

Getting Started Participant Notebook (PNB)

Council Resource Guide

Steps to Form a Troop/
Group

Building the Troop/Group

Registration Process

Money Matters

Girl Scout Meetings



All the flowers of all the to-
morrow's will come from the
seeds you plant today

-Author unknown

Girl Scouts of Northern California
Certificate of Completion: Getting Started

Name _____

Date _____

Name of Facilitator _____

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TOP TEN TIPS FROM AN EXPERIENCED LEADER

10. There is not just one way of doing things, and there are no Girl Scout Police. You don't need to be a great outdoorswoman/man or a life-long Girl Scout to be an effective leader, but consult with her if you know one!
9. Being a Girl Scout leader is not a competitive sport. If you hear of something neat that another troop is doing, think of all the great things your group is doing, too, and then borrow the good idea.
8. Network. Talk to other leaders, volunteers, and people you know. Use your resources wisely!
7. Plan some joint activities with other troops. Invite some girls from older groups to come help you.
6. Remember that all those Girl Scout rules and regulations are there to help and protect you and the girls, not to be punitive or restrictive.
5. Get the girls to be as self-sufficient as possible by building skills (especially planning and decision-making) as you go. Ultimately, this will be better for them *and* better for you, and is an investment you'll make in the earlier years that will pay off big!
4. Attend service unit meetings and take courses that are offered. You'll get some great ideas and meet some nifty people. In the long run, it'll be a time saver.
3. Don't worry if now and then a meeting sounds and looks like an amusement park fun house. Sometimes 'fun' can be a little chaotic..
2. Delegate. There are lots of jobs, large and small, and to fit every schedule. Make it clear that you are not baby-sitting. Remember to also delegate tasks to the girls—it's a gift for them to have a place to learn from mistakes in a safe environment. Let them have a part in running things from the beginning.
1. Have fun! Being a Girl Scout Leader is one of the best things you'll ever do for yourself and all of the girls. It's not brain surgery or rocket science, but it's just as worthwhile and important.



Girl Scouts of Northern California

Position Description

TROOP/GROUP LEADER

APPOINTED BY: Service Unit Director, Leader Support Manager or Service Unit Team Member

ACCOUNTABLE TO: Service Unit Director, Leader Support Manager and/or Community Development Director

PURPOSE: To coordinate and deliver Girl Scout program for a troop/group through progressive, fun, and contemporary learning experiences leading girls toward the goals and ideals of Girl Scouting. The Troop Leader, in partnership with the co-leader and troop committee members, ensure a safe, quality program for girls.

RESPONSIBILITIES:

Be familiar with the Girl Scout program for the age level you are working with. Help girls to understand and live by the Promise and Law.

Ensure that a minimum of 2 approved adults and at least 1 trained adult is present at all meetings and activities.

Meet with the girls on a regular basis; assist the girls in setting realistic, fair rules; establish a consistent format for meetings use appropriate troop government.

Provide guidance and direction for girls to plan activities and take responsibility for troop affairs.

Ensure that all troop members (girls and adults) are currently registered and that minimum troop of five girls is met, as set by GSUSA and the council.

Follow Girl Scouts of the USA and Girl Scout of Northern California policies, standards and procedures in all Girl Scout activities as outlined in *Safety-Wise* and the *Council Resource Guide* to ensure for the health and safety of troop members.

Ensure that financial and girl records are maintained. Submit a troop financial report annually by June 30.

Attend or send an adult representative to all scheduled Service Unit Meetings.

Communicate with girls' parents/guardians and troop committee on a regular basis.

Know Service Unit and Council emergency procedures.

Promote and support troop participation in Council product sales, Family Partnership and other money-raising efforts. Be aware of financial responsibilities for product sales.

Be willing to accept girls from the waiting list.

Make efforts to include Service Unit and Council events in yearly calendar.

Ensure that other troop/group adults are registered and screened as appropriate.

QUALIFICATIONS:

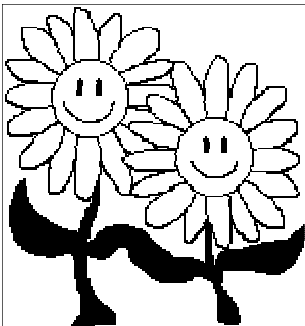
Registered and volunteer approved Girl Scout (at least 18 years of age) who exhibits the prime qualities of the Girl Scout Philosophy.

Must complete the volunteer application process.

Attend all position related training provided by the council within the required time of accepting a leadership position.

Ability to work with people of diverse backgrounds.

Possess good communication skills.



Meet My Daughter

This form is designed to give your daughter's troop leader additional information about your daughter that is not included on the health history form. We hope this will help make your daughter's time in Girl Scouts happy, rewarding, and exciting.

Dear Troop Leader,

My daughter, _____ is excited about being a Girl Scout, and so am I. This is her first year in your troop and I want you to know a little more about her, so meet my daughter:

My daughter is most happy when...

She is unhappy when...

She gets excited about...

She is afraid of...

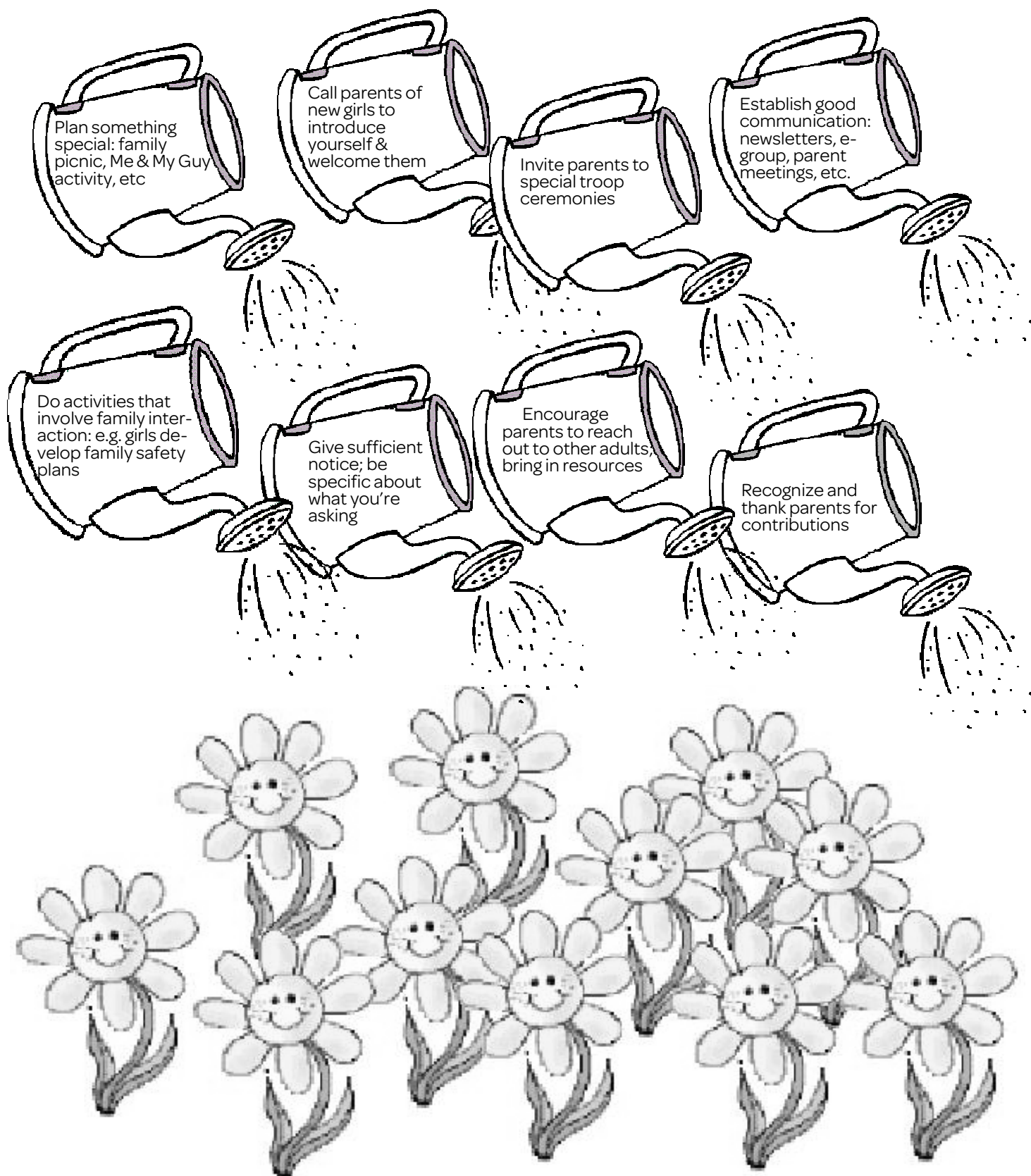
This year in her Girl Scout troop, she is looking forward to...

She might have the following special needs during Girl Scout activities:

My additional comments:

Parent/Guardian Signature _____ Date_____

HOW TO GET AND KEEP PARENT SUPPORT



REGISTRATION PROCESS

Use "How to Register Your New Troop" (received at your Welcome Session in your new troop packet) and "Use Troop Hub to Register": available at www.GirlScoutsNorCal.org/troop_hub_new_members

These are step-by-step guides which will guide you through the process of registering the girls and adults in your troop.

1. Get Ready

- Complete Volunteer Screening
- Obtain a Troop Number
- Open a bank account
- Register YOURSELF and request "01" status www.GirlScoutsNorCal.org/eBiz
- Have all completed girl and adult Membership Forms and Family Partnership Donations

2. Deposit the money

- All cash and checks are deposited in troop account (credit card info will be entered into eBiz computer registration system).

3. Girl Membership Forms

- Girl Membership Forms (in new troop packet or www.GirlScoutsNorCal.org/membership)
- Girl Health History Forms www.GirlScoutsNorCal.org/forms
Remember that the Health History form is a private document and should be viewed on a "need to know" basis only! Keep in a secure place.
- Family Partnership Donations

4. Adult Membership Forms

- Adult Membership Forms (in new troop packet or www.GirlScoutsNorCal.org/membership)
It is not mandatory for every adult to register, however, troop/group must purchase additional insurance to cover non-members who participate in activities

5. E-mail your Service Unit Registrar and CDD

Confirm that you have completed the registration process

FOR INFORMATION ABOUT WHICH ADULTS MUST REGISTER AND/OR COMPLETE THE VOLUNTEER SCREENING PROCESS, USE THE COUNCIL RESOURCE GUIDE PAGES 7-9

Let's Practice! Answers

1. Register, Screening 2. Register, Screening 3. Register or purchase additional insurance, Screening 4. None, 5. Register, Screening 6. No screening if participating in activity, registration or additional insurance required, but if attending as an audience member or just "to watch", then none. 7. Register, screening 8. None

SCREENING IS A TWO STEP PROCESS:

1. Volunteer Application (online form)
2. Fingerprinting or Electronic Background Check

Let's Practice!

For each of the situations below, please state if the person must register as a member and/or complete the volunteer screening process (please circle if needed):

- | | | |
|--|----------|-----------|
| 1. Cookie Manager | Register | Screening |
| 2. Troop Leader | Register | Screening |
| 3. Attending overnight | Register | Screening |
| 4. Troop/Group Phone Tree Volunteer | Register | Screening |
| 5. Driver | Register | Screening |
| 6. Attending meeting (not counted as minimum number of adults in adult to girl ratio as on CRG: VE page 15/63) | Register | Screening |
| 7. Attending meeting, counted as adult supervising girls as on CRG: VE page 15/63) | Register | Screening |
| 8. Troop/Group Snack Coordinator | Register | Screening |

HOW TO ASK FOR FAMILY PARTNERSHIP DONATIONS

One of the easiest ways to ask for a Family Partnership donation is to tell a story – a personal one from an adult or a girl. The formula goes like this:

1. Incident – Tell an engaging story (3 minutes)
Describe one of your most memorable incidents in Girl Scouting & why it means so much to you.
2. Action – Make a call to action (30 seconds) "Please support our Family Partnership Campaign by making a gift at one of the listed levels..."
3. Benefit – Tell them how it is beneficial to the audience (30 seconds) "Your gift will help more girls to have this amazing experience in Girl Scouts."

This is a four minute story with a "short and sweet" approach. No need to ramble on with the Action & Benefit. Ask and be silent! In small groups, parents who are moved by the story will sometimes feel comfortable sharing their own personal experience or even one of their daughter's experiences, thus enforcing the value and outcomes of supporting Girl Scouting.

Remember that the \$12 registration dues goes to GSUSA—our council needs support, too. It costs about \$300 per girl to provide Girl Scouting, and the council only collects about \$240 per girl in program fees and product sales proceeds. This leaves about \$60 per girl.

REGISTRATION FORMS: ONLINE OR PAPER

After you complete the online registration process, e-mail your Service Unit Registrar and your CDD to let them know you are finished, and give them the total number of girls and adults registered for your troop/group.

			ONLINE REGISTRATION				OFFLINE (PAPER) REGISTRATION		
			Copy to SU Registrar	Copy retained by Troop/Group	Sent directly to local council office	Form not needed	Copy to SU Registrar	Copy retained by Troop/group	Sent directly to local council office
Girl Forms	Girl Registration Forms	Enter Registration info on Registration Summary, Membership Dues and Family Partnership info on Membership Dues Summary		X			X	X	
	Family Partnership Form	Enter donation amount on Girl Membership Form if not done by parent					X		
	Girl Health History	Parents complete and sign (forms kept in secure place)		X				X	
Adult Forms	Adult Registration Forms	Enter Membership info on Registration Summary (all contributions to Family Partnership should go on girl membership form)		X			X	X	
	Volunteer Application	Adults complete online form: www.GirlScoutsNorCal.org/screening			X				X
	Driver Form	Volunteers who will drive girls complete this form. Troop checks dates on Driver's License and Proof of Insurance. Troop retains form and updates on an ongoing basis		X				X	
Summary Forms	Bank Deposit Receipt	Online Reg: Deposit all money into troop account Offline (paper) Reg: Deposit council portion into council registration account, remainder into troop account		X			X	X	
	Membership Dues Summary	Includes information about where and how often the group will meet, and tallies registration & money				X	X	X	
	Troop Registration Worksheet	Worksheet summarizes all money received—should balance with deposit				X	X	X	

Don't Forget:

Black out, or cut out and shred, the credit card numbers on membership or Family Partnership forms after you have input them using online registration.

For information about safeguarding members' personal information, CRG: VE page 94

For information about how long documents should be retained, CRG: VE page 95

GIRL SCOUTING AS A NATIONAL EXPERIENCE

1. CRG Page 27: There are _____ keys to leadership, and girls have an opportunity to _____ who they are and what they value, _____ with others, and _____ to make the world a better place.
2. Through activities using these keys, girls build _____ skills in Girl Scouting. There's a leader in every girl!
3. CRG Page 28: Adults work with girls using the three Girl Scout processes: _____, where girls take an active role to decide what, where, when, why, and how they'll structure activities. _____, where girls engage in an ongoing cycle of action and reflection, and _____, where girls work together on a common goal and they have an opportunity to share knowledge, skills, and experiences. HOW we do things in Girl Scouting is just as important as WHAT we do.
4. CRG Page 29: One of the leadership keys to is helping girls to Take Action. Take Action projects are a sustainable solution that addresses the _____ of a need or problem.
5. So, how do you do all that? _____ are the core program resource. The leadership keys, Girl Scout processes, and a step by step guide to helping girls do a Take Action project is included in each one.
6. CRG Page 31-33: How many journeys are available for your girls?

You can use the Jump to Journeys patch to help you help your girls to choose which journey they would like to work on. <http://bit.ly/qXdNQA>

7. CRG Page 30: Journey activities and award requirements are found in the Sample Sessions in the _____
8. Journey activities should be done in order. But activities may be customized by
 - _____ activities,
 - _____ activities, or
 - _____ activities.

No matter how you may decide to customize journey activities, it's important to think about what the girls will get out of the activity and stay within the spirit of that activity.

9. CRG Page 34: In addition to the girl books and adult guides for each leadership journey, girls at every grade-level have a _____ which includes awards/badges, handbook, and My Girl Scouts sections.
10. CRG Page 35: Each badge has _____ steps and _____ choices for each step.
11. List the page numbers for one-three most useful pieces of information on CRG pages 36-45.

Word List:

adding in	girl-led	root cause
adult guides	Girl's Guide to Girl Scouting	substituting
choose	journeys	take action
connect	leadership	three
cooperative learning	learning by doing	three
discover	leaving out	
five		

ENGAGING GIRLS AT ALL GRADE LEVELS

- _____1. CRG page 46: Property owners and renters have legal liability whenever Girl Scout or other visitors are on the property, and should have...
 - _____2. CRG page 46-47: A volunteer is legally unable to sign a contract ...
 - _____3. CRG page 48: The Girl-Adult Partnership...
 - _____4. CRG page 48: *Transforming Leadership* ...
 - _____5. CRG page 52: The elements of creating a safe space for girls are ...
 - _____6. CRG page 53: Sensitive issues are subjects that may be deeply rooted in beliefs and values...
 - _____7. CRG page 54: When Girl Scout activities involve sensitive issues, your role ...
 - _____8. CRG page 55: A Brainstorm Graffiti Sheet and a "What We Like to Do Collage" are ...
 - _____9. CRG page 55: Changing buddies frequently or choosing secret pals are two ways to ...
 - _____10. CRG page 56: Changing activities frequently and using kaper charts to assign responsibilities are ways to ...
 - _____11. CRG page 57: A marble jar and using a talking stick are examples of ...
 - _____12. CRG page 57: If a girl is acting out or behaves inappropriately, it can be a symptom of ...
 - _____13. CRG page 57: If the thought crosses your mind and you think there is a possibility that a girl is being emotionally or physically abused, this means that ...
 - _____14. CRG page 58: "You" statements may make a person feel defensive. "I" statements ...
 - _____15. CRG page 58: There are sample handouts to send home to parents/guardians ...
 - _____16. CRG page 60: Each girl is welcome in Girl Scouting, without regard to...
 - _____17. CRG page 60: People first language...
- A. In the Adult Guides of each journey and www.GirlScouts.org/program/journeys
 - B. Positive reinforcement techniques
 - C. Or are controversial topics
 - D. Allows girls to benefit from the guidance, mentoring and coaching of caring adults.
 - E. Helps adults determine what is "age appropriate" development in girls in reaching the 15 outcomes.
 - F. Prevent behavior problems and interpersonal difficulties between girls.
 - G. Adequate homeowners or renters insurance if Girl Scout meetings or activities will be held there.
 - H. Two ways getting ideas from the girls on what they are interested in or what they'd like to do
 - I. Is that of a caring adult who can help girls acquire their own skills and knowledge in a supportive atmosphere, not someone who advocates any particular position.
 - J. Socioeconomic status, race, physical or cognitive ability, ethnicity, primary language, or religion.
 - K. Recognizing and supporting each girl, promoting fairness, building trust, managing conflict, inspiring open communication, and communicating effectively with girls.
 - L. Tell someone what you need from her or him.
 - M. Puts the person before the disability.
 - N. You suspect child abuse, and you should consider yourself morally responsible to report it. You can report directly, or contact your CDD or other council staff member for assistance.
 - O. Emotional or physical abuse.
 - P. Build "sisterliness" within the troop/group in order to develop teambuilding skills.
 - Q. If it lists "Girl Scouts", a troop, or service unit as responsible for payment, taking care of a site, liability for damage, or insurance because troops and service units are not legal entities.

ANSWERS:

1. G 2. Q 3. D 4. E 5. K 6. C 7. I 8. H 9. P 10. F 11. B 12. O 13. N 14. L 15. A 16. J 17. M

BUDGET WORKSHEET

(use for yearly, monthly, and activity budgets)

	Budget	Actual
A-Ending balance from prior year		
Income (attach explanations and detail for each item)		
Troop/Group Dues	\$ _____	\$ _____
Fall Sale Profit	\$ _____	\$ _____
Cookie Sale Profit	\$ _____	\$ _____
(Over \$250 through council) Donations/Contributions	\$ _____	\$ _____
Fees collected for Events/Activities	\$ _____	\$ _____
(use Money-Earning App Form) Money-Earning Activities:	\$ _____	\$ _____
(great idea to have girls responsible for small amounts of \$) Dues	\$ _____	\$ _____
_____	\$ _____	\$ _____
Misc. Income (specify):	\$ _____	\$ _____
_____	\$ _____	\$ _____
B-Total Income	\$ _____	\$ _____
-----	-----	-----
		-
C-Grand Total (A+B)	\$ _____	\$ _____
-----	-----	-----
		-
Expenses (attach explanations and detail for each item)		
National membership dues	\$ _____	\$ _____
Snacks and room rental	\$ _____	\$ _____
Activity and Event Expenses-Fees Paid	\$ _____	\$ _____
Activity and Event Expenses-Other	\$ _____	\$ _____
Troop Supplies	\$ _____	\$ _____
Awards and Recognitions	\$ _____	\$ _____
Service Projects	\$ _____	\$ _____
Product Sale Losses (unsold product)	\$ _____	\$ _____
Other Misc. Expenses (specify)	\$ _____	\$ _____
Handbooks, Try-It/Badge Books, Journeys	\$ _____	\$ _____
GS Classes for Adults (First Aid, Camping)	\$ _____	\$ _____
D-Total Expenses	\$ _____	\$ _____
-----	-----	-----
		-
E-Ending Balance (C-D=E)	\$ _____	\$ _____
-----	-----	-----
		-
Reconciliation of Funds/Account		
Total balance on last bank statement		\$ _____
Total Outstanding Deposits		+ _____
Total Outstanding Checks		- _____
Total Troop/Group Cash Held		+ _____
Total Funds (should equal line "E")		\$ _____

FINANCIAL REPORTING

How would you feel if this was what the parents in *your* troop/group were thinking?

1. My daughter sold 862 boxes of cookies, but I really don't know how that money was spent.



2. I can't believe that the leader spent all that money buying those flower arrangements for the Investiture ceremony.



3. My daughter paid her dues every week, but I bet a lot of girls didn't pay. That's not fair!



4. I know our group earned \$640 in cookie money this year, but I sure don't think it was spent on the troop— they didn't do that much.



5. Hmmm... that Girl Scout leader has a new car again this year. I wonder how she was able to afford that?!?



The Annual Troop/Group Finance Report must be filed each year by **June 30**. It is highly recommended that you provide a copy at least annually to the families in the troop—more often is even better.

It's a good idea to become familiar with the form so that it will help you to organize your records.

Luckily, that never has to happen to you!

What is the best way to avoid having your group's finances called into question?

- A. Keep good financial records, including receipts
- B. Involve girls (and sometimes parents) in financial decision-making
- C. Report on group finances regularly to girls and families
- D. Follow guidelines in *Council Resource Guide: Volunteer Essentials*
- E. All of the above!

Remember! The money belongs to the troop/group, and the girls should be involved with decision about how to spend it, and know what the troop's financial situation is. Talk with them on a regular basis about it.



MEETING PLANNER DATE:-----

TIME	Mins	ACTIVITY	WHO	MATERIALS	NOTES
		PRE-OPENING			
		OPENING			
		BUSINESS • • • •			
		PROGRAM ACTIVITIES			
		CLOSING			

Refreshments:-----

Parent Help:-----

TAMING THE PAPERWORK: BASIC TROOP FORMS

PAPERWORK	RESPONSIBLE PERSON	WHERE TO GET FORM	WHEN TO DO/HOW OFTEN
Girl & Adult Membership Forms Registration of girls and adults	Troop Registrar	<ul style="list-style-type: none"> •New troops: New troop packet •Returning troops: registration packet 	YEARLY <ul style="list-style-type: none"> •Begin (and complete) the process at the first parent meeting •Troop Registrar collects all forms and files with the Service Unit Registrar
Girls' Health Histories	Troop Leader (or designated adult) keeps sealed copies—these should only be viewed by others when absolutely necessary	<ul style="list-style-type: none"> •New troops: New troop packet •Returning troops: registration packet 	YEARLY Forms should be reviewed/updated by parents every couple of months and before any overnight trips
Volunteer Application and Screening	Individual adults responsible for seeing that screening process is complete	<ul style="list-style-type: none"> •Online form •Council web site www.GirlScoutsNorCal.org/screening 	FINGERPRINTING: ONE TIME ONLY ELECTRONIC BACKGROUND CHECKS: EVERY THREE YEARS Volunteer should forward notification of clearance to troop leader.
Basic Troop Records <ul style="list-style-type: none"> •Dues Records •“Awards Earned” 	Leader or girls (as part of kapers or rotated duties)	Lots of forms are available on the council website	ONGOING Each troop meeting or as necessary
Product Sales <ul style="list-style-type: none"> •Order forms, etc. •Awards records 	Troop Product Sales Manager(s) (Many troops have separate managers for fall and cookie sales)	Service Unit meetings	Sales managers will receive training within the service unit on the use of forms, record keeping, timelines, financial procedures, etc.
Annual Troop/ Group Finance Report	Troop Treasurer	<ul style="list-style-type: none"> •Council web site •Usually distributed at service unit meetings 	BY JUNE 30 OF EACH YEAR Submit to the Service Unit Treasurer or person designated in the service unit
Driver Information <ul style="list-style-type: none"> •Driver's License copy •Proof of insurance •Driver Info Form 	Trip Coordinator keeps Driver Info Form and updates as necessary when individuals' licenses or insurance cards expire	Council web site	YEARLY & ONGOING Check latest insurance card and note on Driver Info Form (update as needed)
Troop Trip Folders	Trip Coordinator	Assemble and keep to update for each trip	EACH TRIP Assemble the folders, then update for each trip
Permission Forms or Annual Permission forms	Trip Coordinator	<ul style="list-style-type: none"> •Council's version: on Council web site •Or make your own using council wording 	WHEN MEETING AT A DIFFERENT TIME OR LOCATION, High-Risk, Sensitive Issues Hand out week or two before the 'trip' or activity. Collect prior to (safest) or day of trip
Trip & High-Risk Activity Approval Form	Trip Coordinator	Council web site	14 DAYS+ PRIOR TO TRIP File with the person designated within service unit

WHAT DO YOU NEED TO GET STARTED?

Books/Resources

- One Journey Adult Guide/Girl Book for adult or adult team (co-op troop/groups might wish to have more copies)
- Girl Book for that journey (ideally for each girl)
- Girl's Guide to Girl Scouting (ideally for each girl)
- Council Resource Guide: Volunteer Essentials (one was given in new troop packet, additional copies available for purchase at \$2 per copy at the GSNorCal stores or downloadable at www.GirlScoutsNorCal.org/crg)
- Access to electronic copies of Safety Activity Checkpoints at www.GirlScoutsNorCal.org/safety



Journeys

Girl's Guide to Girl Scouting



Uniforms & Insignia

NOTE: It is not required for girls to wear uniforms. However, many girls enjoy wearing them and having a place to display the awards they've earned. Check out the "Starter Sets" available at our council shops!

Uniforms & Clothing:

- For Daisies & Brownies—any combination of uniform components available at www.GirlScoutsNorCal.org/shop
- For Juniors and older—a vest or sash (wear with khaki bottom and white top)
- Optional for all girls and adults—lots of Girl Scout clothing: T-shirts, sweaters, sweatshirts, hats, etc.

Insignia:

For all levels:

- Council Identification Set for correct level
 - Membership Pin (for correct level—see CRG page 45)
 - World Trefoil Pin
 - Official 100th Anniversary Pin
 - Insignia Tab for correct level
 - Wavy Flag patch
 - Troop Numerals
- For Brownies and older:
- Troop Crest

When girls have earned journey awards or badges (petals or leaves for Daisies) they can be purchased and added. When girls bridge to the next level, they can earn a bridging patch.

Troop/Group Supplies

NOTE: Check out CRG: VE page 100 for ideas on how to organize troop records and supplies. Supplies needed vary with each group, but the items listed with "Troop Bucket or Plastic Bin—Always With the Troop" are a good basic list.

Additional Adult Learning

Course offerings and requirements are found on CRG: VE page 25. A most important part of your ongoing learning will be at your service unit meetings where you'll be able to connect with others for networking, sharing, problem-solving and support.

Registration Materials

- "How to Register Your New Troop" - given in New Troop Packet at Welcome Session or <http://bit.ly/qXdNQA>
- Girl Membership Forms—10 given in New Troop Packet at Welcome Session or www.GirlScoutsNorCal.org/forms
- Health History forms 10 given in New Troop Packet at Welcome Session or www.GirlScoutsNorCal.org/forms
- Family Campaign Brochures
- Adult Membership Forms—5 given in New Troop Packet at Welcome Session or www.GirlScoutsNorCal.org/forms

For offline (paper registration)


































- Troop Registration Worksheet
- Registration Dues Summary Form
- Wells Fargo Deposit Form

Evaluation

Your Service Unit _____ Facilitator _____

When/where you took this course _____

Please rate your readiness for the following: (circle)

	I don't get it	Need more info	I'm ready to try it
Communicating the benefits of the Girl Scout program to group families			
Finding resources and the support you need from within the GS organization			
Explain who needs to register to other group adults			
Developing your agenda for the first parent meeting			
Deciding what kind of adult help is necessary for running the group			
Registering your group for the first time			
Asking troop/group families to participate in the Family Partnership campaign			
Explaining the volunteer screening process to other troop/group adults			
Establish your troop/group financial record-keeping system			
How to plan your group meetings (meeting structure)			
How to use the Council Resource Guide			

(Use the back of this form if needed)

1. What information or techniques did you learn that will you be able to use with your troop/group?

2. Were your expectations met during this training? If not, what would you change?

3. Did your trainer focus on empowering you to use available resources, rather than just telling you what you needed to know?

4. I just want to say...

Your name (Optional) _____