Troop Leader Orientation Participant Guide



girl scouts of southeastern michigan

Welcome to Girl Scouts! Thank you for choosing to be a volunteer with Girl Scouts of Southeastern Michigan! We're excited to prepare you to make memories with your troop to build girls of courage, confidence, and character who make the world a better place. Troop Leader Orientation is a required training for all Girl Scouts of Southeastern Michigan troops. We encourage you to complete this companion guide during your Troop Leader Orientation and keep it with you during Girl Scout activities for reference. Miss anything? Feel free to ask your training facilitator or email volunteerexp@gssem.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 everywhere are bound together through the Girl Scout _____ and _____ pledges that all Girl Scouts abide by.

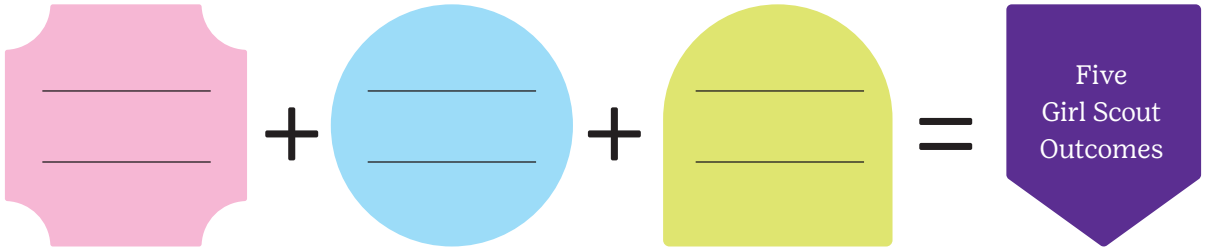
Girl Scouts consists of six age groups called program levels:

Kindergarten-1st Grade	2nd-3rd Grade	4th-5th Grade
_____	_____	_____
6th-8th Grade	9th-10th Grade	11th-12th Grade
_____	_____	_____

Circle One. Your leadership style **should / should not** change based on the girls' program level.

The Girl Scout Leadership Experience

List the three components of the Girl Scout Leadership Experience.



What Girl Scouts do | Who they do it with | How they do it

The National Program Portfolio, all of the achievements girls can earn in Girl Scouts, include the following. Match each achievement to its purpose:

Badges	Mostly related to leadership skills, but also include achievements like the Cookie Entrepreneurship Family Pin or the Community Service Bar.
Awards	Earned when girls explore a specific skill. Typically earned within two meetings.

Circle one. Fun patches **are** / **are not** official insignia. They go on the **front** / **back** of the Girl Scout uniform.

Which of the following is not one of Girl Scouts' Three Processes?

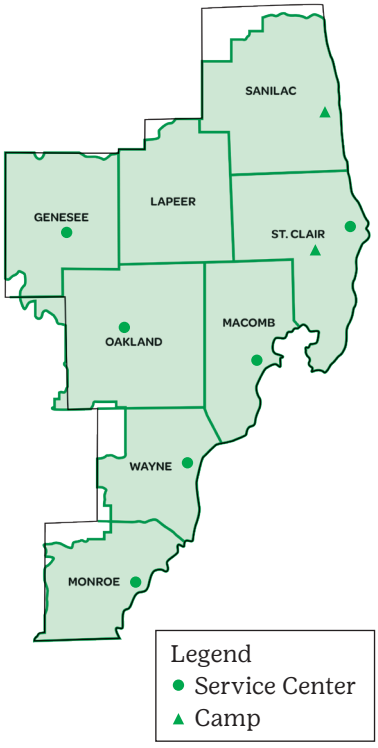
a. Learning by Doing
b. Girl Led
c. Cooperative Learning
d. Content Connection

Girl Scouts of Southeastern Michigan

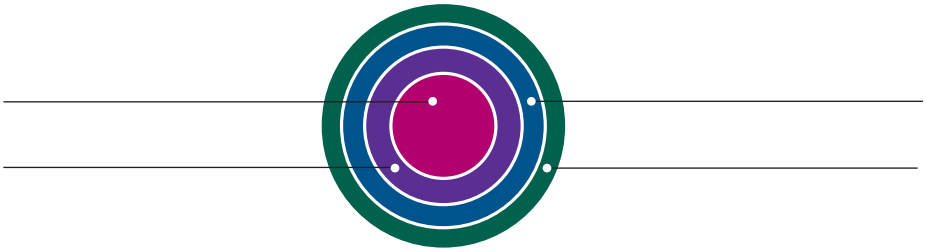
Girl Scouts of Southeastern Michigan has _____ service centers and _____ camps.

The council shop is located at the _____ Service Center, but merchandise can also be purchased via service center pickup and the online shop.

Circle one. Your **Recruitment Manager** / **First Year Troop Support Specialist** will be your primary contact at Girl Scouts of Southeastern Michigan this year.



Troop Volunteers are supported by staff and experienced volunteers at all levels of our council:



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

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.

Getting Started

Which of the following privileges does a background check grant volunteers? (circle all that apply)

a. Supervising Girl Scouts
b. Handling troop funds
c. Handling Girl Scout product
d. Driving Girl Scouts

A _____ _____ _____ is a meeting with caregivers to set expectations for the troop and to register girls and adult volunteers. Your GSSEM Recruitment Specialist will assist you with this meeting.

Troop Treasurers serve as an _____ _____ on the troop bank account and compile an annual report on troop finances.

All troops must have a bank account to house money to fund the fun of Girl Scouts. Guidelines for setup are found in the _____ _____ _____ document.

Circle one. 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 _____.

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

All troop volunteers must complete the Girl Scouts _____ _____ & _____ Prevention Course within 60 days of their appointment.

Your First Troop Meeting

Match the meeting agenda item to its purpose:

Troop Business	The official start of a Girl Scout meeting.
Closing Ceremony	Girl Scouts make decisions.
Clean Up	The optimal time to communicate important information to caregivers.
Arrival Activity	Simple activity to keep Girl Scouts occupied before the meeting starts.
Activities	When Girl Scouts work on badges, service projects, or do something fun.
Pick Up	Girl Scouts form a friendship circle and reflect.
Opening Ceremony	Girl Scouts work together to return their meeting space to the state in which they found it.

Place a check-mark next to the qualities of a good troop meeting space

____ Safe ____ Clean ____ Secure ____ Spacious

Activity plans for badges and awards may be found on GSSEM's social network called _____ .

True / False All troop activities must take place within the troop's regular meeting space.

Match the picture to the appropriate Girl Scout tradition

Girl Scout Sign



Quiet Sign



Friendship Circle



Communicating With Caregivers

Circle one. A team of supportive adults **are / are not** a key ingredient of the Girl Scout Leadership Experience and **should / should not** be included in troop activities.

Which of the following forms are collected by Troop Leaders from caregivers annually?

a. Parent/Guardian Agreement
b. Parent Permission Form
c. Girl Health Information Form
d. Ways to Help the Troop Form

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.

Safety

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

Girl Scouts Volunteer-to-Girl Ratios	Group Meetings		Events, Travel, and Camping	
	Two unrelated volunteers (at least one of whom is female) for up to this number of girls:	**One** additional volunteer to each additional:	**Two** unrelated volunteers (at least one of whom is female) for up to this number of girls:	**One** additional volunteer to each additional:
Girl Scout Daisies (Grades K-1)	12	1–6	6	1–4
Girl Scout Brownies (Grades 2-3)	20	1–8	12	1–6
Girl Scout Juniors (Grades 4-5)	25	1–10	16	1–8
Girl Scout Cadettes (Grades 6-8)	25	1–12	20	1–10
Girl Scout Seniors (Grades 9-10)	30	1–15	24	1–12
Girl Scout Ambassadors (Grades 11-12)	30	1–15	24	1–12

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-youth safety ratio for the **youngest / oldest** level present.

To correct behavior, Girl Scout volunteers use _____ discipline. This form of correction focuses on understanding why a certain behavior was undesirable and girls' future growth.

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.

Required Actions

Welcome to Girl Scouts! We're excited to have you as a part of our movement to build girls of courage, confidence, and character who make the world a better place. We need strong and savvy volunteers to make this happen. Use this checklist to set yourself and your troop up for success!

Forming Your Troop

- ☐ Have troop support team members register as a Girl Scout and complete background check.
- ☐ Hold a Troop Kickoff Meeting with your Recruitment Manager.
- ☐ Hold your first meeting with girls. Check out the First Four Meetings Short & Snappy for ideas.
- ☐ Establish a troop bank account with two authorized signers, then submit the Authorized Persons to Open a Troop Account form in the Troop Banking Package.

Within 30 Days of Your Troop's Start Date

- ☐ Complete the *Girl Scout Child Abuse and Neglect Prevention Course* (required for all troop volunteers).
- ☐ Complete required trainings for troops. At least one volunteer per troop must complete:
  - **Troop Leader Orientation**: This training must be completed by a Troop Leader/Co-Leader.
  - **What Girl Scouts Do**: At least one troop volunteer must complete at least one of the six What Girl Scouts Do courses, though multi-level troops are encouraged to take trainings for all levels present in the troop. A new course must be taken every year your troop bridges to a new program level. We recommend that a Troop Leader/Co-Leader complete this course.
  - **Managing Troop Finances**: This training is required for all Troop Treasurers, but may be taken by another volunteer serving as an authorized signer on your troop bank account if your troop does not have a Troop Treasurer
  - **Cookie Rookie**: This training is required for all Troop Product Program Managers, but may be taken by another volunteer managing the Girl Scout Cookie Program on behalf of the troop. **Cookie Rookie can be completed beginning in early November. Cookie Rookie must be completed no later than February 15.*
- ☐ Have a Rally created for your troop and explore everything GSSEM has to offer on Rallyhood, including your service unit's Rally. Contact volunteerexp@gssem.org to request your troop Rally.
- ☐ Review Volunteer Essentials and the Safety Activity Checkpoints.

Within 60 Days of Your Troop's Start Date

- ☐ Complete all volunteer role and troop requirements by this date.
- ☐ Explore supplemental training at GSSEM at www.gssem.org/learning. We recommend taking live trainings like: Engaging Girl Scout Families, Managing Girl Scout Behavior, Difficult Conversations for Adults, Rallyhood for Troop Leaders, and Beyond The Meeting: Troop Activities and Travel.
- ☐ Attend a service unit meeting. Connect with your Service Unit Manager or First Year Troop Support Specialist to learn when your service unit meets. Visit www.gssem.org/mysu to learn your service unit number.
- ☐ Introduce yourself on your Service Unit's Rally on Rallyhood.

Within Your First Year

- ☐ Plan a bridging ceremony or court of awards to close out your troop year. Explore important Girl Scout ceremonies like investitures, rededication, and bridging.
- ☐ Complete your troop's annual finance report. This report is due June 21 every year. Download the report at www.gssem.org/financereport.
- ☐ Update troop features like meeting day/time/location and desired number of Girl Scouts for the following membership year on the Troop Update Form.

Important Dates

October 1 – Beginning of the Girl Scout membership year. Check the Event Calendar for information about the Membership Year Kickoff in October.

October 31 – Girl Scout Founder's Day. Celebrate Juliette Gordon Low's birthday on this day!

February 22 – World Thinking Day. On this day, Girl Scouts and Girl Guides across the globe celebrate international friendship. Check out World Thinking Day activities on the GSUSA website.

Week of March 12 – Girl Scout Week. Girl Scouts' birthday, March 12, commemorates the day in 1912 when Juliette Gordon Low officially registered the organization's first 18 members in Savannah, Georgia.

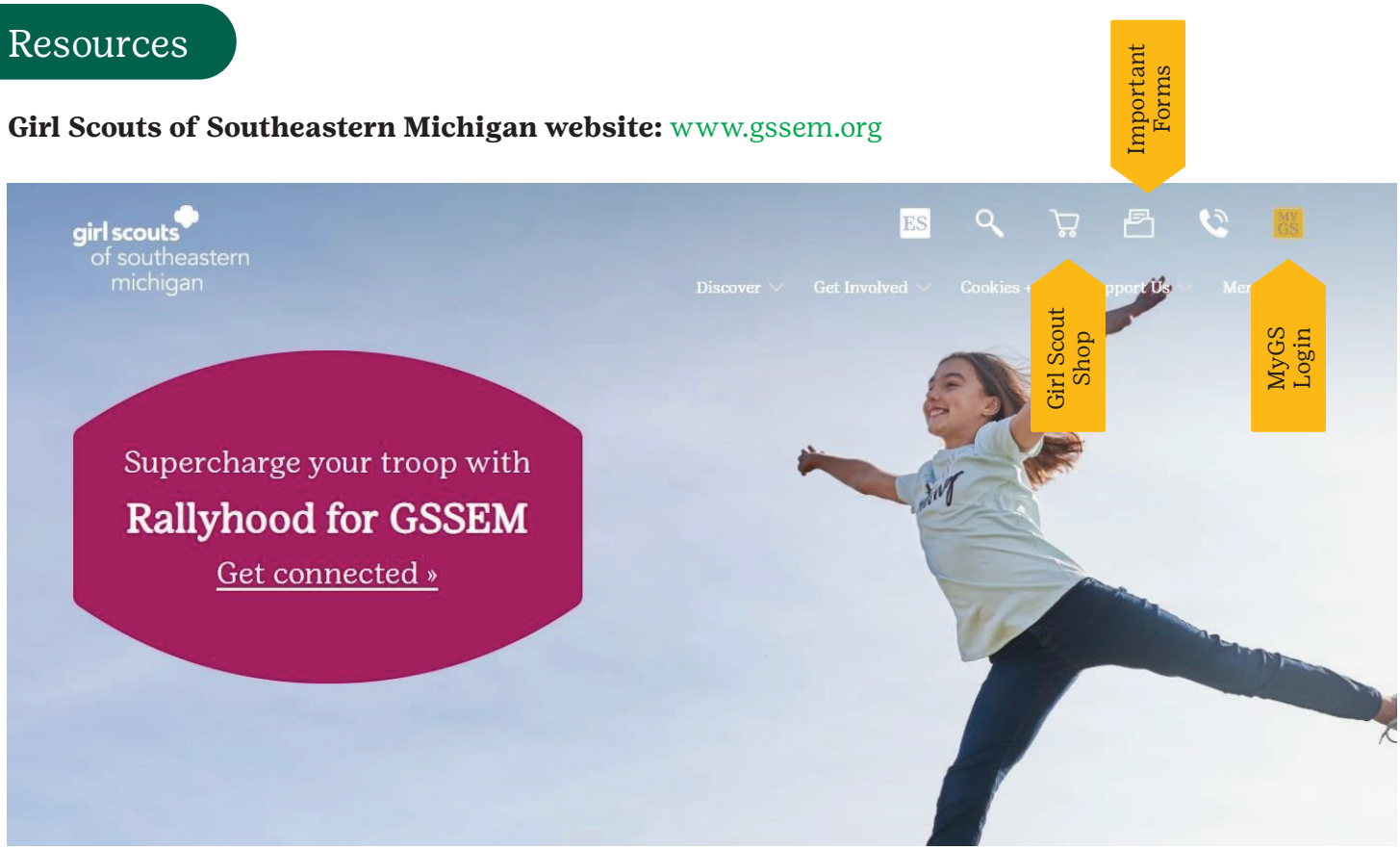
April 22 – Girl Scout Leader's Day. On this day, we celebrate the contributions of our incredible troop leaders!

June 21 – Troop Annual Finance Report due. Download a copy at gssem.org/financereport.

September 30 – End of the Girl Scout membership year. Confirm that yourself and your troop have purchased memberships for the next membership year.

Resources

Girl Scouts of Southeastern Michigan website: www.gssem.org



Troop Management Resources

MyGS – *gateway to personal and troop registration information and gsLearn:* gssem.org/mygs

Forms – *important documents for getting your troop started:* gssem.org/forms
- **Ways to Help the Troop:** for caregivers to indicate how they will support the troop.
- **Parent/Guardian Agreement:** a code of conduct for caregivers.
- **Troop Member Agreement:** a code of conduct for Girl Scout members.

Rallyhood – *create a web page for your troop and connect with GSSEM:* rallyhood.com or get the app
- Check out the **Troop Leader Network Rally** for badge, journey, and award meeting plans.

Calendar of Events – *check regularly for fun Girl Scout events:* gssem.org/calendar

Council Shop – purchase Girl Scout insignia and gear: www.gssemshop.com
- Order curbside pickup at one of GSSEM's service centers at gssem.org/curbside.
- View insignia placement guides to see where everything on a Girl Scout uniform goes.

Learning Page – *your gateway to volunteer trainings at GSSEM:* gssem.org/learning

First Four Meetings Short & Snappy – *a guide to your first four Girl Scout meetings:* gssem.org/first4

GSUSA Badge Explorer – *badge and award requirements for year planning:* girlscouts.org/badgeexplorer

Policy Resources

Troop Leader Volunteer Position Description – *your duties as a troop leader:* gssem.org/vpd

Volunteer Essentials – *for policies on troop management, including troop finances:* gssem.org/ve

Safety Activity Checkpoints – *for safety policies and safety recommendations:* gssem.org/safety

Managing Troop Finances

Troop Banking Package – *for establishing your troop's bank account:* gssem.org/troopbanking

Financial Assistance – *aid for girls to participate in Girl Scouting:* gssem.org/fa

Money Earning Project Request – *for permission for money-earning activities:* gssem.org/moneyearning

Cookie Resources

Cookie Resources – *gateway to all resources for the Girl Scout Cookie Program:* gssem.org/cookieseller

ACH Debit Authorization Form – *authorization to collect money owed for cookies. Required to receive product for Girl Scout-sponsored product programs:* gssem.org/banking

Agreement To Assume Debt – *acknowledges important GSSEM product program policies and procedures. Required to receive product for Girl Scout-sponsored product programs:* gssem.org/responsibility

Cookie Kit Request – *request essential documents and materials for selling cookies:* gssem.org/cookiekit

Helpful Contacts

Member Support Team – *for questions about leading a troop:* troopsupport@gssem.org

- Your First Year Troop Support Specialist is your primary contact at Girl Scouts of Southeastern Michigan. You may contact them with any questions related to Girl Scouts.

Customer Care Team – *for help with registration and background checks:* customercare@gssem.org

Finance Team – *for information about bank accounts and managing finances:* gssem-finance@gssem.org

Product Program Team – *for information on Girl Scout product programs:* productsales@gssem.org

Volunteer Experience Team – *to request a troop Rally in Rallyhood:* volunteerexp@gssem.org