

Troop Leader Orientation Participant Guide



Welcome to Girl Scouts! Thank you for choosing to be a volunteer with Girl Scouts of Southeastern Michigan (GSSEM). We're thrilled you decided to take this step towards building girls of courage, confidence, and character who make the world a better place. Troop Leader Orientation is a required training for all GSSEM troop leaders. We encourage you to complete this guide during your Troop Leader Orientation and keep it with you during Girl Scout activities for your reference. Miss anything? Feel free to ask your training facilitator or email volunteerexp@gsssem.org to check your answers.

The Girl Scout Movement

- The Girl Scout mission is to build girls of _____ , _____ , and _____ who make the world a better place.
- This is _____ , Girl Scouts' founder.
- Girl Scouts consists of six age groups called program levels:



- The National Program Portfolio consists of:
 - _____ which are earned when Girl Scouts explore a skill,
 - _____ which focus on leadership,
 - And _____ like the Cookie Entrepreneurship Family Pin.
- *Circle one.* Fun patches are / are not official insignia. They go on the _____ of the Girl Scout uniform.
- The Girl Scout Experience comes to life through the Three _____ .
 1. _____ : Girl Scouts shape their own experiences.
 2. _____ : Girl Scouts work together to learn new skills.
 3. _____ : Girl Scouts learn through hands-on experiences.

Girl Scouts of Southeastern Michigan

- There are many layers of support for Girl Scout Volunteers.
 - _____ : Guides the Girl Scout program nationally.
 - _____ : Our council. Council staff supports at this level.
 - _____ : 1 of 12 smaller units within our council. Administrative volunteers support at this level.
 - _____ : An area comprised of 1-6 school districts. Service Unit Managers and Troop Organizers support at this level.
 - _____ : Volunteers like Troop Support Volunteers, Troop Treasurers, and Troop Product Program Managers support at this level.

Girl Scouts of Southeastern Michigan has _____ service centers and _____ camps.

The Council Shop is located at the _____ Service Center, but merchandise can also be purchased via _____ pickup and the _____ shop.

The Girl Scouts of Southeastern Michigan website is www._____.org.

The _____ newsletter comes out every two weeks on Fridays and contains timely reminders and upcoming events at Girl Scouts of Southeastern Michigan.

The _____ is an experienced volunteer who provides support to local volunteers. They host regular _____ meetings which provide networking and learning opportunities for volunteers.



Jump-Starting Your Troop

- A _____ is a meeting with caregivers to set expectations and ask for help. Your GSSEM _____ will assist you with your first one, called a Troop Organization Meeting.
- Helpful forms like the Ways to Help the Troop form and the Parent/Guardian Agreement are found at gssem.org/_____.
- The Engaging Girl Scout Families webinar gives tips on how to engage caregivers in your troop. Upcoming dates for training webinars like this one are found at gssem.org/_____.
- All troops must have a _____ to house money to fund the fun of Girl Scouts. Guidelines for setup are found in the _____ document.

Circle one. **gsLearn / Rallyhood** is your online Girl Scout community. Here you can find Girl Scout news, information on activities and programs, connect with your Service Unit and Community, and create an online space for your own troop.

Match the meeting agenda item to its purpose:

- Troop Business
- Closing Ceremony
- Arrival Activity
- Activities
- Opening Ceremony
- The official start of a Girl Scout meeting.
- Girl Scouts make decisions.
- Simple activity to keep Girl Scouts occupied before the meeting starts.
- When Girl Scouts work on badges, service projects, or do something fun.
- Girl Scouts form a friendship circle and reflect.

Match the picture to the appropriate Girl Scout tradition:

Girl Scout Sign



Quiet Sign



Friendship Circle



Safety

Circle one. All Girl Scouts of Southeastern Michigan safety policies may be found in **Safety Activity Checkpoints / Volunteer Essentials**.

How many registered, background-checked volunteers are needed to supervise a troop meeting including 14 Daisies?

- a) 1
- b) 2
- c) 3
- d) 4

How many registered, background-checked volunteers are needed to supervise that same troop of 14 Daisies on a troop outing?

- a) 2
- b) 3
- c) 4
- d) 5

Circle one. Multi-level troops must follow the volunteer-to-girl safety ratio for the **youngest/oldest** level present.

Which document will tell you if you need a first-aider for an activity?

- a) New Leader's Guide to Success
- b) Camp Handbook
- c) Volunteer Essentials
- d) Safety Activity Checkpoints

Girl Scouts of Southeastern Michigan's policy on reporting _____ and _____ is found in the Safety Activity Checkpoints.

Upcoming webinar dates:

- Managing Girl Scout Behavior: _____
- Difficult Conversations: _____

Earning & Managing Troop Funds

Girl Scouts of Southeastern Michigan has two product programs during the year: The _____ Product Program and the Girl Scout _____ Program.

Which of the following are not sold during the Fall Product Program? Circle all that apply.

- a) Candy
- b) Cookies
- c) Nuts
- d) Magazines

Troops set _____ during the Girl Scout Cookie Program to earn funds for troop activities.

Aside from collecting troop dues, _____ - _____ activities such as collecting donations over \$250, solicitation, sponsorship, and money-earning events that serve non-Girl Scouts require approval from _____. Please refer to the [Money Earning Requirement Packet](#) for more information.

Where can you find all of Girl Scouts of Southeastern Michigan's financial policies?

- a) Blue Book of Basic Documents
- b) New Leader's Guide to Success
- c) Safety Activity Checkpoints
- d) Volunteer Essentials

Troops fill out a finance report every _____. This report is due by June _____. Completing a finance report is a condition of reappointment for Troop _____ and Troop _____.

Circle the appropriate responses. Troop funds **do/do not** belong to any individual Girl Scout. Individual "bank accounts" **may/may not** be created based on contributions to troop dues or performance in product programs.

Troop funds and personal funds should _____ co-mingle. Personal use of troop funds at any time is _____.

Which of the following can financial assistance from Girl Scouts of Southeastern Michigan pay for, for families who qualify?

- a) Camp registration
- b) Membership
- c) Program registration
- d) Troop Dues
- e) Uniforms

The Troop Finances Learning path on **MyGS/gsLearn** has helpful trainings for working with troop funds.

Next Steps

Let's make sure you're ready to lead! Please complete all of the items on this checklist. Questions about getting started? Reach out to your First Year Troop Support Specialist or contact troopsupport@gssem.org.

- Sign the Troop Leader [Volunteer Position Description](#).
- Complete at least one Grade Level Essentials training on gsLearn within 60 days of registering.
- Find your Community and Service unit at gssem.org/mysu.

My Girl Scout Community is: _____ . My Service Unit is: _____

- Connect with your Service Unit Manager.

My Service Unit Manager is: _____

Phone: _____ Email: _____

- Ask your First Year Troop Support Specialist a question. If you don't know your Service Unit Manager, that's a great question to ask them!

My First Year Troop Support Specialist is: _____

Phone: _____ Email: _____

- Create an account on Rallyhood and join rallies for your service unit and Girl Scout community.
- Attend a service unit meeting.
- Conduct an [investiture ceremony](#) to welcome your troop to Girl Scouts. This ceremony is typically done after a troop learns and understands the Girl Scout promise and law, or after about 3 to 6 meetings.