Leadership Experience comes to life when activities are led by girls, feature cooperative learning, and highlight learning by doing. These three processes allow girls to ask questions, offer ideas, use their imaginations, learn to work together, brainstorm, problem-solve, and reflect on their experiences. You can also help girls get the most out of their experience by encouraging parents/caregivers to take time to ask questions and reflect at home.

Girl Scout Program Processes in Action

1. Girl-led:

Girls play an active role in decision-making, goal-setting, and leading their Girl Scout Leadership Experience. Here are some examples:

- Start with Daisies by repeating activities you hear girls say they enjoy
- Move through the progression by providing choices for Brownies to vote upon
- Allow Juniors to lead an activity or session or plan an element of an event
- Daisies/Brownies can also vote between multiple options, such as choosing vanilla cake or chocolate cake or doing the Pets or Bugs badges
- Allow Brownies to express what activities they would like to include in their troop meetings

2. Cooperative Learning:

Girls work together toward shared goals and learn from one another in an atmosphere of respect and collaboration that encourages the sharing of skills, knowledge, and learning.

- Provide opportunities for girls to complete tasks or projects that require girls to work together
- Expose girls to others with views and opinions different than their own
- Encourage girls to utilize individual talents to contribute to group tasks

3. Learning by Doing:

Also known as experiential learning, this is a hands-on learning process that engages girls in a cycle of action and reflection that results in deeper understanding of concepts and mastery of practical skills.

- Get girls out of their seats and involved in the task at hand
- Allow girls to present and lead hands-on activities to the troop
- Ask debriefing questions that encourage girls to think about what they like, don't like, what they have learned, and what they will do with that information during and after an activity



Foundational Girl Scout Activities

Foundational Girl Scout Activities

What makes Girl Scouts truly unique? The breadth of activities that girls have an opportunity to experience. Everything is designed especially for and tested by girls! Our Girl Scout Program centers around the research-backed Girl Scout Leadership Experience—that is, what girls do and how they do it. There are so many ways to make sure your girls get the full Girl Scout experience in a way that excites and inspires them! Grade level-specific resources will help you break down troop activities for your girls, and allow you to customize your troop experiences to give girls the opportunity to explore what interests them. GSUSA recommends that girls do four or more of the Foundational Girl Scout Activities each year.



Badges,
Journeys,
& Awards



Outdoor &
Camping



Product
Program

Variety of
Experience
+ Supportive
Adults =
Girl Scout
Sisterhood



Community
Service and
Take Action



Field Trips
or Girl Scout
Events



Traditions

Girl Scout Handbooks

Girl Scouting has never been more exciting than with the Girl Scout Handbook. Learn about Girl Scout history, special ceremonies, badges, National Leadership Journeys, and awards. Girl Scout Daisies focus on the Girl Scout Promise and Law, while Girl Scout Brownies through Ambassadors focus on skill building. The Girl Scout Handbook complements Girl Scout Journeys by helping girls build skills to become successful and gain the confidence to do amazing things! Girl Scouts also has badge pamphlets for purchase. These pamphlets provide the steps needed for girls to earn badges of their choice.

Journeys

Girls Scouts is girl-led, and Girl Scout Journeys are no exception. At each grade level, troops will pick a topic that interests them the most (from one of our seven Journeys) — whether they want to care for animals, take a stand for girls, explore STEM (science, technology, engineering, and math), help others, spread kindness, protect the environment, or anything else important to them. While Girl Scouts are earning awards for their uniform, they'll explore, discover, and create a Take Action project that will power a lifetime of leadership and success!

Get your resources the way you prefer

For printed resources, visit one of our council shops or order online at girlscoutshop.com. We welcome you to connect with support staff to get resources at any of the local service centers across our council (addresses located on page 5). Our shop staff will help you find everything you need, including a starter kit for new Girl Scouts (includes grade level handbook), uniforms, badges, awards, or other Girl Scout items. If we don't have what you're looking for, we can order it.

Badges
vs.
Patches

Badges and awards are earned by completing the requirements in the Foundational Girl Scout Program. These are placed on the FRONT of the uniform.

Patches are given to girls for attending events or activities, completing the requirements of patch programs, or to signify something that isn't an event or activity (i.e., "My mom is a GS leader"). These are placed on the BACK of the uniform.

Additional Resources

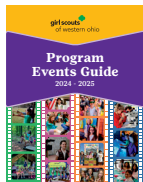
GSWO Resource Centers

We've updated our GSWO Resource Centers across the council with common items that troops can borrow to enrich their Girl Scout experience! A library of books, guides, activity kits, flags, and more for troops to checkout for a ceremony, troop meeting, or other activities are found at each Girl Scout Center. Find a full list of items available from the GSWO resource centers and the online checkout form at gswo.org/resourcecenter.



Volunteer Essentials

Volunteer Essentials is just that—an essential guide to all things volunteering. Think of it as your Girl Scout encyclopedia. All the legal, procedure, and policy guidelines are outlined here for you in one handy document. Check it out at gswo.org/volunteeressentials!



Program Events Guide

Want to go camping? Program a robot? Create some outdoor art? Learn super cool skills like knot tying, coding, and campfire cooking? Explore our Program Events Guide and get ready for a year full of adventure and fun with Girl Scouts.

Safety Activity Checkpoints	When preparing for any activity with girls, always begin by reviewing the Safety Activity Checkpoints written about that particular activity. Safety Activity Checkpoints can be found on the council website.	gswo.org/SAC
GSWO Blog	This is a great way to get new ideas for troop activities, read success stories, and get new resources. This blog is designed to help leaders bring the Girl Scout Leadership Experience to life in their troop!	gswo.org/blog
GSWO Service Unit Facebook Groups	Many service units have established their own Facebook pages. This is a great place to find out about service unit meetings and different events/activities or information put out from your service unit.	Ask your service team or Community Development Manager
Volunteer Support on Facebook and Rallyhood	Meet other Girl Scout volunteers from across western Ohio and southeastern Indiana on Rallyhood, our all-in-one communication and collaboration platform, or join our Volunteer Support Facebook group! Get fast answers and feedback from council staff and other volunteers!	gswo.org/rallyhood or "GSWO Volunteer Support" on Facebook
Girl Scouts of the USA Website	The national Girl Scout website provides information about Girl Scout programs, including the Girl Scout Journeys and other helpful resources addressing issues that girls and volunteers face in today's world.	girlscouts.org
Girl Scouts Grow Boxes	Once a new Brownie, Junior, or Cadette troop has at least one new leader and four girls, leaders can register to receive the Girl Scouts Grow Box, with supplies to get your troop started and guidelines to prepare meetings. These will be distributed to you by GSWO staff.	gswo.org/boxrequest
GSUSA Girl Scout Experience Box	Starting this fall, new Girl Scout Daisy (grades K-1) troop leaders will receive a complimentary monthly supply box filled with step-by-step activities, supplies, and everything needed for a fun meeting with your troop.	gswo.org/gsexperiencebox
New Leader Patch Program	Troop leaders need to fill their vest with patches, too! To celebrate the achievements our new leaders meet throughout the year, we will distribute various patches.	Fill out the form to request your patch at gswo.org/leaderpatch
New Leader Rally	Here you can find all the resources you need for your first year as a troop leader, you can connect with other new leaders council wide and find support from staff.	To join you can click the link from your welcome email or follow-up email to troop start-up

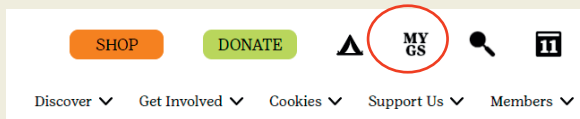
MyGS

All Girl Scouts of Western Ohio members have a MyGS account. Using Google Chrome or Firefox as your browser, go to gswo.org and use the following steps to log in, or check out the quick tutorial at gswo.org/newleaders.

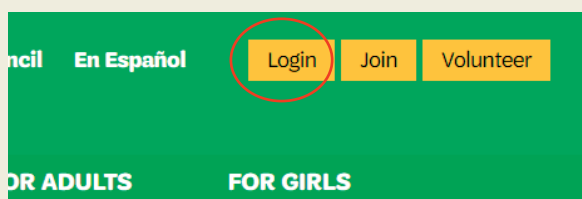
1. Click on "MyGS."
2. Click on "Login" in the upper right hand corner. To login, use your MyGS login credentials. Your username is the email address you used when registering for Girl Scouts. If you are not sure which email you used, please call Customer Care at 888.350.5090. Once you have logged in, select "My Account" in upper right corner to access the menu bar.
3. From your account you can access the following:
 - **My Household:** See your membership and all family members affiliated with your household. You can renew family memberships from here.
 - **My Troops:** Review your troop's roster, update contact information, and renew your troop's memberships.
 - **My Profile:** Edit your personal information and preferences and change your password.
 - **My Events:** See all events you have registered for.
 - **gsLearn:** gsLearn is Girl Scouts' online learning platform. This free platform houses a variety of learning modules that can be completed at your own pace, meaning you can start and stop at your convenience.
 - **Volunteer Toolkit:** The Volunteer Toolkit (VTK) is your official source for delivering easy, fun troop meetings year-round! This fully customizable digital planning tool provides you with Girl Scout program content, award requirements, and other resources so you can keep your Girl Scout year running smoothly. Accessible on any computer, tablet, or mobile device, the VTK lets troop leaders access most resources needed to lead the troop.

Accessing Your MyGS Account

- 1 Click the MyGS icon in the upper right hand corner at gswo.org.

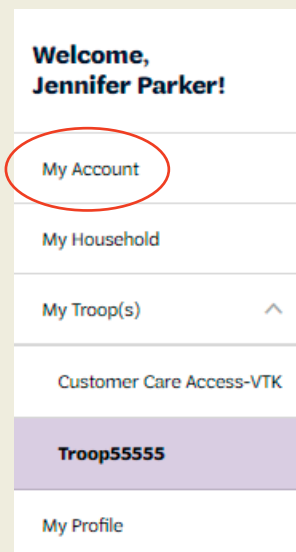


- 2 On the first page you see in MyGS, click "Login" in the upper right hand corner.



3

Once you have logged in, select "My Account" in the upper right hand corner to access the menu bar.



Getting Started on the Volunteer Toolkit

Volunteer Toolkit Highlights

What will I find in the Volunteer Toolkit (VTK), and how does the VTK make managing my troop easier?

My Troop:

Within the My Troop tab, you can access contact information for the girls in your troop. From here, you can take two actions:

- Send emails to the entire troop
- Download an Excel spreadsheet with girls' information and lists of all marked achievements

Explore:

Wondering where to get started? Find all the exciting options in the Explore tab:

- Browse pre-built tracks of badge and Journey activities
- Create your own activity track with your girls
- Preview tracks and badge requirements before adding them to your year plan
- See an overview of all preselected tracks at the bottom of the page. You can even print it out to easily review your options!

Don't worry! You can always add, remove, or change your plan as you go, one meeting at a time.

Year Plan:

Use this tab to plan your Girl Scouting year:

- Set meeting dates and locations
- Add badges, Journeys, and activities to your plan
- Preview badge and Journey requirement

Meeting Plan:

Make every meeting a success! Here you'll find:

- Suggested badge outlines
- Material and supply lists
- Printable meeting aids
- A customizable agenda (customizable items are listed in red and can be changed in the "meeting planner.")
- Attendance and badge achievement trackers

Plus, use the Meeting Plan tab to send email reminders about upcoming meetings to your troop!

Resources:

Where do badges belong on her uniform? Which awards can she earn at the next grade level? Visit the Resources tab to find answers to these questions and more!

- Access national (GSUSA) and council (GSWO) specific resources
- Find our GSWO council message with monthly reminders
- Use the Badge Explorer to find all the available badges and badge requirements for your girls' grade level(s)

Reminder:

You must be a currently registered member of Girl Scouts and have chosen a leader role in your troop to set up your troop's Volunteer Toolkit Year Plan. Remember, each co-leader logs in with their credentials but sees the same information for your troop. Make sure all leaders know when you have made changes to the account!

Questions? Please feel free to contact Customer Care at 888.350.5090 or customercare@gsw.org



Registering for Events

Visit Girl Scouts of Western Ohio's website: gswow.org

1. Go to the Activities page at gswow.org/activities.
 - Scroll down the page to find the event search and browse for specific events. Or, open the "Discover" tab at the top of the page and click "Event Calendar" to view all upcoming events.
 - Click on an event to see the full details.
2. Or, at the top of Girl Scouts of Western Ohio's website, click the MyGS icon.
 - You will be prompted to log in. Log in to your account and select the yellow "Join" box in the upper right corner. Then, scroll down and select "Find Events."

Finding Events

There are a few ways to discover upcoming events.

- **Explore Events:** use filters to narrow down your search. If you are searching for a GSWO-specific event, select the box that says, "Show only the events of My Council." To discover events near you, enter your zip code and change the radius of your search. All GSWO virtual events are listed under zip code 45242 — use this code when searching for online activities.
- **Event List:** events are listed by month and name. Advanced Search on this page will allow you to filter for different options and categories.
- **Event Calendar:** events are listed chronologically by date.

Registering for Events

1. Locate the event you would like to register for.
2. Click on "Register Now" — this will take you to the event information and registration page.
 - If you have not signed into your MyGS account, you will be prompted to sign in before continuing registration.
 - On the left you will see a description and the details of your event.
3. On the right you will see the sign-up/shopping cart. Use the "+" to select the number of spots you need.
4. Click "Add Events."

Adding Details

1. Add attendee name(s) from the drop down menu
2. Choose your payment option
3. Click "Submit Member Details"
4. Click "Review Cart"

Making a Payment

1. Enter payment and billing address
2. Click "Submit Payment"
3. You will now see your payment confirmation and order
4. You have successfully registered for your event!

For more information on logging into MyGS and registering for events, check out GSWO's YouTube channel (youtube.com/girlscoutswoh) and explore the MyGS Training Playlist. If you have questions or need assistance along the way, please contact Customer Care for Assistance at 888.350.5090 or customercare@gswow.org.

For more information and preparation tools, check out the "Intro Meeting" plan in the Volunteer Toolkit.

Rallyhood

Meet other Girl Scouts, share ideas, get support from council staff, and be the first to know about events and opportunities when you join Rallyhood!

How to Create an Account

- Accept your invitation - Locate Rally invitation in your email inbox and click "Join this Rally"
- Join this Rally - Fill out your basic information and click "Join this Rally".
- Take a Tour - And you're in! Browse the Rally and start sharing with the group.

Add Event to the Calendar

Add events to a shared calendar to keep everyone on the same page with troop meetings, outings and more.

- **Creating an Event**
 1. Click on "+ Create Event" under the Calendar tab
 2. Fill in the basic information of the event
 3. Click "Save" to add the event to your Rally

Other Features - RSVP, sync with personal calendar, attach files to events, enable automatic reminders.

Upload Photos to the Gallery

Upload photos from past troop events. Upload, download, and comment on photos in the shared Gallery.

- **Uploading Photos**
 1. Under the Gallery tab, either add a single photo by clicking "Add Photo" or create a "New Album" to add multiple photos to a single album
 2. If you made an album, give your album a name and click "Save"
 3. In your album, click "Add Photo" and select photos from your computer and click "Open"

Post a Message on the Message Wall

Rather than communicating with long email chains, let the message wall become the place where everyone communicates by posting messages and leaving comments.

- **How to Post a New Message**
 1. Click "New Message" on the Message Wall page
 2. Type in your subject title and message content
 3. Click "Post" to add your message

Message Wall is great for - Creating discussions with group members, posting reminders, sharing documents, or photos and sharing event information.

Create Sign-ups

Sign-ups make it easy to ask for help or get feedback from the group. Anyone in your Rally can sign-up.

- **How to Create a Sign-up for Group Admins**
 1. Click on "New List" under the "Sign-Up" tab. Next, name your list, give it a description and click "Publish"
 2. Once your list is created, click on the list and select "New Sign-Up" in the top right corner to start adding new items
- **Other Sign-up Ideas**
 1. Voting, surveys, feedback, ride shares to events, group potlucks, surveys, volunteer, hours, or cookie assignments.
 2. Assign friends to items, or let them assign themselves, and click "Save" to finish.

Upload Documents to Files

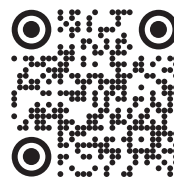
End your search for email attachments. Anyone in your Rally can upload and download shared files.

- **How to Upload Documents**
 1. Click "Add File" under the file tab in your Rally or select "New Folder" to create a folder to group multiple files together
 2. Select the files from your computer you want to upload
 3. Click "Open" to begin uploading

Invite Your Friends

Once you add your content to your new Rally, start inviting your Rally Friends.

- **Invite Friends**
 1. Under the "Friends" tab, either click on the "invite" icon in the upper right corner or the "Invite Friends" under the navigation bar.
 2. In the pop-up select how you would like to invite your friends
 3. Enter the required fields and click "Invite".



To request a Rally be created for your troop, scan the code or visit gswo.org/rallyrequest

Required Adult Trainings

Training Name	Description	Who	Frequency	Where	Length (approx.)
Troop Start-up	Troop Start-up Training will provide new leaders with the information needed to get your troop started or to take over a troop. Learn what girls do, how to guide your troop through their first meetings, troops safety, product program overview, troop finances and how to use the Volunteer Toolkit as a planning tool for your whole year.	For all new troop leaders	Once in your first 15 days as a new troop leader.	gsLearn, live virtual 1:1, or ask your CDM or service unit team	2 hours
Youth Protection	Youth Protection training will help volunteers understand their responsibilities as mandated reporters and learn how to identify and report suspected abuse.	All volunteers	Once in your first 15 days as a new volunteer, or before meeting with girls for returning volunteers.	gsLearn	15 minutes
Financing the Fun	Learn the requirements for opening troop/ service unit checking account, policies and procedures for using and tracking troop finances. (This is part of troop start-up training, it only needs to be taken once).	All troop assistants or service unit volunteers on bank account, prior to becoming an authorized signer	Once if you are new to troop or service unit bank account	gsLearn	15 minutes
Be a Sister to Every Girl Scout: Promoting Belonging	Create a sense of belonging in your troop by learning about the principles of belonging, grade level support, and how the Girl Scout Experience ties it all together.	All volunteers	Once or as often as needed.	gsLearn or in-person at service unit level	1 hour
Safety Beyond the Troop Meeting	This training prepares you to take your girls outside of your regular troop meeting space/location. You will review GSWO Troop Trip Approval process, how to prepare your girls for travel, additional insurance coverage possibly needed, safety, and transporting girls.	All volunteers	Once prior to meeting outside of your regular meeting space/ location.	gsLearn	1 hour
CPR/First Aid	CPR/First Aid is an in-person training for at least one volunteer per troop. The certification can be tracked in gsLearn.	One volunteer per troop	Every 2 years	In person (tracked in gsLearn)	3 or more hours
Lodge Camp Training	This training is designed to prepare volunteers to use GSWO facilities, whether for meetings less than 3 hours, for the day, or overnight. PREREQ: Complete Safety Beyond the Troop Meeting training.	One volunteer per troop/group	Once prior to using a council property	gsLearn, in person, or ask your CDM or service unit team	1 hour
Troop Camp Training	Participants develop camping skills to be used and taught to girls, ensuring a positive, fun, and safe outdoor experience. PREREQ: Safety Beyond the Troop Meeting and Lodge Camp Training.	One volunteer per troop/group	Once prior to camping at a council property tent unit or camping anywhere else.	In person (tracked in gsLearn)	6 hours



* Some trainings are required only once as long as you maintain your skills and don't have a gap in membership. Requirements are subject to change.

All troops must have two leaders who have completed Youth Protection Training within 30 days of starting their troop. Any volunteer who has not completed Youth Protection Training may not be responsible for girls, including to meet ratio at meetings or troop activities.

Property Reservations

Online Request

- Visit gsw.org/camp.
- Click on the "Our Properties" heading and select the camp you'd like to reserve.
- Scroll down and click on "Reserve Now."
- Follow the easy instructions to reserve a facility or site.

Members are encouraged to reserve properties online. It's faster and easier for you, less expensive for the council, and it's green!

Overnight Reservations

Check in is at 3 p.m.; check out is at 2 p.m. the following day.

Holiday Closures

- Thanksgiving Break: November 28 - December 1, 2024
- Christmas Break: December 25, 2024 - January 1, 2025

Facility Descriptions

Reservation Periods	Opening Date
Fall Property Use (Sept. 1-Dec. 31)	May 1
Winter/Spring Property Use (Jan. 1-May 31)	September 1
Summer Property Use (Jun. 1-Aug. 31)	March 1

Facility Descriptions		
Facility Type	Description	Availability
Meeting Room	Office areas designed for group meetings	Year Round
Lodge	Includes some amenities (varies with properties)	YearRound
Platform Tents	Wooden platform with canvas tent and rain fly, mattresses (usually sleeps 4 with cots provided)	Mid-April through Mid-October
Adirondacks	Bunkhouses that contain 2 bunk beds (4 beds) and mattresses.	Mid-April through Mid-October
Cabins/ Glen Shelter	Facility that provides some, but not all amenities. Some cabins may not have electricity, water, or bathrooms in building but have them nearby.	Mid-April through Mid-October
Tree Houses	Three- or four-sided structures elevated above ground	Mid-April through Mid-October
Covered Wagons	Sleeping structures designed to resemble pioneer wagons (usually sleeps 5 on cots with mattresses)	Mid-April through Mid-October
Yurt	A circular structure with a wooden floor and heavy weatherproof material. There are 8 bunkbeds and mattresses.	Mid-April through Mid-October

Girl Scout Center Cincinnati, 45242			
Facility Name	Capacity	Type	Fees
Meeting Room A	35	Room Only	\$10 Hour
Meeting Room B	35	Room Only	\$10 Hour
Meeting Room C	35	Room Only	\$10 Hour
Meeting Room usage less than 3 hours			Free

Girl Scout Center Dayton, 45415			
Meeting Room A	66	Room Only	\$10 Hour
Meeting Room B	36	Room Only	\$10 Hour
Meeting Room C/Tree House	102	Room Only	\$10 Hour
Textile Room	24	Troop Meeting Only: 3 hour max.	
Meeting Room usage less than 3 hours: Free			
Climbing wall [†] <i>(Certified Instructor required)</i>			Contact Customer Care [†]
Limited Overnight Capabilities			\$90 Night

Property Reservations

Girl Scout Center | Lima, 45805

Facility Name	Capacity	Type	Fees
Conference Room A	24	Room Only	\$10 Hour
Conference Room B	50	Room Only	\$10 Hour
Meeting Room usage less than 3 hours			Free

Girl Scout Center | Toledo, 43537

Conference Room A	40	Room Only	\$10 Hour
Conference Room B & C	10	Room Only	\$10 Hour
Meeting Room usage less than 3 hours			Free

Little House | Greenville, 45331 Re-opening in 2025!

Little House	20	Lodge	\$90 Night
*Lodge usage less than 3 hours Sunday - Thursday 3-9 PM: Free			

Camp Butterworth | Maineville, 45039

Beehive (A/C)*	18	Lodge	\$100 Night
Freedom Lodge (A/C Window Unit)*	28	Lodge	\$100 Night
Friendship Lodge (A/C Window Unit)*	50	Lodge	\$110 Night
Groesbeck Lodge* (A/C Window Unit)*	12	Lodge	\$80 Night
Squirrel Hollow* (A/C Window Unit)*	12	Lodge	\$80 Night
Seasons Lodge* (A/C Window Unit)*	14	Lodge	\$80 Night
Dining Hall	148	Day Use Only	\$30 4 Hours
Wagon Wheel	50	Day Use Only	\$25 4 Hours
Program Shelter	120	Day Use Only	\$30 4 Hours
Brownie Shelter	50	Day Use Only	\$20 4 Hours

*Lodge usage less than 3 hours
Sunday - Thursday 3-9 PM: Free

Beeches	25	Glen Shelters	\$70 Night
Quaker Ridge	25	Glen Shelters	\$70 Night
Turtle Ridge	28	Adirondacks	\$70 Night
Sassafras	24	Platform Tents	\$65 Night
Windy Heights		Primitive Area	\$30 Night
Maple Hill		Teepee-Day Use Only	\$30 Day
Archery Range (Certified Instructor Required)			\$15 Hour
Pool (Certified Lifeguard Required)			\$50 Hour
Climbing Wall† (Certified Instructor Required)			Contact Customer Care†

Camp Libbey | Defiance, 43512

Facility Name	Capacity	Type	Fees
Administrative Building Large Room*	75	Room Only	\$30 4 Hours
Administrative Building Small Room*	50	Room Only	\$25 4 Hours
Anthony Lodge (A/C)*	16	Lodge	\$90 Night
Blackwell Lodge (A/C)*	16	Lodge	\$90 Night
Truth Lodge (A/C)*	16	Lodge	\$90 Night
Environmental Center-Lodge Side Only (A/C)*	26	Lodge	\$110 Night
Juliette Low Lodge	32	Lodge (2 wings)	\$100 Night
Linden House	28	Lodge	\$100 Night
Woodlands Cabins	40 (8/cabin)	Cabin	\$105 Night
Dining Hall	200	Day Use Only	\$40 4 Hours

*Lodge usage less than 3 hours
Sunday - Thursday 3-9 PM: Free

Frontier	28 (4/tent)	Platform Tents	\$65 Night
Sherwood	28 (4/tent)	Platform Tents	\$65 Night
Watzi	28 (4/tent)	Platform Tents	\$65 Night
Jakata	16	Yurt	\$80 Night
Skandy		Primitive Area	\$30 Night
Environmental Center-Program Side	80	Day Use Only	\$40 4 Hours
Archery Range (Certified Instructor Required)			\$15 Hour
Low Challenge Course (Certified Instructor Required)			\$15 Hour
Pool (Certified Lifeguard Required)			\$50 Hour
Climbing Wall† & High Ropes Course (Certified Instructor Required)			Contact Customer Care†

Contact Customer Care

For more information about council properties or with questions regarding a facility's overnight usage or amenities. †If you are interested in doing the climbing wall, high challenge course, or canoeing, please contact customer care for the necessary information to request a facilitator for these activities. Scheduling is based on availability of program facilitators, not all requests can be accommodated.

Contact Customer Care at 888.350.5090
or customercare@gswo.org

Property Reservations

Camp Rolling Hills | Pleasant Hill, 45359

Facility Name	Capacity	Type	Fees
Rainbow Lodge (A/C)*	24/mats	Lodge	\$105 Night
Woodhull Lodge East (A/C)*	32	Lodge	\$100 Night
Woodhull Lodge West (A/C)*	32	Lodge	\$100 Night
*Lodge usage less than 3 hours Sunday - Thursday 3-9 PM: Free			
Tall Oaks	30 (5/cabin)	Cabins	\$80 Night
Whispering Winds	32 (4/tent)	Platform Tents	\$65 Night
Archery Range (Certified Instructor Required)			\$15 Hour
Pool (Certified Lifeguard Required)			\$50 Hour
Climbing Wall † (Certified Instructor Required)			Contact Customer Care†
Camp Stonybrook Waynesville, 45068			
Honor Lodge (A/C)*	20	Lodge	\$110 Night
Ittman East *	28	Lodge	\$90 Night
Ittman West *	28	Lodge	\$90 Night
Pine Tree North (A/C)*	18	Lodge	\$110 Night
Pine Tree South (A/C)*	16	Lodge	\$110 Night
Barnitz Hall	200	Day Use Only	\$30 4 Hours
Barnitz Hall - Overnight	24 - Mats (no bunks)	Lodge	\$105 Night
Program Shelter	120	Day Use Only	\$30 Per 4 Hours
*Lodge usage less than 3 hours Sunday - Thursday 3-9 PM: Free			
Cedar Crest	32 (4/tent)	Platform Tents	\$65 Night
Maple Hollow	36 (4/tent)	Platform Tents	\$65 Night
Red Bud	28 (4/tent)	Platform Tents	\$65 Night
Sycamore Glen	32 (4/tent)	Platform Tents	\$65 Night
Archery Range (Certified Instructor Required)			\$15 Hour
Low Challenge Course (Certified Instructor Required)			\$15 Hour
Pool (Certified Lifeguard Required)			\$50 Hour
Climbing Wall† *Certified Instructor Required			Contact Customer Care†

Camp Whip Poor Will | Morrow, 45152

Facility Name	Capacity	Type	Fees
Cookie House (A/C)*	20	Lodge	\$95 Night
Evergreen - Pine (A/C)*	24	Lodge	\$95 Night
Evergreen -Spruce (A/C)*	24	Lodge	\$95 Night
Towhee (A/C)*	12	Lodge	\$90 Night
Troop House	24/mats	Lodge	\$105 Night
Mary Rollins Dining Hall	200	Day Use Only	\$40 4 Hours
Grace Cullen Cabin	24	Day Use Only	\$15 4 Hours
Program Shelter	120	Day Use Only	\$30 Per 4 Hours
*Lodge usage less than 3 hours Sunday-Thursday 3-9 PM: Free			
Beechwood	36 (6/cabin)	Cabins	\$70 Night
Cedar Trail	24 (8/cabin)	Cabins	\$70 Night
Fernwood	21	Cabins	\$70 Night
Woollard Tree Houses	24 (8/cabin)	Tree Houses	\$80 Night
Conestoga Wagons	25 (4/tent)	Covered Wagons	\$80 Night
Knoll	28 (4/tent)	Platform Tents	\$65 Night
Sassafras	16 (4/tent)	Platform Tents	\$65 Night
Sherwood	28 (4/tent)	Platform Tents	\$65 Night
Aspen	24 (4/tent)	Platform Tents	\$65 Night
Archery Range (Certified Instructor Required)			\$15 Hour
Low Challenge Course (Certified Instructor Required)			\$15 Hour
Pool (Certified Lifeguard Required)			\$50 Hour
Climbing Wall, High Ropes Course, & Canoeing† (Certified Instructor Required)			Contact Customer Care†
Camp Woodhaven Lima, 45805			
Duffy Lodge (A/C)*	22	Lodge	\$105 Night
Sweetbriar Lodge*	36	Lodge	\$105 Night
*Lodge usage less than 3 hours Sunday-Thursday 3-9 PM: Free			
Program Barn	37	Program Space-Day Use Only	\$30 4 Hours
Shelter House	100	Day Use Only	\$15 4 Hours
Archery Range (Certified Instructor Required)			\$15 Hour

Girl Scout Traditions

Juliette Gordon Low, the founder of Girl Scouts, understood how special words and signs helped girls feel like they are members of a group. Girl Scouts and Girl Guides all around the world share special signs like a handshake, a squeeze, a motto, and a slogan. These special signs overcome barriers of language and culture as they remind us of the values we live by.

Traditions

The Girl Scout Sign

The Girl Scout Sign is made when reciting the Girl Scout Promise and Law. The sign is formed with the right hand, by using the thumb to hold down the pinky, leaving the three middle fingers extended to represent the three parts of the Promise.

The Girl Scout Handshake

Another form of greeting between Girl Guides and Girl Scouts is the Girl Scout handshake. Girls raise their right hand in the Girl Scout sign and shake using their left hand, denoting friendliness and loyalty.

The Girl Scout Motto

The Girl Scout motto is "Be prepared." Girl Scouts of yesteryear learned skills for fun, but also to cope with emergencies of their times. Today, the motto reminds girls to be prepared to help others in need in their community and around the world.

Make New Friends

At the end of each Girl Scout Meeting, finish by singing "Make New Friends." Do this with the Friendship Circle and finish up with the Friendship Squeeze.

*"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."*



The Friendship Circle

The Friendship Circle involves Girl Scouts standing in a circle, crossing their right arms over their left, and clasping hands with their friends on both sides.

The Friendship Squeeze

To end meetings and activities with the Friendship Squeeze, everyone gathers in the Friendship Circle. Each girl crosses her right arm over her left and holds hands with the person on either side. Once everyone is silent, the leader or a girl 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. Some troops also tie in "Girl Scout Out," by raising their hands above their heads and slowly loosening and letting go of the hands of the persons next to them as they turn around and say "Girl Scout Out."

Girl Scout Uniforms

Girl Scouts at each level have one recommended element (tunic, sash, or vest) for the display of official pins and awards which should be worn when girls participate in ceremonies or officially represent the Girl Scout Movement. For adult members, the unifying look of the uniform is a Girl Scout official scarf or tie, worn with the official membership pins, combined with their own navy blue business attire. An adult vest is also available in the Girl Scout Shop.

The Girl Scout Slogan

The Girl Scout slogan is "Do a good turn daily." In the early days of Girl Scouting, girls tied a knot in their neckerchiefs. They could not untie the knot until a good deed was accomplished. Today, the slogan is a reminder of the many ways girls can contribute to the lives of others.

Kaper Charts

A Kaper Chart is a Girl Scout tradition for dividing up troop responsibilities among the girls. Each job or chore is called a Kaper. A Kaper Chart is a list of assignments, similar to a chore list. Examples of Kapers are cleaning up or taking out trash. Kapers can also be fun tasks like the Girl Scout Promise leader, activity helper, snack helper, and Friendship Squeeze leader. Using a Kaper system right from the start helps build leadership and ownership in troop activities to assist with group behavior management.

SWAPS

SWAPS (Special Whatchamacallits Affectionately Pinned Somewhere), the tradition of Girl Scouts exchanging keepsakes, started long ago when Girl Scouts and Girl Guides first gathered for fun, song, and making new friends. SWAPS are the perfect way for Girl Scouts to meet each other and promote friendship. Each one is a memory of a special event or Girl Scout Sister.

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. On Our Honor, Every Person. Every Voice.

Inclusion in Girl Scouts

We best achieve our mission when girls from all backgrounds feel like they belong in Girl Scouts. Therefore, Girl Scouts of Western Ohio is committed to ensuring that every girl—each and every one—has the opportunity to be her best self in Girl Scouts.

- We actively ensure that our girl membership, adult volunteers, board, and paid staff reflect the demographics of the communities we call home.
- We proactively partner with each community to understand their unique assets and needs in order to give every girl access to the GSLE (Girl Scout Leadership Experience).
- Every staff member, volunteer, and supporter plays a role to fulfill this vision.
- We continuously measure ourselves against these goals, and when we fall short, we work to live up to these statements.

I want to be inclusive; how do I make sure that happens in my troop?

1. Create an environment that values and respects diversity. Foster a belief in your troop that everyone benefits from having a diverse group of girls, by helping the girls be aware of and appreciate the commonalities and differences that they can and can't see.
2. Make sure all girls have the opportunity to fully engage in activities and have access to opportunities and information. This may mean helping girls overcome barriers to participation, adjusting activities, or even changing how you communicate.
3. Model respectful ways to interact with all people. Girls learn by watching how adults interact with girls and other adults.
4. Be mindful of your own biases and assumptions about others by leading with empathy and encourage girls to do the same.
5. Be conscious of and avoid using generalized statements about groups or types of people and don't refer to a person based on a particular characteristic like race, gender, ability, sexual orientation, education, socioeconomic status and, religion.
6. Get to know the girls and their families. Remember that all families are different and keep that in mind when planning family events. Girls may have really engaged grandparents, caregivers, or other family members who should be included in important ceremonies and occasions. Also, pay attention to special holidays and cultural traditions that may conflict with troop plans or limit a girl's participation.

To learn more about creating a sense of belonging amongst your girls, take the **Be a Sister to Every Girl Scout: Promoting Belonging** training on gsLearn.



Getting Started

Chapter Overview

- Identify areas you might be able to host your troop meeting
- Discover ways to connect with troop volunteers and communicate between families
- Engage adults in troop committee positions

Getting Started with Your Co-Leader

Here are some key things to keep in mind when planning the year with your co-leader.

- Meet up to chat and get to know each other. Share individual strengths, hobbies, education, skills, interests, and work schedules.
- Make sure both troop leaders have completed the Troop Start-up Training on gsLearn.
- Use the Co-Leader Discussion Question Worksheet (p. 23) to guide your conversation with your co-leader.
- Review the Volunteer Toolkit together — make sure you both have access and decide who will edit or update which parts.
- Divide tasks evenly between both troop leaders. Make sure tasks are specific. Working together is better.
 - How will you initially communicate with families? Email, text, social media group, etc.
 - Who will handle the troop finances/troop bank account?
 - How will you work with your own Girl Scout?
 - Who will handle paperwork? (Registrations, medical forms, permission slips, etc.)
 - Who will lead meetings?
- Determine if your troop will collect dues. Have a discussion with families about dues at the parent/caregiver meeting.
- Figure out logistics of what support you need from families. Delegating these tasks up front will help keep troop leaders from getting overwhelmed.
 - Can someone share a special skill?
 - Other support to think about: managing Product Program, purchasing supplies, snack, setting up outings, etc.

Setting Troop Expectations with volunteers

- Decide on the day, time, frequency, and meeting location for troop meetings.
- Create a tentative year calendar of meetings and scheduled activities, taking into consideration events the service unit has already planned. Pencil in as much information as possible, including service unit and council events. Use this calendar at your parent/caregiver meeting to discuss with families what they would like to do during the year.
- Schedule your family meeting.
- Discuss expectations for group and individual behavior management so it is consistent and positive behavior reinforcement is utilized. It is often helpful if leaders swap responsibility for each other's daughter while at Girl Scouts.
- Establish troop rules with the girls at their first troop meeting.
- Learn and agree how to handle conflict appropriately and consistently, while modeling the Girl Scout Promise and Law.
- All families face some time-constraints, keep communication open and work together to problem solve.
- Remember, Girl Scouts is flexible, you don't have to stick to a rigid schedule.



Co-Leader Discussion Questions

Time for your troop leadership team to meet
and start planning!



Meeting Logistics:

- ☐ **Where will our troop meet?** _____
Troops often meet at a school, library, church, community center, etc. Check with your service unit team or Community Development Manager for more suggestions!
- ☐ **What day/time? How long/often?** _____
Troops generally meet weekly or biweekly for 1 or 1.5 hr.
- ☐ **When will we hold our first meeting?** _____
Family meeting: The first troop meeting is usually also the family meeting. Refer to the New Leader Resource Guide or Volunteer Toolkit (VTK) for an agenda and activities. In the VTK, the family meeting is usually listed as the first meeting of your chosen Year Plan, or you can search for "Intro Meeting" using the "Add Badge/Journey" function.

Dividing Responsibilities:

Communication

- ☐ **Our troop leadership team will stay in touch by:** _____
Troop leaders meet with each other at least once per month to plan, review finances, troubleshoot, etc.
- ☐ **We will stay in touch with troop families by:** _____
Troops may create a private Facebook group, a troop email account, or request a troop Rally for Rallyhood at gswo.org/rallyrequest.
- ☐ **Who will be responsible for each part?** _____
While the details may vary, the most important thing is that you stay in regular contact and have a clear, effective system in place.

Administration

- ☐ **Who will manage troop paperwork? How?** _____
Refer to the Finance section of the New Leader Resource Guide, starting on page 42.
- ☐ **Who will track attendance, badges earned, etc. in the VTK?** _____
- ☐ **The two signers on the troop bank account will be** _____
& _____.
- ☐ **Our bank account is at** _____ **bank/branch (Fifth Third).**
- ☐ _____ **will hold the checkbook and** _____
will receive bank statements in the mail.
After you complete Troop Start-Up Training, you can access your Bank Letter on gsLearn. To download your bank letter, navigate to "Achievements," then select "Download certificate."

Setting up Troop Meetings

Communication with Troop Leaders and Families

- Communication between all involved Girl Scout volunteers, is vital to the success of the girls' experience. Having open lines of communication, working together and making sure specific roles are assigned will help the troop operate smoothly throughout the year. **Remember, teamwork can be difficult at times but the end result of your hard work makes Girl Scouts an excellent experience for the girls and their families!**
- **Communication with Families:**
 - Introduce yourselves by email or phone and invite each family to the parent/caregiver meeting (suggested to do this within first two weeks of becoming an approved volunteer). It's important for families to understand your expectations and be involved in supporting the troop.
 - Find troop member contact details on the My Troop Tab of the Volunteer Toolkit. Determine how you would like to host your parent/caregiver meeting, either in person or via Zoom, by asking what works best for families.

Troop Meetings

As a troop leadership team, work together to determine meeting day, time, and location. Consider the girls in your troop:

- Do they all attend the same school?
- What is the most central or convenient location for all?
- What is the best time of day for the meeting for girls, co-leaders, and parent/caregiver support?

The meeting place needs to provide a safe, clean, and secure environment that allows for the participation of all girls. Consider meeting rooms at schools, houses of worship, libraries, community buildings, childcare facilities, and local businesses. For teens, rotating meetings at coffee houses, bookstores, and other places girls enjoy spending time is an option. Below are a few things to keep in mind when choosing a location.

- **Safety:** Safe, secure, clean, properly heated and cooled, free from hazards with all exits clearly marked
- **Cost:** Free to use
- **Availability:** Average troop meetings range between 1-2 hours, twice a month; some troops choose to meet weekly
- **Facilities:** Sanitary and accessible restrooms
- **Accessible:** Accommodate girls with disabilities and their caregivers

Make a list of possible locations. Then call to check on availability and confirm the meetings. Staff and local volunteers in your service unit can help provide suggestions if needed.

Certificate of Insurance

When reserving troop meeting space, volunteers may be asked to provide a certificate of insurance to verify Girl Scout liability insurance coverage. Most schools already have these on file; check with the council to confirm. You may submit the Request for Certificate of Insurance online on the council website at gsw.org/insurancerequest. Certificates will be sent directly to the location within two weeks.

Don't forget to update your troop meeting information in MyGS once you confirm your meeting details!
Log in and select My Account > My Troops, select your troop, and edit the meeting details.
You can also visit gsw.org/troopmeetinginfo or contact Customer Care at 888.350.5090 to submit changes.

Troop Committee Sign Up

Typical Committee Structure

Troop committee members may include parents/caregivers, adult family members, Girl Scout alums, or community members. Consider volunteering for one of the positions below.

Troop Leaders (2)

- Plan meetings
- Help girls have fun with a purpose
- Keep people safe
- Manage troop finances
- Use the Girl Scout Leadership Experience (GSLE)

Troop Assistants

- Support troop leaders
- Plan and implement badges and program activities
- Manage troop finances
- Chaperone outings and field trips



Troop Cookie Manager

- Help the troop have a successful Cookie Program
- Manage troop cookie funds
- Gather permission forms
- Help girls set and achieve goals

Fall Product Manager

- Help the troop have a successful Fall Product Program
- Manage troop funds
- Gather permission forms
- Communicate with caregivers

Additional Roles

- Treasurer
- Camping
- Driver
- First-Aider

Top 5 Advantages to Organizing a Troop Committee

1. Don't burn out. Sometimes people take on too much; reduce stress by sharing the load.
2. Every super hero needs a sidekick. Lean on your co-leader for help.
3. Busy adults can help with what they are good at and enjoy, which can be less time commitment. Utilize ways adults can support the troop to identify their areas of interest.
4. Allows adults to give back to their community.
5. A girl gets special time with her adult.



Engaging Family Support to Create Your Troop Committee

Families want what is best for their girl, but can be particular with what they do with their time and money. Keep in mind that time and funds are limited for many. Ask all families for help in creating your troop committee by delegating your troop tasks. Families don't all look the same, so consider the entire family—any caregivers or guardians, adult siblings, aunts, uncles, grandparents, etc.

Things to Consider Before You Ask for Help:

- What is the time commitment?
- Do you expect all parents/caregivers to be registered members?
- Be upfront about expectations—for you, the troop, and the families
- Identify individual talents and skills and utilize them
- Don't just focus on moms/women

Making the Ask

The most important thing is to just ask for help! Utilize **Ways Adults Can Support the Troop Handout** found in Forms and Documents section and gswo.org/formsanddocs.

- Try using a sign-up platform such as Sign-up Genius or Rallyhood to help fill slots where support is needed. This helps adults make commitments that fit their schedule.
- Try asking one-on-one for adult support. It's hard to say no when you are specifically asked. For example: We need someone to help coordinate this...
- Tell them why you think they would be good at a particular task.

Best Practices

- Use the VTK to send follow-up emails with what the girls will be doing in the next meeting and other reminders you need to share.
- Set up the expectations for communications and communicate clearly. Identify communication preferences—Facebook group, text thread, emails, etc.
- Make a schedule or sign-up sheet and bring it to your parent/caregiver meeting.
- Set boundaries: sometimes it may be best for the girl and their parent/caregiver to not work together. It might be best for the parent/caregiver to help in a different way to provide the girl with the most enriching experience possible.
- Show the value of Girl Scouts.
- Be inclusive. Look beyond the parent/caregiver!
- Set expectations and review the outcomes.
- Remember to celebrate success often. Girl Scouting should be fun for adults, too!
- Check in with your troop committee often on progress and re-evaluate as needed.
- At the end of the year, plan an evaluation meeting to assess progress, successes, and challenges.

Resources to Engage Families in the Girl Scout Experience:

- **VTK Resource Tab:** Family Hub
- **VTK Parent View:** Caregivers can see the year plan, what girls are working on, and access the Resource tab.
- **GSWOBlog:** Look for the “parent” category
- **Find Her Wow:** Upcoming Events newsletter from GSWO, sent the second Sunday of each month
- **Fall Product and Cookie Program Family Guides**

Troop Communication

There are many ways to communicate with your troop to provide the best experience possible for Girl Scouts and their families. Below are a few ideas for successful communication. Determine the best communication methods with your troop's families.

Key items to include in communications:

- Troop meeting information, updates, and/or changes
- Volunteer opportunities/support needed
- Upcoming events and activities
- Reminders
- Sharing troop experiences (make sure you have a photo release for photos)

Communication Points

We suggest choosing at least two forms of communication with families.

- **Email:** You can send out short or detailed messages. Some troops even put together a troop newsletter to share. Remember, the Volunteer Toolkit can be used to send out emails to all families.
- **Facebook:** Many parent/caregivers are on Facebook. Using groups on Facebook is a great way to share updates on your troop happenings! Make sure the group is set up as a private/closed group.
- **Rallyhood:** Connect with your families on Rallyhood, our all-in-one communication and collaboration platform! You can post updates, share photos, do sign-ups and polls, and more. Complete this form to request a Rally created for your troop at gswo.org/rallyrequest.
- **Texting or Texting Apps:** Texting or texting apps can be used for short messages, reminders, text alerts, and more!
- **Parent/Caregiver Meetings:** Parent/caregiver meetings can be scheduled any time throughout the year. Consider planning parent/caregiver meetings at the end of the girls' meetings. These meetings can happen as frequently as you would like and are typically 10-15 minutes.
- **Family Events:** Family events are a great way to connect! Have the girls plan at least one event a year, such as a presentation, play, ceremony, family picnic, or other activity.
- **Phone Calls:** Phone calls help make personal connections while sharing troop information, fostering conversation and needed clarification. This is also a good time to make a specific ask for support, if needed.

Please keep in mind not everyone is technologically savvy and some may not regularly check technology methods. That's why face-to-face meetings and phone calls are also beneficial.

Communication is an integral part of building a strong troop committee to ensure the girls are supported by caring adults working together. Make sure to regularly share the needs of the troop and be specific when asking adults to help. Troop volunteers must complete member registration, background checks, and any necessary trainings.



Family Meeting

Preparing for Family Meeting

Having a family meeting is paramount to your success in leading the troop. It is a great opportunity to ask parents and other caregivers for their support throughout the troop year. All parents/caregivers are encouraged to play an active role with their girl's troop! If they will be working directly with girls, they need to register in a volunteer role with the troop.

Family Meeting Overview:

- Welcome and Introductions
- Discover the Girl Scout Difference
- Family as Part of the Formula
- Get Them Hooked on Helping
- Money Matters
- Wrap It Up

Suggested Material List:

- **Contact list** for interested girls
- **Troop contact list** from the MyGS troop roster
- **Pens and paper** for writing
- **Girl Medical History and Release Form:**
One per girl or adult troop committee member
- **Troop and Family Agreement:**
One per adult
- **Snack sign-up sheet** with dates of meetings listed
- **Supply donation sheet:** Include supplies that your troop need to get started (if applicable)
- **List of meeting dates (if known):** One per adult
- **Family participation - Ways Adults Can Support the Troop:** Two pages - one per adult
- **Online Registration link:** mygs.girlscouts.org
- **Girl and Adult Paper Membership forms** (for those who do not have internet access)
- **All About Me worksheet** - one per girl

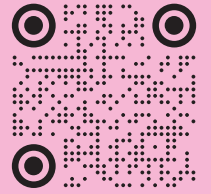


For more information and preparation tools, check out the "Intro Meeting" plan in the Volunteer Toolkit.

Meet the Girl Scout

For Girl Scout Daisies, Brownies, and Juniors

gswa.org/meetgs



**About
me:**



My name is:

My favorites:

Snack: _____

Color: _____

Animal: _____

Activity: _____

**3 words that
describe me:**

①

②

③

My family includes:
(first name & relation)



Our traditions are:

Dear Troop Leader,

girlscouts 
of western ohio

You will love my: _____

At Girl Scouts I want to learn: _____

I'm really good at: _____

I want your help to get better at: _____

Family Meeting Agenda

Suggested Meeting Length: 30-60 minutes. While you're welcome to put your own unique spin on this meeting, following the format below will ensure the most relevant information is communicated clearly and that everyone's on the same page.

Overview

As Families Arrive

Have parent/caregiver complete the Girl Medical History and Release Form for their girl. Have girls complete their All About Me worksheet.

Welcome and Introductions

- Introduce yourselves and share why you volunteer your time with Girl Scouts. Go over your troop number, dates, times, frequency, and location of upcoming meetings.
- Have caregivers introduce themselves, their history with Girl Scouts, and share expectations for this year of Girl Scouting.

Discover the Girl Scout Difference

- Explain our mission as well as the Girl Scout Promise and Law (if girls are in attendance, teach Girl Scout Promise)
- Discuss how our girl-led, hands-on, collaborative program helps girls take risks, dream bigger, and gain important skills, all while having fun and making friends.
- Share an overview of options available to plan your year including which badges, Journeys, special trips, and outdoor adventures the troop can select.

Family as Part of the Formula

- Explain how you'll be engaging parents/caregivers in their girl's Girl Scout lives by keeping them in the loop on what the girls are doing and learning during each meeting.
- Discuss the troop communication methods and policy. Ask how best to reach the parent/caregiver.
- Encourage them to let their girl "be the expert" at home, explaining or teaching a new skill she's learned to the rest of the family.
- Let them know there will be special events throughout the year for families to share with their girl and celebrate all they're achieving with the troop
- Have each parent/caregiver complete the Troop and Parent/Caregiver Agreement found in Forms and Documents section.

Get them Hooked on Helping (10 min.)

- Point out that spending just a little time to help can make a big impact.
- Secure adults to help with organizing and managing the calendar for troop snacks, the carpool schedule, or other activities that can take as little as 15 minutes per week. Utilize the **Ways Adults Can Support the Troop** form located in the Forms and Documents section.
- Encourage caregivers to consider other leadership opportunities listed. Emphasize that their help is wanted and needed.

Money Matters (10 min.)

- Outline costs to parents and caregivers. Explain that troop activities and other supplies (uniforms and Girl Scout Handbook are optional but recommended) are supported through troop dues and money-earning activities like the Fall Product Program and Girl Scout Cookie Program.
- Explain dues expectations and how they'll be used to support the troop.
- If participating in the Girl Scout Cookie or Fall Product Program, explain how money raised benefits the troop, and briefly go over the five critical skills girls will develop in the process (found in the Product Program section).

Wrap It Up (10-15 min.)

- Make sure everyone has your phone number and email, knows the troop number, and has all the information about the next troop meeting (date, time, location, and any supplies the girls will need to bring).
- Ask for donation of items to get the troop started for the year.
- Collect forms, then leave time for questions, concerns, and to get to know people better.
- If girls are in attendance, invite girls and caregivers to form a circle, cross arms, and then join hands. Then, close the meeting with a Friendship Squeeze.

Please Note:

All adults helping with the troop need to be registered members. Most troop volunteers register as troop assistants. Upon registering as a volunteer, they will be emailed a link to complete a background check at no cost.

Guiding Your Troop

Chapter Overview

- Review and plan your first troop meeting
- Know safety precautions to take with your troop
- Learn the basics of troop management
- Incorporate plans for special Girl Scout occasions, such as Juliette Gordon Low's birthday, World Thinking Day, and Girl Scout Week

Planning Your First Troop Meeting

Learn with your girls. Each Girl Scout meeting provides an opportunity to explore new worlds and learn new skills. Keeping activities girl-led also means that at some point, the girls will want to earn a badge or complete a project in a subject unfamiliar to you. But don't let that hold you back! Be open with the girls when you don't know something and become their partner in learning more. You'll show them that learning is a lifelong process and with an open mind, they can overcome any challenges that come their way.

It doesn't need to be perfect. Did an activity run over time? Or maybe a field trip didn't go according to plan? Take a deep breath, roll with the changes, and have fun! The girls aren't expecting perfection from you: your time, attention, and guidance are the best part of your leadership. We teach girls it is okay to F.A.I.L. (First Attempt In Learning), and it's good to model this as well.

Start-Up Activity (5-10 minutes)

This is a time to greet all of the girls and their family members before the meeting officially begins. Have an easy, self-directed activity ready to engage girls. This could be as simple as coloring pages, journaling, or talking with one another. Before the opening ceremony, be sure to take attendance.

Opening Ceremony (10-15 minutes)

Each troop decides how to open meetings. Most begin with the Girl Scout Promise and Law, a simple flag ceremony, song, game, story, or other activity decided on by the girls (5-10 minutes). Tip: Making an agenda on a piece of poster board can help the girls know what to expect. As the girls progress, they can be in charge of preparing the agenda.

Business Meeting (10-15 minutes)

This is a time for announcements, collecting dues, planning future meeting activities, Kaper assignments, voting, and other troop business. This section of the meeting is very important for the girls to learn how to lead, influence others, and communicate feelings or opinions. Little by little, allow the girls to take more responsibility for the business of the troop. *Depending on how much you have to discuss, this section can also be a part of your ending.*

Activities (30-45 minutes)

During this section of the Girl Scout meeting, girls get a chance to build skills, try new things, explore their interests, and work cooperatively with others. As the girls progress, you will begin to get insight into their interests. Make sure you always ask for their ideas and input. You will also pick up good ideas from other leaders when you attend the regular service unit meetings.



First Meeting Checklist:

- 1. Cover the basics.**
Review the details about when and where the meeting will take place and make sure parent/caregivers are aware.
- 2. Get ready.** Use the Volunteer Toolkit to verify your troop roster and email parent/caregivers. This might be a great time to ask parent/caregivers to provide you with any needed items, such as "Health Information and Release" form, troop dues, and money for uniforms.
- 3. Know the agenda.**
Refer to this page and the Volunteer Toolkit sample meeting agenda.
- 4. Review and practice your agenda.** You'll feel calmer during the actual meeting and ready to make adjustments as needed.
- 5. Prepare for fun!**
When the girls and parent/caregivers see that you're prepared for the meeting and ready to have a great time, they'll follow your lead!

Snack & Clean Up (10-15 minutes)

Snacks are an optional part of Girl Scout meetings. If you decide to have one, after girls finish their snack, have them clean up: pick up trash, push in chairs, sweep the floor, put away supplies, etc. Then ask them to come back to the group or their chairs for the next activity.

Closing Ceremony (5-10 minutes)

This is a time to emphasize the accomplishments of the meeting, remind the girls what is coming up, focus on personal goals, help girls feel part of a tradition, and end on a calm and positive note. Many troops like to close the meeting with a traditional Friendship Circle, where the girls stand close together and hold hands with their arms crossed right over left.

Meeting Planning

Suggested Materials for all Meetings:

- ☐ Meeting Plan from VTK
- ☐ Supplies Listed in Meeting Plan
- ☐ Promise and Law Poster
- ☐ Girl and Adult Registrations
- ☐ Snacks (if needed)
- ☐ Girl Medical History and Release Form
- ☐ Songs and Game Ideas
- ☐ First Aid Kit

The Volunteer Toolkit provides an editable year plan to customize your year and the activities for each meeting with your girls. Some leaders will solely use the VTK for their planning needs, while others prefer printed resources. Either is fine. That being said, many troop leaders use the basic structure outlined on the previous page. This model is meant to create a natural flow for the meetings and provide a balance of fun, learning, responsibility, and accomplishment.

Use the Volunteer Toolkit and/ or the template on this page to plan your first meeting.

Badge/ Journey:		Date:	
Location:		Time:	

Don't forget the three Program Processes <hr/> 1. Girl-Led 2. Cooperative Learning 3. Learning By Doing <i>See page 8 for more information!</i>	Activity:	Supplies:	Time:
Start-Up Activity			
Opening Ceremony			
Business Meeting			
Activity			
Activity			
Activity			
Snack and Clean Up			
Closing Ceremony			

Girl Scout Safety

The safety and well-being of girl and adult members is our highest priority. As a volunteer, it is imperative to know and understand the safety policies and procedures in place, where to look, or who to ask for more information when necessary. Listed below are some of the main resources you can use to find safety policies.

Volunteer Essentials

A guide to all the policies and procedures including safety. A printed copy is provided to every troop each year or a digital copy can be found at gswo.org/volunteeressentials.

Safety Activity Checkpoints

This is a resource that provides safety standards and guidelines for Girl Scout approved activities. We suggest before planning an outing with your girls, such as camping, horse back riding, parades, swimming etc., you reference Safety Activity Checkpoints (SAC) for policies on how to prepare. SAC can be found at gswo.org/SAC or on the VTK. For more training on safety, complete the Girl Scouts Safety Learning Path on gsLearn.

Safety Considerations for New Leaders

- Check out gswo.org for General Safety Guidelines
- Keep caregivers informed. Communicate regularly about troop meetings and activities. Use permission slips anytime the troop is doing anything out of the ordinary.
- Girls are never alone! Girls should always use the buddy system and be accompanied by two approved adults at all times.
- Adults are never alone with girls! At least one troop leader and either another troop leader or a troop assistant should be present any time girls are together.
- Be prepared. Have a first aid kit, non-emergency number of local law enforcement, and charged cell phone on hand, just in case you need it.
- Know your surroundings! This goes for both the regular meeting place and when venturing out with the troop and applies to both people and places. Assess any risks that might be present and take appropriate action.
- Ensure safe overnight outings. Prepare girls to be away from home by involving them in planning, so they know what to expect. Do not have men sleep in the same space as girls and women. During family or caregiver-daughter overnights, one family unit may sleep in the same sleeping quarters in program areas. When caregivers are staffing events, daughters should remain in quarters with other girls rather than in staff areas.
- Report abuse! Physical, verbal, emotional, and sexual abuse of girls is forbidden. Follow Girl Scouts of Western Ohio's guidelines in Volunteer Essentials for reporting concerns about abuse or neglect that may be occurring inside or outside of Girl Scouting.
- Create an emotionally safe space. 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 feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination.
- 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 or on Girl Scout property unless participating in a council-approved marksmanship program
- 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 websites, publish girls' first names only and never divulge their contact information. Teach girls the Girl Scout Internet Safety Pledge located on GSUSA's website and have them commit to it.
- Keep girls safe during money-earning activities. Girl Scout Cookies and other council-sponsored product programs are an integral part of the Girl Scout program. During Girl Scout product programs, 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 are not Girl Scout-approved product programs and efforts.
- See Forms and Docs for additional guidelines that could be added.

Transporting Girls

Transporting Girls

Girl Scouts are naturally curious about the world around them. As girls begin to experience adventures in Girl Scouts and see the possibilities, they want to explore their world, which requires transporting them in personal vehicles. Girl and adult safety is our highest priority. **When transporting girls, there are specific guidelines that must be followed to ensure a safe and fun trip.**

Girl Scout Driver Requirements

- You are currently a registered and background checked GSWO Troop Leader or Troop Assistant
- You are 21 years or older
- You have a current and valid driver's license, with good driving record
- You have auto insurance that is compliant with state law
- Never allow girls to transport other girls
- Group traveling consists of at least two unrelated approved adults (one female), whether you're driving one or more vehicles
- Never transport girls in the bed of a truck
- You have working seat belts and they are worn by every person in the vehicle
- Girls under 12 years old sit in the back seat
- Avoid driving when tired or taking medications that make you drowsy
- Follow all state laws when driving, including but not limited to: following the speed limit, not using electronic devices, and having headlights on while using windshield wipers

Girl Scouts of Western Ohio's insurance carrier has provided the following chart to determine whether an individual is eligible to serve as a troop driver. Should a driver's record fall outside of the acceptable number of accidents or violations, according to the chart below, that individual is required to personally and privately decline any requests to drive for a Girl Scout Activity.

# of violations within past 3 years	# of at-fault accidents within past 3 years			
	0	1	2	3
0	Yes	Yes	No	No
1	Yes	Yes	No	No
2	Yes	No	No	No
3	No	No	No	No
4	No	No	No	No

Girl Scout Driver Tips and Expectations

- Make sure to have destination address, road map/GPS, first-aid kit, and a flashlight in the car.
- Ensure your vehicle is in good working condition. Check your lights, signals, tires, windshield wipers, horn, and fluid levels before each trip and periodically through long trips.
- Make sure necessary documents are up to date, including but not limited to: driver's license, vehicle registration, any state/local inspections, and insurance coverage. In each vehicle girls and adults are traveling in, ensure you have Girl Medical Health History and Release Form and Permission Slip.
- Plan rest stops every few hours. When driving with multiple cars, pre-arrange stop locations. On long trips, arrange for relief drivers and avoid driving for extended periods at night.

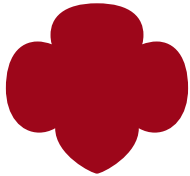


If driving on a trip over 100 miles from the troop's meeting place or participating in a high risk activity, a Troop Trip and Activity Notification Form must be completed, and drivers must provide their license number and expiration date on this form. For more information, please reference Safety Activity Checkpoints, Volunteer Essentials, and the Troop Trip Training Manual.

Girl Scout/Adult Ratio

Knowing How Many Volunteers You Need (Ratio)

Girl Scouts girl/adult 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. Adults must be registered and approved volunteers. Adults who are supervising children who are non-Girl Scouts cannot be counted for ratio.



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



Girl Scout Year at a Glance

Below are key dates and Girl Scout traditions to note as you plan your Girl Scout year. Keep in mind each troop is different (since the troop activities should be planned by the girls). The role of the troop leadership team is to make sure girls have the chance to safely become changemakers, trailblazers, explorers, and leaders alongside their sister Girl Scouts.

Fall

- **Fall Product Program** is a great way to earn startup funds for your troop and build valuable skills.
- **October 31:** Celebrate the birthday of Juliette Gordon Low.

Winter

- **Participate in the Girl Scout Cookie Program**, it's a great way to earn money and develop financial skills.
- **Register for Summer Camp.** For more info, visit camp.gsw.org in January.
- **February 22:** Participate in World Thinking Day. Honor our international Girl Scout and Girl Guide sisters by remembering that GSUSA is a part of a global community. Visit girlscouts.org/worldthinkingday.

Spring

- **Girl Scout Week:** Celebrated each March. This week, celebrated Sunday through Saturday, always includes the Girl Scout birthday (when Juliette Gordon Low officially registered the first troop) on March 12.
- **Girl Scout Sunday and Girl Scout Sabbath:** Provides an opportunity to attend a place of worship and be recognized as Girl Scouts. Celebrated the Sunday and Saturday of Girl Scout Week.
- **Court of Awards Ceremony:** Celebrate awards with a girl-designed ceremony. Ending the troop year with a gathering is a great way to reengage parents/caregivers and share the girls' successes. If your troop is moving to a new grade level in the fall, this ceremony may include bridging. Learn more at gsw.org/bridging.
- **Membership Renewal:** Late spring is a great time to register for the coming year. There are often incentives associated with early registration. Membership renewal opens April 1.

Summer

- **June 30:** Troop Financial Report due.
- **Enjoy the Summer.** Many troops take the summer off, but that doesn't mean you have to. It's a great time to take a trip or enjoy the outdoors.
- **Attend Camp.** Girls can attend summer camp as a troop, on their own, or with a friend.
- **Start planning for next year.** How will you engage your girls? Are their schedules getting busier? How will the troop team make sure girls still have room for Girl Scouting?



Want to grow your troop? Girl Scouts is all about doing things with other girls. You can invite a friend to Girl Scouts anytime of the year. Have a party where the girls can invite their friends, or talk to your service team or council staff member for more ideas. Girls who invite a friend to be a Girl Scout will earn an awesome patch. Visit gsw.org/invite to complete the Invite a Friend form.

Guiding Your Troop

Troop Governance

Daisy

The Daisy Circle is the planning portion of troop meetings, where decisions for the troop are made. In the circle, girls learn communication and decision-making skills by participating in a large group discussion. The Daisy Circle can begin or end a meeting and is recommended to only last 5–15 minutes.

Brownie

The Brownie Ring is similar to the Daisy Circle, but girls are taking on more decision-making responsibilities. The Brownie Ring can begin or end a meeting and is recommended to only last 5–15 minutes.

Brownies need to understand how decisions are made and will need a set of rules to follow. Establish a structure for your discussion time such as:

- Using a “talking stick”—pick an object and the person holding it is the only one who should talk.
- Teaching the quiet sign—when someone raises their right hand, everyone must do the same and become quiet.
- Establishing the troop rule that nobody criticizes any ideas that anyone offers to the group.
- Leaders can prepare a list of choices for girls to choose from or have the girls generate ideas themselves.
- Pictures, charts, Girl Scout Journey books, and other materials are great decision-making aids for Brownies.

Junior through Ambassador

The Patrol System is one of three common forms of government used for older Girl Scout troops. In the Patrol System, girls learn communication and decision-making skills by participating in smaller group discussions and then selecting a lead to represent their group. Girls are divided into small groups of four to six, called patrols. Each patrol can choose a patrol name, a symbol, a patrol lead, and assistant patrol leaders. Members of the patrol rotate as leaders so that everyone has an opportunity throughout the year.

Conflict Management

Things to consider when mediating a conflict within your troop:

- Maintain respectful, open communication with all parties throughout problem-solving
- Circle back around to how the girls are representing the Girl Scout Promise and Law
- Put it in writing! All parties should agree to the solution and the time frame as well as what next steps will be taken if the solution proves ineffective
- GSWO encourages the problem-solving of concerns to occur with the parties most directly involved in the situation, but there are times when council staff assistance is necessary. This may include:
 - The safety and well-being of the girls and their assets are at risk
 - Problem-solving attempts with parties directly involved were unsuccessful
 - The safety and well-being of adult volunteers, parents/caregivers, or community members are at risk
 - The initial issue or concern has escalated in seriousness or urgency

Troop Agreement/Girl Code of Conduct

It is important to establish rules for the troop at the beginning of the Girl Scout year. This is a great opportunity to utilize the Girl-Led process. With guidance from the troop leaders, let the girls establish their own list of rules for the troop. Remember to include how the troop will handle disciplinary actions when the need arises. Once the rules have been established have the girls complete their Girl Code of Conduct agreeing to follow the Girl Scout Promise and Law and the Troop Agreement.

Product Programs

Chapter Overview

- Understand what the Product Programs are and the five skills girls will learn
- Get an overview of the Fall Product and Cookie Programs
- Learn the importance of Troop Product Program Managers and what they do

Product Program

Do you remember what it felt like as a kid to host a lemonade stand? Or maybe you had a bake sale at your school? Or held a car wash to raise money for a local organization? That feeling of accomplishment, earning your own money through hard work is what our Girl Scouts feel when they participate in the Product Programs. Not only are they earning money for their troop, but they are also learning how to cultivate an entrepreneurial mindset and be the leaders of tomorrow.

Did you know?

76% of girls
are interested in starting
their own company?

78% of girls
are interested in becoming an
entrepreneur in the future?

84% of girls
want to lead a cause or campaign
for something they believe in?

Girls with entrepreneurial mindsets are:

- Confident in their abilities
- Socially conscious problem-solvers
- Curious learners
- Innovative and flexible thinkers
- Challenge-seekers and risk-takers who learn from setbacks
- Collaborative teamsters

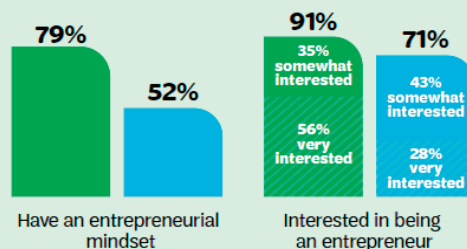
What is an Entrepreneurial Mindset?

Girls with an entrepreneurial mindset have a set of skills or qualities—like curiosity and confidence—that we know are linked to entrepreneurial success. Girl Scouts' definition of entrepreneurial mindset merges innovation and strategic risk taking with a focus on social impact and collaboration. Participating in the Product Programs will help girls develop this way of thinking!



The Girl Scout Difference

Girl Scouts are more likely than other girls to have an entrepreneurial mindset and are more likely to want to be an entrepreneur in the future:



Girl Scouts Non-Girl Scouts

These differences hold true even when controlling for education, family income, and girls' ages.

■ **Girl Scouts particularly shine** when it comes to community problem solving, innovation (e.g., ideas about how products, services, or processes could be improved), social capital (e.g., knowing how to link with others who can help them achieve their goals), and using failure as an opportunity to learn.

■ **Girl Scouts have had more opportunities to do the types of activities that support entrepreneurship.** On average, Girl Scouts were two times as likely to have done entrepreneurial activities than other girls.

Through Girl Scout experiences, girls develop the attitudes, skills, and behaviors they need to succeed in life, giving them the courage to fail and keep trying, the tools to create an independent future, and the power to do good in the world.

Product Programs

Five Entrepreneurship Skills

The Girl Scout Product Programs are so much more than a way for your troop to earn money — they are programs that give girls the skills they need for a lifetime of success! There are five key skills that girls learn and develop by participating in the program. Girls learn the five skills by participating in our Fall Product Program and our Cookie Program, but we also know that as a girl progresses through her entrepreneurship experience, those skills are developed in various ways. We certainly recognize not every girl aspires to be an entrepreneur, but the Fall Product Program and the Cookie Program can help girls develop valuable skills which will benefit her in the future, no matter what career path she chooses!



Goal Setting

Girl Scouts learn how to set goals and create a plan to reach them. Girls set Fall Program and Cookie Program goals, and with their troop, create a plan to reach them. This matters because girls need to know how to set and reach goals to succeed in school, on the job, and in life.



Money Management

Girl Scouts learn to create a budget and handle money. Girls develop a budget, take orders, and handle customers' money. This will help them learn money management—from their lunch money to their allowance and future paycheck.



Decision Making

Girl Scouts learn how to make decisions on their own and as a team. Girls decide how to participate, how to market their sale, and what to do with their earnings. As they make many choices (big and small) throughout the program, they will learn important decision-making skills that will help them throughout their lives.



People Skills

Girl Scouts find their voices and build confidence through customer interactions. Girls learn how to talk (and listen) to their customers. These people skills help them do better with group projects, sports teams, on the playground, and later at work.



Business Ethics

Girl Scouts learn to act ethically, both in business and life. Girls act honestly and responsibly during every step of the Fall Product and Cookie Programs. This matters because employers want to hire ethical employees—and the world needs ethical leaders.

Product Programs

What are the Girl Scout Product Programs?



Fall Product Program

Everyone knows we sell cookies in the winter, but did you know we also sell goodies in the fall? Our Fall Product Program gives troops a chance to earn startup money without having to wait until the Cookie Program begins in the winter. **Troops made an average of \$168 in troop funds from the Fall Product Program last year.** The Fall Product Program gives girls the opportunity to sell candy, nuts, and magazines to people they know personally to raise proceeds that help fund their next adventure.



Girl Scout Cookie Program

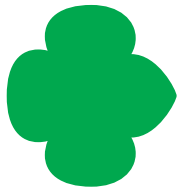
Did you know that the Girl Scout Cookie program is the largest girl-led entrepreneurial program in the world? Its true! When your girls sell Girl Scout Cookies, they're doing more than helping their customers stock up on delicious treats (and having lots of fun.). They're doing it with a goal in mind—a goal to power new, unique, and amazing experiences for themselves and their troop all year long. **Troops made on average \$1,707 in troop funds from the 2024 Girl Scout Cookie Program!**

Qualities of the Product Program	Fall Product Program	Cookie Program
	October - November	January - March
Girls can participate digitally	x	x
Girls can use a paper order card	x	x
Girls sell to friends and family	x	x
Girls have opportunity to sell to public via booths and walkabouts		x
Girls sell nuts, candy, magazines, and personalized products	x	
Girls sell the iconic Girl Scout cookies		x

Identifying a Troop Fall Product Manager and Troop Cookie Manager

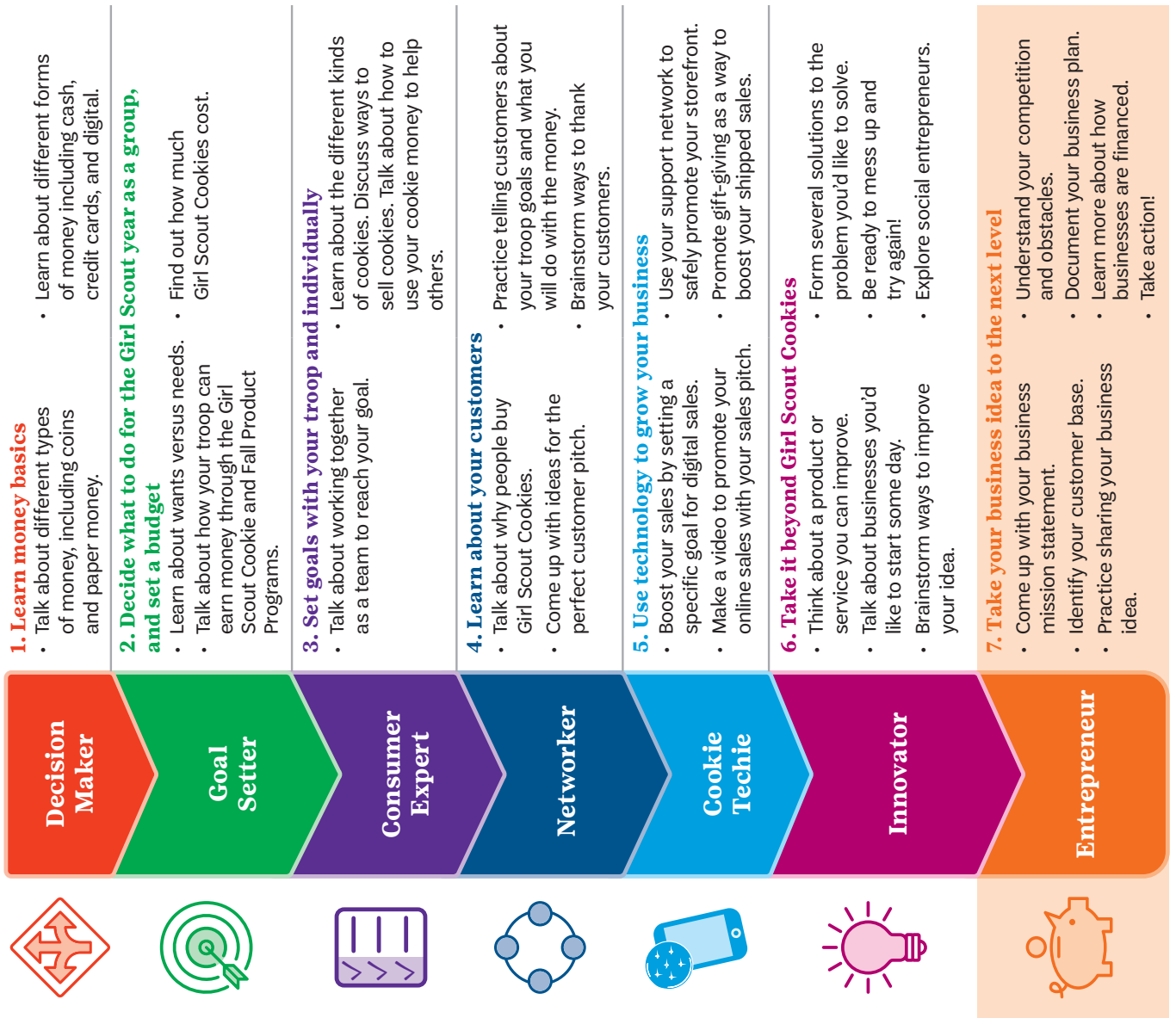
Your first step to getting started in the Fall Product Program and/or Cookie Program is to identify a Troop Product Program Manager to handle one or both of the programs. For the best experience, we highly recommend recruiting a Troop Product Program Manager who is not already a troop leader. Successful Troop Product Program Managers are...

- Reliable
- Organized
- Able to communicate effectively with caregivers
- Good at math and have basic computer skills
- Able to hold themselves accountable to deadlines
- A champion for girls!



Entrepreneurship Progression

Progression allows girls to learn skills they need to become confident entrepreneurs as they engage in the Girl Scout Cookie Program. Girls practice 5 skills that will serve them for the rest of their lives, including goal setting, decision making, money management, people skills, and business ethics. Acknowledge a girl's mastery of a new entrepreneurial skill and invite her to challenge herself further by taking the next step. Eventually, she will be ready to translate her skills and become a true entrepreneur.



Financing the Fun

Chapter Overview

- Learn how to identify signers on a bank account
- Identify steps to opening a troop checking account
- Know when to complete the GSWO Bank Information Form (gswo.org/bankform) and end-of-year Financial Report in the VTK.
- Know what financial records to keep as a troop leader
- Know opportunities for troop funding: Product Programs, troop money earning, troop dues, etc.

Who Should Manage Troop Funds

- **Troop Leaders and Troop Assistants:** Only registered and approved volunteers (unrelated and not in the same household) in these two roles can handle or manage troop funds, and at least one of the volunteers needs to be a troop leader.
- **Girls:** Involve the girls as much as their grade level and skills/abilities allow. After all, it's their money!

Managing troop funds includes: being a signer on the troop checking account, ensuring bank account balances and expenditures align, reconciling account with monthly statements, deciding with the girls how to spend the troop money, helping a troop's participation in the Fall Product Program and/or the Cookie Program, and handling troop money in any way.

Should mismanagement be reported, a troop financial audit may occur and the signers on the account may be held accountable for any lost or stolen funds and overdraft fees. All Girl Scout troops are required to have a troop checking account.

Opening Your Troop Checking Account

New troops are required to establish the troop checking account within 30 days of your first troop meeting with girls. This will allow troops to be prepared when there is money to deposit from troop dues, product programs, or troop money-earning activities. Girl Scouts of Western Ohio's standard requires all troops to open a checking account. The council's recommended bank for troop accounts is Fifth Third Bank. If you do not have a Fifth Third Bank within a reasonable distance from your troop meeting place, another bank can be used. However, if a troop account is not at Fifth Third, Girl Scouts of Western Ohio cannot provide support for any issues that you may have with your account and automatic deposits/withdrawals from council may take longer.

Benefits

There are many benefits to banking with Fifth Third. Meet with a banker to discuss which options are best for you. Our partnership allows us to manage financial resources more efficiently and does not require volunteers to have a third signer on the account.

Troop Checking Account Must be Opened

- Within 30 days of the first troop meeting.
- As long as your troop is viable with 2 Girl Scout approved volunteers and the minimum number of girls registered.
- Before any troop money is received, earned, or spent.
- Prior to receiving Girl Scout Cookie or Fall Product Program materials.
- Troop leaders must complete Troop Start-up Training on gsLearn and Troop Assistants must complete Financing the Fun on gsLearn in order to received letter to open troop checking account.

Who Should Open the Troop Checking Account?

Girl Scout troop checking accounts are required to have at least two approved signers: one troop leader and another approved volunteer (who are unrelated and not in the same household) on the account.

Troop Checking Account Information

Preparing to Open Your Troop Bank Account

Signers should coordinate their schedules and all go to the bank together. We suggest scheduling an appointment with the bank. Included in this section is a checklist of details on how to prepare for and set up your troop checking account.

All Signers Must Bring:

- A copy of your GSWO bank letter (this can be downloaded from your gsLearn account under achievements after troop leaders complete Troop Start Up Training and troop assistants complete Financing the Fun on gsLearn).
- One form of identification—such as a Driver's License (or current government-issued ID that includes a photo, signature, document number, and expiration date).
 - Social security number
 - "Tax Exempt Certificate" (appropriate to state)

Troop Checking Account Information

Be sure to open a non-profit account. This will ensure the troop avoids monthly fees (if you set up a Business Account, your troop will acquire monthly fees).

The statement must be sent to a signer's home residence or email. One signer must receive bank statements or have access to online banking while another holds checkbook/debit card.

Special Note: Though we recommend that the account be set up at Fifth Third Bank, it is not required that you order your checks through them. There may be instances where a volunteer may have access to order checks at a preferable cost.

Next Steps After You Open the Troop Checking Account

- Complete GSWO Bank Information Form online at gswo.org/bankform.
- Information needed on the form are the names of the two signers, service unit number, troop number, bank name, bank routing number, and bank account number.
- Should you have any questions or concerns, please contact your service unit chair or community development manager.



Checklist for Opening a Troop Checking Account

Documents/information to have with you when you go to the bank

- ☐ Driver's License
- ☐ State Tax Exempt paperwork for the state you are opening an account in
- ☐ GSWO Bank Letter (this can be downloaded from your gsLearn account under achievements after troop leaders complete Troop Start Up Training and troop assistants complete Financing the Fun on gsLearn)
- ☐ Know your social security number
- ☐ Bring a second document with your current address; this could include a utility bill.

Things to confirm prior to leaving the bank

- ☐ Account is set up as a non-profit checking account with non-profit code attached
- ☐ Title of account reads: GSWO Troop XXXX
- ☐ The main mailing address for bank statements and important notifications is attached to the account.
- ☐ Request online bank statements if troop does not want to be charged for paper statements (if you choose paper statements, you could be charged a paper statement fee).
- ☐ Confirm no other monthly maintenance fees will be applied to your account (subject to change)

Note: you will still be charged overdraft fees, large cash deposit fees, etc., if they occur.

When setting up an account at Fifth Third or PNC you can receive: (subject to change)

- No minimum opening deposit
- Debit card provided upon opening account
- No monthly maintenance fee
- Started checks provided (you will be charged if you need to order more)
- Online banking (if you want paper statements, you will be charged a fee)



Contact Information

Fifth Third Questions?

Contact GSWO Customer Care
at 888.350.5090
or customercare@gswo.org

PNC Questions?

Contact Johnda Keuffer,
PNC Vice President/Branch Manager
at 513.563.0395 or 513.956.5410

Troop Financial Management

Earning Troop Funds

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 troop 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.

Money earned by the girls are for the benefit of all girls in the troop and should be spent in the year the funds are earned, unless the troop has a long-term plan for spending the funds. It is important to note that the funds belong to the troop as a whole. Per IRS guidelines for charitable organizations, troops are prohibited from keeping individual girl accounts. All funds expended should benefit all girls in the troop.

Girl Scout Troop Funding Sources

1. **Product Programs:** Cookie Program and Fall Product Program
2. **Troop/Group Money-Earning Activities**
3. **Troop Dues**
4. **Collaborating with Sponsors and Other Organizations**

Making Decisions about Managing Money with Girls in the Troop

Teaching girls about money management and empowering them to make good financial decisions is part of troop financial management. Since girls are choosing their own Girl Scout journey, they can also make decisions on the resources that support their Girl Scout adventure. **Consider the following as you guide them in the best management of their troop funds:**

- **What is the grade level of the troop and how much understanding do they have of money and bank accounts?** (Girl Scout Daisies will have adults handle their troop finances; Girl Scout Brownies understand that things cost money and will begin to have an understanding of what is needed to achieve their goals.)
- **What are the goals of the troop?**
- **What are the girls learning from the way the troop funds are managed? What do they need to learn?**
- **What if girls join the troop or leave the troop, how will the funds be managed?**
 - If a girl leaves Girl Scouts, the funds remain property of the troop.
 - If a girl transfers to another troop, a portion of the funds may follow her at the discretion of the troop.

Top Troop Expenses



Membership Fee

Annual fee paid to our national organization to cover cost of fundamental services and accidental insurance



Meeting Supplies

Markers, paper, scissors, tape, glue sticks, snacks



Uniforms

A simple sash, insignia, and badges earned throughout the year



Events

Thinking Day, Cookie Rallies, Community-and-Council Sponsored Events



Service Projects

Girls do service projects meaningful to them, like baking holiday treats for kids in homeless shelters



Overnights

Troop Trips, Troop Camping, Troop Adventure Camp



64%

Troop
Program
Expenses

16%

Uniforms,
Badges
& Insignia

14%

Registration
fees

5%

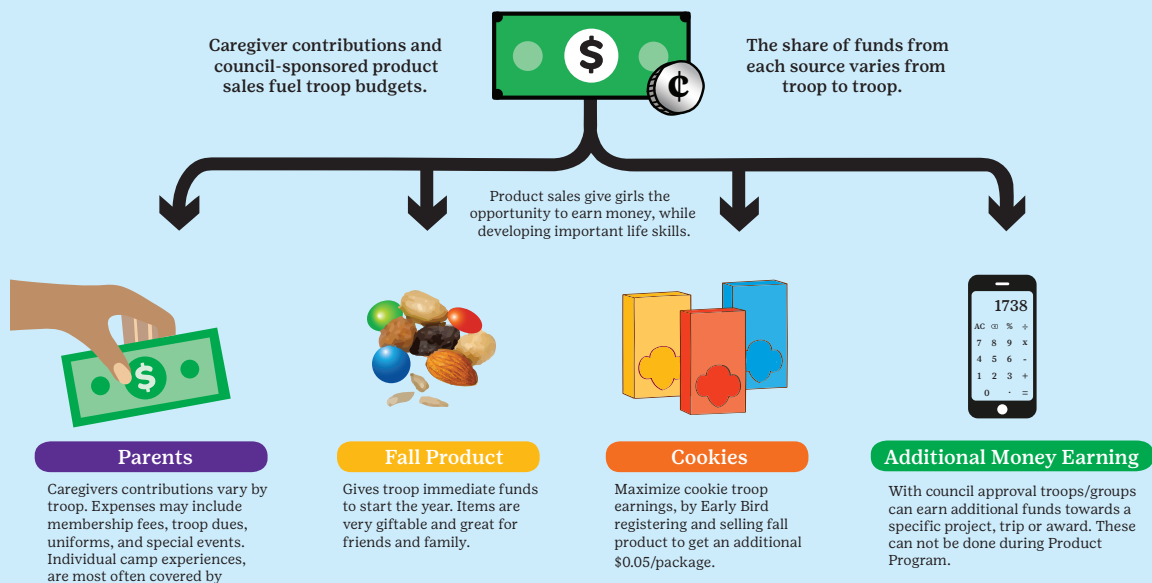
Snacks/
Food



Income vs. Expenses

Troop Financial Management

Where the Money Comes From



Girls' participation in both council-sponsored Product Program activities and group money-earning projects is based upon the following:

- Voluntary participation
- Parent/caregiver permission to participate
- An understanding of (and ability to explain clearly to others) why the money is needed
- An understanding that money-earning should not exceed what the group needs to support its activities
- Observance of local ordinances related to involvement of children in money-earning activities, as well as health and safety laws
- Vigilance in protecting the personal safety of each girl (see safety section in Volunteer Essentials for guidance)
- Arrangements for safeguarding the money

For ideas about additional money earning, review the Finances section in Volunteer Essentials or brainstorm ideas with your service team or community development manager.



Troop Financial Management

Troop Dues

Troop dues are an option for troops to cover the costs of snacks, supplies, and other materials used by the girls at regular meetings and girl activities. Troop dues are meant to supplement Cookie and Fall Product Program activities. No girl shall be denied membership in a troop or have her participation restricted based on an inability to pay troop dues. When setting the amount of troop dues, the fees should be decided on by all members, with consideration given to the income levels of all of the girls in the group. Any collected troop dues should be documented and deposited into the troop account within 3 days of collection. For example, to lower troop dues, host a troop birthday party for your first meeting to collect supplies. Girls bring supplies as "birthday presents," and everyone opens them up during the party. Instead of asking the parents for supplies regularly, you can build a stockpile up front.

Average Troop Dues

between
\$5 - 20
Dollars

Members decide the amount of troop dues, after considering troop plans, girls' ages, and income levels of all families. No girl should be denied membership in a troop or have her participation restricted by her inability to pay.



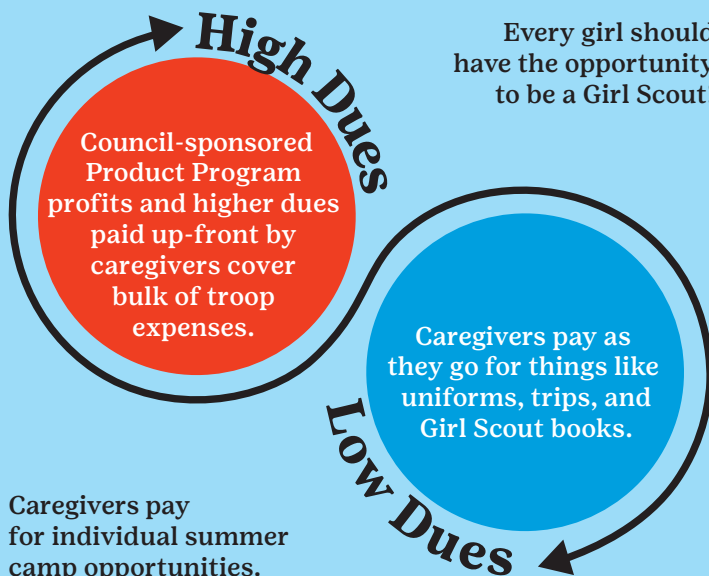
Every girl should have the opportunity to be a Girl Scout!

What if a girl can't pay her membership fee? Her membership fee can be waived! Call 888.350.5090 for more information.

What if a girl can't cover the cost of camp or an event? She can apply for a campership or request financial assistance for an individual activity. Visit [gswoweb.org](https://www.gswoweb.org) for more information.

How should troops manage finances when a girl can't pay dues? Work with her caregivers to determine what the family can pay and plan with your troop how much needs to be earned in the product program to cover the costs.

Note: This may impact the dues you charge to the overall group and goals you set for Product Program. When more than half of the girls in your troop face financial challenges, your overall troop budget should lean heavily on Product Program profits and less on troop dues



Completing of GSWO Bank Information Form and Troop Finance Report

All Girl Scout troops are required to submit information regarding the troop's finances annually as part of the appointment and reappointment process. All troops, including new troops, must complete a final Troop Finance Report and submit a copy of their bank statement by June 30 each year. The Troop Finance Report can be accessed, completed, and submitted online at the council website using the VTK Finance Tab. If you need additional assistance contact Customer Care.

Troop Financial Management

New Troops

- New troops are required to submit a GSWO Bank Information Form at gswo.org/bankform, within 30 days of opening a checking account. Note that this is separate from the Troop Finance Report.
- Troop Finance Reports should include all financial information up to the date of your last bank statement.

Returning Troops

- At the beginning of each Girl Scout year, troop leaders must make sure their account is up to date and the GSWO Bank Information Form is completed. Note that this is separate from the Troop Finance Report.

The **Troop Finance Report** should begin on the date your previous report ended and include information up to the date of your last bank statement.

Having a Troop Financial Report on file that includes names of two registered and approved volunteer signers is required for:

- Reappointment of the troop leaders
- Approval of troop trip forms
- Participation in the Girl Scout Product Programs
- Access to financial assistance

In addition, all financial transfers to troops/groups or service units, including refunds, financial assistance, and cookie proceeds will be made electronically, using the bank account information on the GSWO Bank Information Form. The Common Pot

(This technique is used mostly with younger troops; however, it will work with all grade levels.) This technique is when all earned money goes into the troop's "common pot," and the funds are drawn equally for all girls. This is often how a new troop begins in their money management before progressing to a more complicated management system.

Money Management Techniques

The Common Pot (Great for younger troops)

The Common Pot technique is when all earned money goes into the troop's "common pot" and the funds will be drawn equally from all girls. This is often how new troops begin their money management and then progress to a more in-depth management system.

Tracked Money with a Common Pot

Tracked money with a common pot is used by troops that are planning more complicated, expensive activities — like a trip to Savannah, a Troop Adventure Camp experience, or something else that aligns with their individual or troop goals.

This technique allows for a percentage of the money earned going into the troop Common Pot for troop activities and an additional percentage to be tracked for each girl to individually save for a long-term troop activity or a council-sponsored activity. The troop, as one body, still makes decisions about how the money should be spent. The money, even when tracked for individual girls, is never the property of an individual girl.

Money Management Techniques

Money-Earning Basics

Groups earn money for their troop in two distinct ways:

- 1. Product Program:** Girls can participate in two council-sponsored Product Programs each year: the Fall Product Program and the Girl Scout Cookie Program. All girl members, including Girl Scout Daisies and Juliettes (individually registered members), are eligible to participate in council-sponsored Product Programs with volunteer supervision. Please remember: Volunteers and Girl Scout council staff don't sell cookies and other products—girls do.

A troop's primary money-earning activity should be the Girl Scout Cookie Program (however, it is not a requirement).
- 2. Money Earning/Funding Approval Form:** This is required for all activities organized by the group (not by the council) that are planned and carried out by girls (in partnership with adults) and earn money for the group.
 - Any troop/ group money-earning projects cannot take place during council-sponsored Product Programs (Fall Product Programs and Cookie Program).
 - Troop money-earning projects need written approval from the council before a group money-earning activity. Submit the Group Money Earning and Project Funding Approval Form (gswo.org/formsanddocs) to your community development manager.

As a volunteer, try to help girls balance the money-earning they do with opportunities to enjoy other activities that have less emphasis on earning and spending money. Take Action projects, for example, may not always require girls to spend a lot of money.

Record Keeping

One critical task for each troop is to keep excellent records and establish a clear accounting system for all money earned and spent. As a troop leader or troop assistant, you're in charge of making sure money is spent wisely, excellent records are kept (keeping copies of all receipts in a binder or folder), and all income and expenses are tracked. You can utilize our Troop Finance Tracking Sheet found at gswo.org/formsanddocs. (Income Examples: Dues, troop proceeds from Product Program. Expense Examples: earned recognitions, troop meeting activities, field trips, events, and troop trips.) For older girls, your job is to oversee their work as they learn to keep impeccable records.

Things to Consider in Troop Finance Record Keeping

- It is required to keep records (receipt, bank statements, and finance reports) for a minimum of two years.
- All troop money earned and received needs to be appropriately secured, should be deposited into the troop account within three days of receipt, and should never be held in a personal checking account.
- Anytime the troop spends or receives money or money/product exchanges hands for any reason, a receipt should be provided and kept on record.
- It is critical that all authorized signers are in communication with each other before spending funds in the account to cover the amount of the transaction before writing a check or making a purchase with a debit card. This will safeguard against overdrawn accounts and bouncing checks.
- Keep debit card in a secured location and use only for troop expenses.
- Take into consideration delays in posting transactions to the account in the banking system.

Record Keeping

- All troop expenses should be paid for with a troop check or the troop debit card.
- Blank checks should never be pre-signed and debit cards should never be used by anyone other than the person they are issued to and only for troop expenses.
- Cash withdrawals should only be made if absolutely necessary—e.g. cookie booth change, tips for taxi or hotel services. Anything paid or purchased with cash must be documented with a receipt.
- Volunteers who have paid out of pocket for troop expenses cannot reimburse themselves. Reimbursement may only come from the other signer on the account when a receipt is provided showing the expense.
- Funds acquired for money-earning projects must be reported and accounted for by the troop, while following all council policies and procedures.

The council has the right to audit troop accounts and request statements/proof of receipts should misuse/mismanagement of funds be suspected or occur. Please know that Girl Scouts of Western Ohio will make a decision based on the best outcome for the girls, and this process can take up to 4 weeks or longer. This may result in the responsible volunteers being determined ineligible to serve as a volunteer.

Troop Finance Tracking

When tracking troop finances, remember to keep all receipts for money spent. You must provide a receipt and keep a copy for your records for a minimum of two years anytime you receive money. The following categories are expenses (E)/income (I) that are listed on the Troop Finance Report. Mark your receipts with the correct category. Utilize the Troop Finance Sheet found at gsw.org/formsanddocs to keep track of your finances throughout the year.

- | | | |
|--------------------------------|---------------------------------------|--|
| • National Registration (E, I) | • Troop Digital Dough (I) | • Uniforms (E) |
| • Events (E, I) | • Other Money-Earning (I) | • Other (E, I) |
| • Trips (E, I) | • General Supplies (E) | |
| • Outdoor/Camping (E, I) | • Program Supplies (E) | • Note: Troops should consistently share troop financial information with caregivers. Girls and the council may request to see financial records at any time. |
| • Donations (I) | • Service Learning Highest Awards (E) | |
| • Troop Dues (I) | • Recognitions Badges and Patches (E) | |
| • Product Program Profit (I) | | |

Finance Reporting Reminders

GSWO Bank Information Form must be completed:

- Within 30 days of opening a new checking account.
- Annually when submitting the Troop Finance Report
- When there are changes to the troop account, e.g. new signers

Annual Troop Finance Report is due:

- By June 30 of each year
- Within 30 days of disbanding a troop

The Volunteer Toolkit is the primary resource to submit the Troop Finance Report via the Finance tab.

VTK Finance Tab FAQs

Troops are encouraged to submit their finance report using the Volunteer Toolkit (VTK) Finance Tab to submit their Annual Finance Report. We've put together a list of frequently asked questions to help you get started. If you still have questions, contact our Customer Care team at customercare@gsw.org or 888.350.5090. They are available from 8:30 a.m.-5:30 p.m., Monday through Friday.

How do I access the VTK Finance Tab?

Go to our website, gsw.org and click the MyGS link at the top of the webpage. Log in using your username and password. Select the Volunteer Toolkit option. Then select the Finance tab to the far right. The Finance Tab is active between March 31 and September 30.

Is my login the same as VTK?

Yes, it is the same login that you use to access the VTK and to renew your membership.

Who can complete the Finance Tab information?

As with VTK, only troop leaders with a current background check and current Girl Scout membership who are assigned the troop leader role will be able to complete the Finance Tab fields.

What is the troop treasurer's role in completing the troop finance report?

The troop treasurer is responsible for managing the income and expenses for the troop and for reconciling the check register and all receipts. The troop treasurer will share all final income and expense totals with the troop leader so the troop leader can complete the VTK Finance Tab.

What if I need help accessing the VTK?

If you are a troop leader who is having trouble accessing the VTK or seeing the VTK Finance Tab, contact our Customer Care team at customercare@gsw.org or 888.350.5090. They are available from 8:30 a.m. to 5:30 p.m. Monday through Friday.

Why do I have to complete the VTK Finance Tab?

Girl Scout councils operate as 501c3 non-profit organizations and are audited annually by the IRS. During audits we are required to provide troop financial information upon request. For this reason, every troop must complete an Annual Troop Finance Report, even troops that haven't opened a bank account yet or haven't collected any funds. The VTK Finance Tab is the best way to submit your Troop Finance Report, which is due every year.

How is the Finance Tab used?

This will be the ongoing way troop leaders will submit their annual Troop Finance Report to GSWO. The information submitted within the VTK Finance Tab will allow parents in the troop to view the troop's financial activity, allowing transparency to troop members.

What information will I need to submit?

You will submit information about Troop Income and Expense categories on your Troop Finance Report. You will also submit information regarding your bank account including the bank you use and the signers on the account. If you do not use Fifth Third Bank, you will also need to submit a copy of your bank statement. You will also be asked to complete the GSWO Bank Information Form.

Who gets to see/view my troop's Finance Tab?

The Finance Tab can be seen by any parent in the troop, and they will see the latest update made by the troop leader. Troop leaders will be able to see and complete the Troop Finance Report Fields. Parents cannot see bank account information, notes you have included, or attachments.

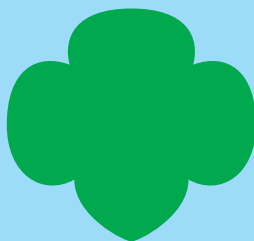
When is the troop finance report due to GSWO?

The Troop Finance Report is due by June 30 each year. A Troop Finance report is also due when troop leadership changes or when a troop disbands.

What if my troop's year is not over by June 30?

Please complete and submit the Finance Tab information for your troop finances from July 1 through June 30. Next year, your troop Finance Tab entry will begin July 1 and go through June 30 of the next year.

VTK Finance Tab FAQs



Can I see past reports?

Yes. After your first Finance Report is filed through the VTK Finance Tab, subsequent years will be archived, and you will be able to view them.

What if I am unable to submit my finance report on the VTK Finance Tab?

We would like everyone to submit their finance report through the VTK. If that is not possible, you can contact customer care for a paper form, which can be dropped off at a regional office or sent via email. If you have questions or need assistance, email customer care@gsw.org.

How can I submit my bank statement if my troop account is not with Fifth Third?

When you submit the Troop Finance Report online through the VTK Finance Tab, you will be asked to upload your bank statement. You'll be able to browse your computer/device to upload your bank statement. You will be able to attach up to 10 documents totaling no more than 25mb. You have to hit submit, before you will be allowed to attach items.

What if I submitted my troop's financial information too early/by accident or forgot to attach my bank statement? Email customer care@gsw.org so we can help you.

What If my ending balance is not balanced correctly with my bank statement?

Your troop's ending balance should match your bank statement unless you have outstanding checks or deposits that have not cleared your bank or petty cash on hand. If your bank statement doesn't match, you'll have the opportunity to list/explain why it doesn't.

Can I come into the office to drop off my finance report or get help submitting it online?

We are happy to help! Email customer care@gsw.org and we can assist you over the phone.

What if I don't submit the troop finance report, what happens?

Troop volunteers are entrusted to ensure the sound fiscal management of troop funds. We all agree the highest level of integrity must be maintained and we will work with you to overcome any barriers to completing this process. In the event there are extenuating circumstances preventing the troop's finance report from being submitted, notify us by emailing customer care@gsw.org. Troops that do not make a reasonable attempt to submit the Troop Finance Report in a timely manner cannot participate in product sales and leaders may not be reappointed.

What can I do to prepare to complete the VTK Finance Tab?

Use the [Troop Finance Tracking Sheet](#) which will help you track and calculate your troop financials.

888.350.5090 | gsw.org
customer care@gsw.org



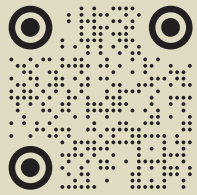
In Partnership With:



Forms and Documents

The following table lists primary forms that new troops will use to get started and have a successful troop year. Sample forms can be found in the Forms section of this guide and at gswo.org/formsanddocs.

Form Name	Purpose	Who Completes/ Uses the Form
Girl Code of Conduct	A signed agreement made by the girl and her family, agreeing to help build a positive and encouraging environment for all those involved with their troop.	Girl and Parent/ Caregiver
Troop & Family Agreement	A document allows the troop to have a formal agreement with families about troop expectations.	Troop leaders
Ways Adults Can Support the Troop	Every troop needs both leaders and other volunteers to ensure success. This form can be used to recruit adults (beyond leaders) to support troop activities.	Caregivers/any adult interested in helping the troop
Membership Form (Girl and Adult)	While registering online is the preferred method, we do have membership paper registrations for both girls and adults.	Caregiver, troop leader, troop assistant
Request for Troop Start-Up Funds	Start-up funds are provided to Girl Scout troops to ensure all troops have the funds needed to initiate delivery of the Girl Scout Leadership Experience. Fund distribution is based on specific financial need and the troop's compliance with registration, application, and troop financial guidelines. To be eligible, all troops must be new during the current year, have financial need, open a troop checking account, and submit the form to the council.	Troop leaders
Volunteer Learning Tracker	An official record that troop leaders can use to keep track of their volunteer learning. It is the troop leaders' responsibility to maintain records of volunteer learning for their troop.	Troop leaders and troop assistants
Medical History and Release Form (Girl and Adult)	An updated record of health status (for example, allergies, chronic illnesses, and injuries) and authorization. Forms are completed and given to the troop leader for troop records.	Girl's caregiver or adult completes the form and submits it to the troop leaders
Photo Release Form (Minor and Adult)	Allows Girl Scouts of Western Ohio or collaborating organizations the ability to use, distribute, publish, exhibit, digitize, broadcast, display, modify, etc. the use of name, picture, voice, or likeness	A caregiver for each girl in the troop
Permission Slip	When participating in activities beyond the troop meeting, caregiver permission is required. This form allows leaders to communicate to caregivers the key information about the activity and receive permission for participation.	Troop leader or assistant provides to caregivers who complete and return it prior to trip or activity
Incident/Accident Report	Online form completed in the event of an incident, accident, or emergency. Please follow emergency procedures found in Volunteer Essentials.	Troop leader or assistant completes the form within 24 hours of the incident/accident
Tax Exempt/ Tax ID Form	The Tax Exempt/Tax ID Form is a certificate that will exempt the troop from paying state sales tax when purchasing supplies. Must be presented at the time of purchase.	Used by retailer and volunteer making the purchase
Money Earning Approval Form	Complete this form to get approval for any additional money earning or project funding activities. It must be submitted to your community development manager with at least one month's notice to receive approval.	Troop leader or troop assistant who are in charge of the event or project



Girl Code of Conduct



I, _____ (Girl Scout's name), understand that my attitude and behavior are important to my success and the success of others in my troop. I will follow the Girl Scout Promise and Law and agree to the following:

1. I will follow the established Troop Agreement and will abide by all those rules.
2. I will be sensitive to the needs of my fellow Girl Scouts by performing my assigned duties including troop kapers and participate in all troop activities.
3. I will respect the spaces and the people in my troop.
4. I will be responsible for my personal belongings.
5. I will treat supplies/equipment and people with care.
6. I will use any safety equipment provided for my own protection.
7. I understand I will be sent home for all physical aggression (including hitting, kicking, biting, hair pulling) and threats or intimidation of physical injury.
8. I understand that the use of bad language is not allowed.
9. _____
10. _____

I understand that my behavior directly impacts my ability to participate in troop or other Girl Scout activities. I will honor this agreement so that I can have a high-quality Girl Scout experience.

This form must be signed by both Girl Scout and the caregiver and returned to the troop volunteers.

Girl's Signature

Date

Caregiver's Signature

Date

888.350.5090 | gswo.org
customercare@gswo.org

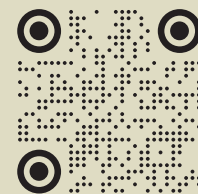


In Partnership With:



Troop & Family Agreement

gswo.org/agreement



Our children learn by example. Our volunteers endeavor to follow and teach the Girl Scout Promise and Law. It is expected that families/caregivers will support those values in all Girl Scout activities.

As a parent/caregiver of Girl Scout _____, I agree to:

Girl's Name

- ☐ Demonstrate a genuine interest in my girl's participation in Girl Scouts. I will reflect and recognize that Girl Scouting is girl-led, so I will uphold the Girl Scout Promise and Law by being a positive role model and demonstrating support and will respect the opinions and goals of my girl and other girls.
- ☐ Support the volunteers who are working with my girl in order to encourage an enjoyable Girl Scout experience for all. I will make every effort to attend any required parent/caregiver meetings and adhere to deadlines.
- ☐ Ensure that my girl's behavior supports the Girls' Code of Conduct.
- ☐ Submit requested permission slips, dues and/or materials on time, ensure that my girl is prepared for Girl Scout activities, and drop them off and pick them up on time.
- ☐ Communicate any concerns that I have directly to the volunteer responsible for the activity, in private (not in the presence of the girls or other caregivers) and will follow a conflict management process if we are unable to resolve a particular conflict situation.
- ☐ I will not raise my voice or otherwise treat girl or adult members in a disrespectful manner.
- ☐ Not initiate or participate in gossip or negative statements about Girl Scouting and will refrain from behavior that may undermine the leadership of a Girl Scout activity or the troop/group. Should I have a complaint or problem, I will share a suggested solution, after the troop meeting when girls are not present.
- ☐ Play an active role in my girl's Girl Scout experience. I will follow safety guidelines for all activities and guarantee a high-quality environment for my girl. I will refrain from the use of drugs, tobacco, and alcohol at all Girl Scout events.
- ☐ Support my girl's participation in the council's Girl Scout activities and adhere to all product program policies.
- ☐ Support the Girl Scout efforts to provide an environment of acceptance for all girls and their families by asking my girl to treat others with respect regardless of their differences.
- ☐ Acknowledge that there are a variety of ways for girls and adults to participate in Girls Scouting. If I or council staff feel that a different participation option would be best for my girl, staff will assist in engaging her in those activities.

I understand that my behavior directly impacts my girl's ability to participate in a troop/group or other Girl Scout activities. I will honor this agreement so that my girl can have a high-quality Girl Scout experience.

I understand that if I violate any of this agreement I may not be allowed to participate or attend Girl Scout meetings and/or events.

Parent/Caregiver Signature

Date

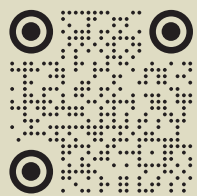
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In Partnership With:





Ways Adults Can Support the Troop

Join the Troop Committee

Each troop needs the help of adult volunteers to provide a quality Girl Scout experience. Get involved in the troop committee and share in the adventure with your Girl Scout! Please complete both sides of this form and return it to the troop leader(s).

Adult's Name: _____

Girl's Name: _____ Grade: _____

Address: _____

Home Phone: _____ Work Phone: _____

Email: _____ Cell Phone: _____

Which troop committee role(s) are you interested in? _____

Please identify two preferred forms of communication, marking them in order of preference. (1, 2) _____ Phone call _____ Email _____ Text _____ Facebook Message

Typical Committee Structure

Troop committee members may include parents/caregivers, adult family members, Girl Scout alums, or community members. Consider volunteering for one of the positions below.

Troop Leaders (2)

- Plan meetings
- Help girls have fun with a purpose
- Keep people safe
- Manage troop finances
- Use the Girl Scout Leadership Experience (GSLE)

Troop Assistants

- Support troop leaders
- Plan and implement badges and program activities
- Manage troop finances
- Chaperone outings and field trips



Troop Cookie Manager

- Help the troop have a successful Cookie Program
- Manage troop cookie funds
- Gather permission forms
- Help girls set and achieve goals

Fall Product Manager

- Help the troop have a successful Fall Product Program
- Manage troop funds
- Gather permission forms
- Communicate with caregivers

Additional Roles

- Treasurer
- Camping
- Driver
- First-Aider

Ways Adults Can Support the Troop

More Ways to Support the Troop

Other Ways the Family Can Get Involved

- ☐ At one or more meetings
- ☐ Lead a hike
- ☐ Provide space for storage/equipment
- ☐ Donate supplies
- ☐ Drive on trips and outings
- ☐ Provide a place for outdoor activities
- ☐ Send communications/reminders
- ☐ Provide a meeting place
- ☐ Provide occasional snacks at meetings
- ☐ Be a camping adult (or willing to train)
- ☐ Other: _____

A Skill You Can Share With the Girls

- | | | | |
|----------------------------------|-----------------------------------|--------------------------------------|------------------------------------|
| <input type="radio"/> Songs | <input type="radio"/> Crafts | <input type="radio"/> Camping Skills | <input type="radio"/> Nature |
| <input type="radio"/> Sports | <input type="radio"/> Math | <input type="radio"/> Photography | <input type="radio"/> Science |
| <input type="radio"/> Drama | <input type="radio"/> Sewing | <input type="radio"/> Nutrition | <input type="radio"/> Gardening |
| <input type="radio"/> Games | <input type="radio"/> Fitness | <input type="radio"/> Music | <input type="radio"/> Animals |
| <input type="radio"/> Cooking | <input type="radio"/> Dance | <input type="radio"/> Computer | <input type="radio"/> First Aid |
| <input type="radio"/> Your Hobby | <input type="radio"/> Your Career | <input type="radio"/> Your Culture | <input type="radio"/> Other: _____ |



If you are interested in becoming a volunteer, take a picture of the section below with your next steps before submitting your form.

Girl Scouts of Western Ohio is committed to providing a safe and quality program for girls in the community. Girl Scouts of Western Ohio has resources and a system of support to help adult volunteers select and register in the most appropriate role.

Steps to Becoming a Registered Volunteer

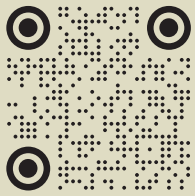
- View volunteer opportunities, apply, and register at gsw.org/volunteer.
 - Registration is based on the Girl Scout Membership year your troop will participate in, which runs October 1 - September 30.
 - During registration, select the role that is appropriate for you, for example: troop leader.
- Commit to the Girl Scout Promise and Law.
- Agree to follow volunteer policies and procedures.
- Complete criminal background check.
- Complete the Welcome Video and any necessary training for your role.

888.350.5090 | gsw.org
customercare@gsw.org



In Partnership With:





Request for Troop Start-up Funds

Purpose

Start-up funds are provided to troops to ensure that all they have the funds needed to initiate delivery of the Girl Scout Leadership Experience. **Fund distribution is based on specific financial need and the troop's compliance with registration, application, and troop financial guidelines.** Please request only what your troop needs.

Eligibility

Any Daisy, Brownie, Junior, Cadette, Senior or Ambassador troop that is new in the current year, **that have a financial need** and complete all sections of this form, are eligible for troop start-up funds. Approved troops will be awarded funds up to \$5/registered Girl Scout. Please ensure that Daisy, Brownie, Junior, Cadette, Senior and Ambassador troops are registered as we will only award financial assistance to each troop once.

Instructions

1. Open your troop bank account at an approved Girl Scout bank (Fifth Third Bank)
2. File your initial troop GSWO Bank Information form on our website within seven days of opening your account. This online form can be found on our website under **gswo.org/bankform**.
3. Complete this form and return it to your regional community development manager. Please ensure this form is completed as soon as possible. **Note:** Girl Scouts has a relationship with Fifth Third Bank. With this agreement, you will need to make a deposit within 60 days, or the account will be automatically closed.
4. A direct deposit will be made to your Fifth Third Bank troop account within two weeks of approval. This deposit should be reflected on the end of year Troop/Group Financial Report. If you are in an area where there is not a Fifth Third Bank, we are still able to provide ACH deposits through other banking facilities.

Troop #: _____ Service Unit Name/Number: _____

Leader's Name: _____ Phone #: _____

Leader's Address: _____ City: _____ State: _____ Zip: _____

Number of girls registered in troop: _____ Grade Level: ☐ Daisy ☐ Brownie ☐ Junior
☐ Cadette ☐ Senior ☐ Ambassador

Please explain the troop's financial need: _____

Please check all items, which are true (*All items must be completed before the check will be issued*):

- ☐ Girl troop membership registrations have been purchased. **Membership could be purchased via membership financial assistance.*
- ☐ At least two adults have been appointed as the troop leaders, including the completion of the background check, Troop Start-Up training, and purchased membership.
- ☐ The troop leaders have reviewed the *Finance* section of the *Volunteer Essentials*.
- ☐ The troop leaders have established a troop checking account and submitted GSWO Bank Information form.
- ☐ The troop leader understands the role of troop money-earning in the delivery of the Girl Scout Leadership Experience.
- ☐ This is a new Girl Scout troop that has not previously requested troop start-up funds.

Authorization:

Amount Approved:

Signature of Troop Leader

Date

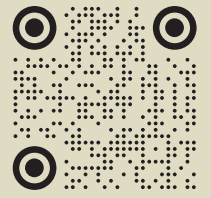
Authorized by (GSWO Team Leader)

Date

1400376-011/2023

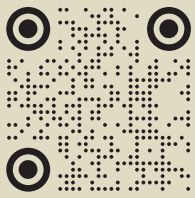
Volunteer Learning Tracker

gswo.org/tracker



Learning Record for: _____

Course	In-Person/Online (Online, Home Study, Classroom)	Date
Troop Start-Up gsLearn (required)		
Grade-Level Guidance: <input type="radio"/> Daisy <input type="radio"/> Brownie <input type="radio"/> Cadette <input type="radio"/> Junior <input type="radio"/> Senior/Ambassador		
Youth Protection (required)		
Be a Sister to Every Girl Scout: Promoting Belonging		
Financing the Fun		
Product Program <input type="radio"/> Troop Fall Manager Training <input type="radio"/> Troop Cookie Manager Training <input type="radio"/> Cookie Webinars <input type="radio"/> Cookie Basics for Troop Leaders		
Safety Beyond the Troop Meeting		
Lodge Camp Training		
Troop Camp Training		
Volunteer Toolkit		
Service Team Position Training Position:		
CPR/First Aid Verify and upload certificate to gsLearn	Certifying Agency:	Expiration Date:
Youth Mental Health First Aid		
Other		



Girl Medical History and Release



Girl's Name: _____ Date of birth: _____ Age: _____

Address: _____

Caregiver's Name: _____ Phone: _____

Caregiver's Email: _____

Transportation Information

I understand that my girl will **only** be released to the people listed below with proper ID:

Name	Relationship to girl	Phone #
_____	_____	_____
_____	_____	_____

Name	Relationship to girl	Phone #
_____	_____	_____
_____	_____	_____

Medical Information

This section **must** be completed by all girls and adults attending event.

Name: _____ DOB: _____

Date of last injection—if this information is no longer available, write C for childhood if immunized as child.

DPT: _____ Measles/Mumps: _____ TB: _____ Polio: _____ Tetanus: _____ Hepatitis: _____

Are medications currently being taken: ☐ No ☐ Yes, please specify: _____

(Medication must be in original container with written instructions and given to the health supervisor at camp or troop leader.)

Are there any special needs or accommodations required? If yes, please explain: _____

Are there any known behavior and/or emotional problems? If yes, please explain: _____

Allergies and/or dietary modifications: _____

Girl Medical History and Release

Is participant in good physical condition with no serious illness or operation since last health exam?

☐ Yes ☐ No

If no, please specify: _____

Physician's Name: _____ Phone #: _____

Insurance Information:

Is the participant covered by family medical/hospital insurance? ☐ Yes ☐ No

If so, indicate carrier or plan name: _____ Group #: _____

Name of insured: _____ Relationship to participant: _____

Policyholder or insurance ID number: _____

Emergency Contact Information

Emergency contact in case we can't reach caregiver:

Name	Relationship to girl	Phone #
------	----------------------	---------

Caregiver Permission and Consent to Treatment

(Name of participant) _____ is in good physical health and has had a physical examination in the past 12 months. Participant has my permission to attend Girl Scout Day camp or event and to participate in all activities except those noted. I have read the flyer and understand and agree to cooperate with all regulations. I further understand that the deposit is refundable only for the reasons noted on the flyer.

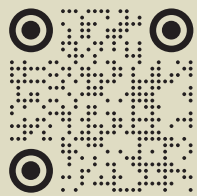
Emergency Medical Authorization: This health history is correct to the best of my knowledge, and the person herein described has permission to engage in all prescribed Girl Scout activities except as specifically noted.

Authorization for Treatment: In the event reasonable attempts to contact me at the provided phone numbers have been unsuccessful, I hereby give my consent to the administration of emergency medical treatment by any licensed physician or dentist and to transfer the child to any reasonably accessible hospital facility. This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

My girl may be registered as a Girl Scout member through September 30, 20____.

Caregiver Signature: _____ Date: _____





Adult Medical History and Release



Name: _____ Phone: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Physician's Name: _____ Phone: _____
 Dentist's Name: _____ Phone: _____
 Insurance Company: _____ Member ID #: _____
 Group ID #: _____ Insured Name: _____

Emergency Contacts

Name: _____ Relationship to Participant: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Home Phone: _____ Work Phone: _____ Cell Phone: _____
 Name: _____ Relationship to Participant: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Home Phone: _____ Work Phone: _____ Cell Phone: _____

Please list any conditions that a first-aid or health provider would need to know such as?

Allergies: _____

Medications: _____

Chronic Illnesses, injuries or limitations: _____

My immunizations are up to date: ☐ Yes ☐ No

	Year Primary Series completed	Date of Last Booster
Diphtheria/Whooping Cough/Tetanus (D.T. P.) Tetanus (TD)	_____	_____
Measles/Mumps/Rubella (MMR)	_____	_____
Oral Polio	_____	_____
Tuberculin Test (Most recent)	_____	_____

In the event that reasonable attempts to contact my designated person in an emergency have not been successful, I hereby give my consent for the administration of any treatment deemed necessary by medical personnel. This health history is complete and accurate.

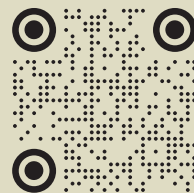
Signature of Participant _____

Date _____



Photo Release Form for Minors

gswo.org/photorelease



Date(s): _____

Photographer/Producer: _____

Assignment: _____

Location: _____

Activity: _____

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, I hereby consent and agree to the following:

1. I hereby grant to Girl Scouts of Western Ohio, and others working for Girl Scouts of Western Ohio or on its behalf, and each of its respective licensees, successors and assigns (each a "releasee"), the irrevocable, royalty-free, perpetual, unlimited right and permission to use, distribute, publish, exhibit, digitize, broadcast, display, modify, create derivative works of, reproduce or otherwise exploit my name, picture, likeness and voice (including any video footage of the same) (collectively, "media"), or to refrain from so doing, anywhere in the world, by any persons or entities deemed appropriate by Girl Scouts of Western Ohio, for any purpose (except defamatory) including, without limitation, any use for educational, advertising, non-commercial or commercial purposes in any manner or media whatsoever (whether known or hereafter devised) including, without limitation, on the internet, in print campaigns, in-store and via television. I agree that I have no interest or ownership in any of the media.
2. I shall have no right of approval, no claim to compensation and no claim (including, without limitation, claims based upon invasion of privacy, defamation or right of publicity) arising out of any use, alteration, blurring, illusionary effect or use in any composite form of my name, picture, likeness and voice. I agree that nothing in this release will create any obligation on Girl Scouts of Western Ohio to make any use of the media or the rights granted in this release. I hereby release and hold harmless releasees from any claim for injury, compensation or negligence resulting or arising from any activities authorized by this release and any use of the media by Girl Scouts of Western Ohio.

Name of Minor (please print): _____ Age: _____ Birthdate: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone Number: (_____) _____ Additional Phone (optional): (_____) _____

Release for minors (those under the age of eighteen): I, the undersigned, being a caregiver of the minor, hereby consent to the foregoing conditions and warrant that I have the authority to give such consent.

Name of Caregiver (please print): _____

Signature of Caregiver (Required): _____ Date: _____ Relationship: _____

Caregiver Email Address*: _____@_____

*(*will not be used for any other purposes or distributed to third parties)*

Region: _____ Troop#: _____ Service Unit: _____

Please return the completed and signed release to your regional Girl Scout Center.

05-9000-02/2021

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customer care@gswo.org



In Partnership With:



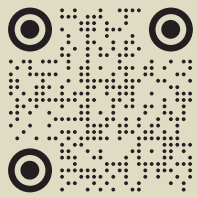


Photo Release Form for Adults



Date(s): _____

Photographer/Producer: _____

Assignment: _____

Location: _____

Activity: _____

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, I hereby consent and agree to the following:

1. I acknowledge that I am eighteen (18) years of age or older. I hereby grant to Girl Scouts of Western Ohio, and others working for Girl Scouts of Western Ohio or on its behalf, and each of its respective licensees, successors and assigns (each a "releasee"), the irrevocable, royalty-free, perpetual, unlimited right and permission to use, distribute, publish, exhibit, digitize, broadcast, display, modify, create derivative works of, reproduce or otherwise exploit my name, picture, likeness and voice (including any video footage of the same) (collectively, "media"), or to refrain from so doing, anywhere in the world, by any persons or entities deemed appropriate by Girl Scouts of Western Ohio, for any purpose (except defamatory) including, without limitation, any use for educational, advertising, non-commercial or commercial purposes in any manner or media whatsoever (whether known or hereafter devised) including, without limitation, on the internet, in print campaigns, in-store and via television. I agree that I have no interest or ownership in any of the media.
2. I shall have no right of approval, no claim to compensation and no claim (including, without limitation, claims based upon invasion of privacy, defamation or right of publicity) arising out of any use, alteration, blurring, illusionary effect or use in any composite form of my name, picture, likeness and voice. I agree that nothing in this release will create any obligation on Girl Scouts of Western Ohio to make any use of the media or the rights granted in this release. I hereby release and hold harmless releasees from any claim for injury, compensation or negligence resulting or arising from any activities authorized by this release and any use of the media by Girl Scouts of Western Ohio.

Signature: _____

Name (please print): _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone Number: (_____) _____ Additional Phone (optional): (_____) _____

Email Address*: _____@_____

*(*will not be used for any other purposes or distributed to third parties)*

Region: _____ Troop#: _____ Service Unit: _____

Please return the completed and signed release to your regional Girl Scout Center.

05-9001-02/2021

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customer@gswo.org

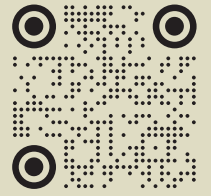


Permission Slip

gswo.org/permissionslip



Must be completed **anytime** your troop goes **anywhere** away from their usual meeting place.



Return the bottom portion of this form to Leader by *(date)*: _____

Troop #: _____ is planning a: _____

Date(s): _____ Time: _____

Location: _____ Phone: _____

Mode of Transportation: _____

Place of Departure: _____ Time: _____

Place of Return: _____ Time: _____

Adults Accompanying the Leader:

Name: _____ Phone: _____

Name: _____ Phone: _____

Each girl will need:

Expenses \$: _____ Equipment: _____

Contact in Case of Emergency:

Name: _____ Phone: _____

My girl, *(name)*: _____

has my permission to attend: _____

She is in good physical health and does not have any serious illness or has not recently had an operation. Her updated health form is in the leader's possession or is being returned with this form with information updated (as needed) and signed on the back.

During the activity, I may be reached at:

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

If I cannot be reached in the event of an emergency, the following person is authorized to act on my behalf:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

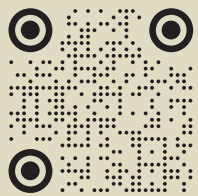
I understand that my child will not be released to any person other than the above named or myself. I understand that, for my girl's protection, all persons will be asked for identification. Persons named above should be prepared to provide identification to the satisfaction of the leaders in charge (i.e. current driver's license with photo identification).

Print Caregiver's Name

Signature of Caregiver

Date





Incident/Accident Report



**SUBMIT TO THE DIRECTOR OF REGIONAL SERVICES WITHIN 24 HOURS AFTER ACCIDENT—
THIS IS NOT A CLAIM**

Name of injured person: _____ Age: _____ Sex: ☐ F ☐ M

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

☐ Girl Scouts Troop/Group#: _____ ☐ Girl Scout Volunteer ☐ Non-Girl Scout

☐ Paid Staff Member: Position: _____

Name of caregiver if minor: _____

Address: _____ City: _____ State: _____ Zip: _____

Part I: Incident/Accident Information

Date of incident/accident: _____ Time of incident/accident: hour _____ ☐ a.m. ☐ p.m.

Incident/Accident location: _____ City: _____ State: _____ Zip: _____

Description of incident/accident: *(Describe the sequence of events that directly caused the incident/accident. Attach additional pages, if required.)*

Injury/Illness Location and Site: _____

☐ Right ☐ Left ☐ Body Part (please specify): _____

Did the incident/accident occur during a Girl Scout sponsored activity? ☐ Yes ☐ No

Did the incident/accident occur while party was traveling to or from a Girl Scout activity? ☐ Yes ☐ No

Was the injured party participating in an activity at the time of injury? ☐ Yes ☐ No

If so, what activity? _____

Was any equipment involved in incident/accident?

☐ Yes ☐ No

If so, what kind? _____

Part II: Witnesses

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

(continued on next page)

Incident/Accident Report

Part III: Treatment Summary

If treatment was given by first aider, doctor or emergency medical facility, describe below:

Where: _____ By whom: _____

Date: _____ Treatment given/diagnosis: _____

If hospitalized, name of hospital: _____

Date: _____ Treatment given/diagnosis: _____

Part IV: If Vehicle(s) Involved, Complete the Following

Driver of Vehicle Used for Girl Scout Activity:

Name: _____ Address: _____ Phone: _____

Driver's License #: _____ State of: _____

Vehicle Registration #: _____ License Plate #: _____

Vehicle Insured Through: _____

Driver of Second Vehicle:

Name: _____ Address: _____ Phone: _____

Driver's License #: _____ State of: _____

Vehicle Registration #: _____ License Plate #: _____

Vehicle Insured Through: _____

Police Report Made By: _____ Was Citation Issued? _____

Part V: Person Completing This Report

Name: _____ Phone: _____

Signature: _____ Date: _____

**PLEASE MAKE A COPY FOR YOUR RECORDS AND SUBMIT COMPLETED FORM TO
THE DIRECTOR OF REGIONAL SERVICES WITHIN 24 HOURS OF INCIDENT/ACCIDENT**

Girl Scout Staff Member Reviewing This Report:

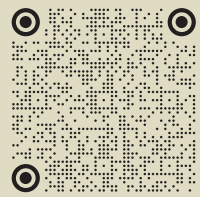
Name: _____ Position: _____

Region: ☐ Toledo ☐ Lima ☐ Dayton ☐ Cincinnati

Follow-Up Contact Report: _____

Signature: _____ Date: _____





Ohio Tax Exempt Certificate



Department of
Taxation

tax.ohio.gov

STEC B
Rev. 3/15

Sales and Use Tax Blanket Exemption Certificate

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

(Vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

Purchaser is a tax-exempt organization under Section 501 (c)(3) of the Internal Revenue Code exempt from Ohio sales tax under Ohio Revised Code 5739.02 (B)(12).

Purchaser must state a valid reason for claiming exception or exemption.

Girl Scouts of Western Ohio

Purchaser's name

Non-Profit Organization

Purchaser's type of business

4930 Cornell Road

Street address

Cincinnati, OH 45242

City, state, ZIP code

Signature

Title

Date signed

Vendor's license number, if any

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code. This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.

Indiana Tax Exempt Certificate

gswo.org/taxindiana



Form NP-1
State Form 51065
(4-03)

Indiana Department of Revenue
Indiana Government Center North Indianapolis, Indiana 46204
Indiana Nonprofit Sales Tax Exemption Certificate
(This certificate may not be used to collect sales tax)

TID: 0001407880
LOC: 000
Corresp ID: 1000072455417
Issued: 05/21/2010

1000072455417

GIRL SCOUTS OF WESTERN OHIO
4930 CORNELL RD
CINCINNATI, OH 45242-1804

Organization is **only exempt** from payment of sales tax on purchases for which the organization is granted exemption.

(Detach Here)

MAY 26 2010

Qualifying for sales tax exemption requires the completion and filing of an application form prescribed by the Indiana Department of Revenue. The taxpayer Identification Number (TID) above must be provided to the retailer if purchases are to be exempt from sales tax. In addition, to qualify for sales tax exemption, such purchases must be used for purposes described in Information Bulletin #10. The TID must be used on Sales Tax Exemption Certificates (ST-105) when making qualified purchases.

The fact that an organization is granted exemption from income tax by the federal government, or that it at one time was granted such exemption by the State of Indiana, does not necessarily mean that a purchase made by a nonprofit organization is exempt from sales tax.

Requirements for Sales Tax Exempt Purchases by Nonprofit Organizations:

A. Purchases by a Nonprofit Organization for its Own Use:

1. In order to qualify for sales tax exemption on purchases, a nonprofit organization, must satisfy the following conditions:

- (a) The organization must be named or described in IC. 6-2.5-5-21(b). Organizations named or described in this Code section are organized and operated exclusively for one or more of the following purposes:

Civic	Charitable	Educational	Fraternal
Literary	Religious	Scientific	

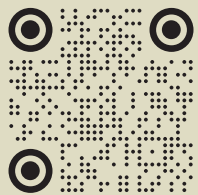
- (b) Included in the above general organizational categories are the following specifically named types of nonprofit organizations:

Business Leagues	Churches	Convents
Fraternalities	Labor Unions	Licensed Hospitals
Monasteries	Parochial Schools	Pension Trusts
Shared Hospital Services	Sororities	Student Cooperative Housing

2. In order to qualify for sales tax exemption, purchases must be used for the same purposes for which the nonprofit organization is granted exemption.
3. *Purchases for the private benefit of any member, director, or officer of the nonprofit organization, or for any other individual are not eligible for exemption. Purchases used for social purposes are never exempt.*

B. Purchases by Nonprofit Organization for Resale:

Purchases of tangible personal property purchased for resale by nonprofit organizations are eligible for sales tax exemption.



Money Earning Approval Form



☐ Approved
☐ Not Approved

Group Money-Earning

An activity planned and carried out by girls in partnership with adults to earn money for troop/group trip, activities, or events. This does not include council-planned activities like the cookie program or fall product sale.

Project Funding

Funds raised through donations and grants that go directly to support a project such as a special service unit event, day camp, troop service project (contributions from a single organization may not exceed \$250).

Troop leaders: please complete the entire form and submit to your Community Development Manager for approval 30 days prior to planned date and prior to solicitation of funds.

Troop #: _____ Service Unit #: _____ Grade Level: _____

Leader(s) Name(s): _____ Number of Girls Participating: _____

Troop is requesting permission for: ☐ Money-Earning Project ☐ Project Funding

Did the troop participate in:

Fall Product Program: ☐ Yes ☐ No If no, why not: _____

Cookie Program: ☐ Yes ☐ No If no, why not: _____

Other money-earning project this year: ☐ Yes ☐ No If yes, what: _____

Event/Project Description: _____

Date of Event/Project: _____ Money-earning goal or solicitation amount: \$ _____

☐ Parent/Caregivers are aware of event/project ☐ Back of form is complete, including required budget

Activities or items the troop is earning money for:

How have the girls participated in planning and preparing for this project:

Project Funding Only-Solicit Information

Name of Organization: _____ Contact Person: _____

Phone: _____ Email: _____

Money Earning Approval Form

Troop/Group leaders please read the following statements and initial that you understand each statement. Please see your community development manager for clarification/questions

- Consult the *Safety Activity Checkpoints* and *Volunteer Essentials* for money-earning guidelines.
- The troop funds may not be distributed to individual girls or adults.
- Girls cannot participate in games of chance and/or product demonstration parties.
- Girls may not directly solicit funds (i.e. donations, sponsorships, grants or walk-a-thons) and should follow all policies pertaining to money-earning in the *Volunteer Essentials*.
- Girl Scout troops are an extension of Girl Scouts of Western Ohio, including the organization's IRS not-for-profit status. All grants and donations must be carefully monitored to ensure that Girl Scouts of Western Ohio complies with all IRS guidelines.
- Girl Scout troops may not, in most situations, solicit grants or donations from foundations corporations, businesses, or agencies. An exception to the above guideline is made if Girl Scout volunteers work for companies offering small grants (up to \$1,000) for special projects and not-for-profit groups supported by their employees.
- Prior permission must be obtained from the community development manager before adults are allowed to solicit donations on the behalf of a Girl Scout troop. The Girl Scout troop must submit this form along with a budget plan and budget for the proposed project.
- Reflection and evaluation is an important part of the troop money-earning process. Please be sure to incorporate this portion into your troops money-earning projects. You can ask the girls questions like: What did you like/dislike? What did you learn through this process? What would you do differently next time? How is this experience going to help you and your troop?

Below list your expected expenses and the projected use of your income from the money earning activity.

Expenses for Money Earning Activity			
Item	# of Items	Cost per Item	Estimate
Yard Sale stickers EXAMPLE	2	\$2.00	\$4.00
Total Expenses			

Use of Income from Money Earning Activity			
Item	# of Items	Cost per Item	Total
Junior Vest EXAMPLE	2	\$25	\$50
Total			

Notes:

Signed: _____ Date: _____
Troop Leader

FREE

New Leader Patches

Welcome New Leaders! We are so thankful for you and are excited that you will be leading your troop through many new experiences this year.

To commemorate these experiences, we want to provide you with a series of five free patches. Patches are a fun way to show an accomplishment for both girls and adults and are a great swag for your uniform vests. Together these five patches will create a compass that shows you are “Leading the Way.”

To earn the compass patches in any order:

- ◆ Meet your community development manager staff from council or attend the New Leader Fair to earn the Leading the Way patch.
- ◆ Attend a local service unit meeting to earn the North patch.
- ◆ With your troop, attend any Girl Scout Council or Partner event to earn the South patch.
- ◆ With your troop, participate in the Product Program to earn the East patch.
- ◆ With your troop, complete a community service project to earn the West patch.

To receive your patches, complete the JotForm at gswo.org/newleaderpatch. You will receive an email which you can take with you to your local council office's front desk, to pick up the free patches you have earned. You can submit the form individually for each patch so you can put it on our vest right away!

Thank you for changing lives and building girls of courage, confidence and character who make the world a better place.



Questions? Contact: Customer Care
at 888.350.5090 or customercare@gswo.org



888.350.5090 | gswo.org
customercare@gswo.org



In Partnership With:



05-10595-07/2023

Girl Scout Terms

A

Alum – A former Girl Scout girl member

Ambassador – A Girl Scout in grades 11-12

B

Badge – Official embroidered insignia earned by completing a certain number of requirements in the Girl's Guide to Girl Scouting. These earned awards are sewn on the front of the uniform and are distinguished from "participation patches" which are obtained by participating in various events.

Bridging – When girls move from one program grade level to the next; may include an award for the girls completing the bridging award requirements, and likely will include a ceremony.

Bronze Award – The highest award Girl Scout Juniors (4th and 5th grade) can earn. It requires completion of a Journey, a minimum of 20 hours building a team, exploring the community, choosing Take Action, planning it, putting plan in motion, and spreading the word about the project.

Brownie – A Girl Scout in grades 2-3

Buddy System – Safety practice that groups two or three girls together to keep watch over each other in an activity (for example, swimming or hiking). The system places girls of equal ability in the same group.

C

Cadette – A Girl Scout in grades 6-8

Circle – A group of service units that are generally geographically connected. Typically specific to Girl Scouts of Western Ohio.

Council – A corporation, chartered by Girl Scouts of the USA, organized for the purpose of developing, managing, and maintaining Girl Scouting within a defined geographic region. Our council is Girl Scouts of Western Ohio, which covers 32 counties throughout western Ohio and southeast Indiana.

Counselor in Training (CIT) – A Girl Scout who is taking a course (called Counselor-in-Training) to learn camp counselor skills.

CSA – Abbreviation of Cadette, Senior, and Ambassador.

D

Daisy – A Girl Scout in grades K-1

Day Camp – A camp program within a 12-hour period that lasts for a minimum of three days.

Destinations – A trip or event beyond girls' own troops and councils. Destinations fall into one of five different categories: international, outdoor, science, people, or getaways. All destinations events provide an opportunity for individual members to broaden their perspectives and give Girl Scouting enhanced visibility.

Digital Cookie – The Digital Cookie platform allows girls and volunteers to customize the way they learn and earn during the Girl Scout Cookie Program, using technology in new and engaging ways, all while earning cool cookie business badges along the way.

Digital Dough – Digital currency that Girl Scouts and troops earn throughout the year, including during the Girl Scout Cookie Program. It can be redeemed at the Girl Scouts of Western Ohio shop, or be put toward membership or program / camp registration.

Dues – \$25 fee paid annually to Girl Scouts of the USA for registration which goes directly to National Headquarters. One of the requirements for becoming a member of GSUSA.

E

Early Bird – Early renewal campaign that takes place between April and June (specific dates change each year) with added incentives like increased cookie earnings and patches for girls who renew their membership before a certain date.

F

Flag Ceremony – Honors the American flag as the symbol of our country and all the hopes, dreams, and people it represents.

Founder's Day – Celebrated each year on October 31 in honor of Juliette Gordon Low's birthday.

G

Girl Guide – The original name for Girl Scouts, it is still used in many countries.

Girl Scout Leadership Experience (GSLE) – This is the Girl Scout program. The experience identifies all the elements that need to be in place for Girl Scouting to achieve its mission; Girl Scouting builds girls of courage, confidence, and character, who make the world a better place. When Discover, Connect, and Take Action activities are combined with the Girl Scout Processes of Girl-Led, Learning by Doing, and Cooperative Learning, girls achieve the desired and expected short-term leadership outcomes, ultimately resulting in Girl Scouting achieving its mission.

Girl Scout Terms

Gold Award – The highest award in Girl Scouts. Open to Girl Scouts in high school, Gold Award projects find a sustainable way to solve community problems.

GORP – An acronym with two possible meanings, depending on who you ask! Good Old Raisins & Peanuts, or Granola, Oats, Raisins, & Peanuts. A camp snack favorite!

GSUSA – Girl Scouts of the USA, the corporation that promotes the Girl Scout movement in the U.S.A., which includes the United States, its territories, and possessions.

GSWO – Girl Scouts of Western Ohio, the council that serves 32 counties throughout western Ohio and southeast Indiana.

H

Highest Awards – Bronze, Silver, and Gold Awards. They are the highest honors a Girl Scout can earn. All three awards give girls the chance to do big things while supporting an issue they care about.

I

Insignia – Every Girl Scout item worn on the uniform (badges, awards, patches, stars, strips, etc.)

Investiture – A special ceremony in which a new member makes her Girl Scout Promise, receives their membership pin, and becomes a member of Girl Scouts.

J

Juliette – First name of Girl Scout founder Juliette Gordon Low. Term also used to refer to registered Girl Scouts who are not part of the traditional troop program. These girls still work toward the same badges and activities; they simply do not belong to a troop. They can join other girls at council-wide events and can participate in all Girl Scouts has to offer. They are also known as individually registered members (IRMs).

Junior – A Girl Scout in grades 4-5

Junior Counselor – A Girl Scout who has already completed both Counselor in Training (CIT) I and II programs and would like to further enhance her leadership skills by learning what it's like to be a camp counselor.

K

Kaper – A temporary job or responsibility, similar to a chore.

Kick-Off – A regional event that Girl Scouts of Western Ohio hosts for service team volunteers that typically occurs at the beginning of the membership year. Service units may also hold local kick-off events for troop leaders or other volunteers in the service unit.

L

Lifetime Membership – A one-time fee that enables you to become a Girl Scout for life. This is available to any person 18 years of age or older or a high school graduate.

M

Membership Pin – Either of two pins; the trefoil with three faces (contemporary style) or trefoil with eagle (traditional style) pin. These pins signify the acceptance of the membership requirements.

Membership Year – October 1 - September 30

N

National Gold Award Girl Scouts – An honor given to 10 Girl Scout Seniors and Ambassadors each year whose Gold Award projects demonstrated extraordinary leadership, had a measurable and sustainable impact, and addressed a local challenge related to a national and/or global issue.

O

On Time Renewal – The membership renewal period running from the end of Early Bird until the end of the membership year, September 30.

P

Patch Program – Patches earned by completing programs unique to individual councils or organizations. The required activities to complete the patch programs are generally found on the council or organization's website.

Petals – Earned awards by Girl Scout Daisies. Girls earn the Promise Center by showing they understand the Girl Scout Promise. Girls earn Petals by showing they understand the 10 parts of the Girl Scout Law.

Program Aide – Girl who has completed 6th grade, who has taken a specialized training to help troop/group leaders with the activities for their girls. Program Aides also help at day camps and CORE camps.

R

Resident Camp – Overnight camp. Sessions are generally for at least five days and four nights. The program is operated and staffed by the camp, and the supervision of campers is a camp responsibility. Campers stay overnight, and camp is responsible for campers 24 hours a day.

Girl Scout Terms

S

Sash – A type of uniform available to Brownies through Ambassadors. The sash sits on the right shoulder and crosses the body, resting on the left hip.

Senior – A Girl Scout in grades 9-10

Service Project – A project that helps the community with a specific and short-term need.

Service Team Volunteers – Volunteers who support and mentor troop volunteers in their service unit

Silver Award – The highest award a Girl Scout Cadette can receive. Earned by completing a Girl Scout Journey and the suggested minimum of 50 hours building a team, exploring the community, picking a Take Action project, developing the project, and spreading the word.

Sit-Up on – Lightweight pad or mat the girls make to “sit-upon” when the ground is dirty or damp.

Smart Cookies – A program used by Troop Cookie Managers during the Girl Scout Cookie Program.

S’mores – A sandwich made with graham crackers, chocolate, and a roasted marshmallow, invented by Girl Scouts.

T

Take Action – A project that helps the community by identifying the root cause of the community need, has long-term benefits, and has sustainable community support.

Tunic – A type of uniform available to Daisies. It is worn over the shoulders and ties at the waist.

Trefoil – The official emblem of the Girl Scout movement in the United States of America, registered in the United States Patent Office by Girl Scouts of the U.S.A.

Troop – This group of girls and adults who meet on a regular basis to engage in Girl Scout Program activities. Troops are organized according to grade level, which places girls together with others in the same social/developmental stage.

Troop Adventure Camp (TAC) – Two- or three-night stays at summer camp with troop leaders and other girls in the troop. Girls work together to design a custom camp adventure.

Troop Crest – A Girl Scout tradition that helps leaders easily identify Girl Scouts belonging to different troops while on a hike or other activity. There are currently 16 official troop crests available, and they are displayed on uniforms between the Girl Scout Council Identification Set and the troop numerals.

V

Vest – A type of uniform available to all grade levels.

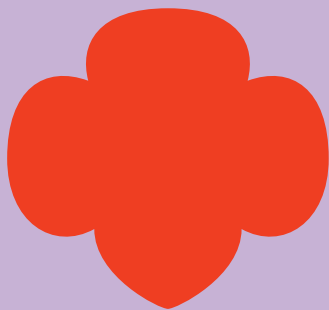
Volunteer-Led Day Camp (VDC) – Special day camps run exclusively by our incredible volunteers, and vary from a few hours to a few days long. Girls enjoy a variety of outdoor activities where they connect with other girls and take action to make a difference in the community.

W

WAGGGS – The World Association of Girl Guides and Girl Scouts, a global association supporting female-oriented and female-only Guiding and Scouting organizations in 150 countries.

World Thinking Day – Celebrated annually on February 22. Official Girl Scout holiday where girls traditionally learn about the cultures and traditions of WAGGGS member countries. This day also commemorates the birthdays of Lord and Lady Baden-Powell, the founders of the Scouting Movement worldwide.





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