

GS - KAPERS

Dividing Responsibilities & Opportunities

A Kaper is a job or chore that must be done. In Girl Scouting, a kaper chart is prepared which indicates all the jobs available and who is responsible for each one. In other words, a kaper chart is a way of dividing the jobs so that each girl has a part. The purpose of a kaper chart for housekeeping tasks at meetings, overnights or other activities is to help the girls become independent. Over time, this will reduce the dependency on adult directions. The girls need opportunities to practice using a kaper chart – reading the assigned tasks, learning how to do the tasks, and working together to accomplish a goal. To prepare girls for using a kaper chart, the troop leader should develop a kaper chart for use during troop meetings.

To make a kaper chart:

- 1. First decide which kapers should be included on the chart (make a list of tasks; write them on small pieces of paper so you can sort them and determine which can be grouped together).***
- 2. Determine whether the kapers should be handled by groups or individuals.***
- 3. If groups, determine the group size (buddies, patrols or other small groups) that is best for the kaper.***
- 4. Decide which specific tasks listed in # 1 will be combined to fit the work group. Take the small pieces of paper and sort them into piles according to tasks that will be done by each group.***
- 5. If desired, give work group names and/or symbols for the chart.***
- 6. Decide what type or style of chart (grid, wheel, table,...) to use; the chart should be a graphic representation of delegated responsibilities:***
 - Eye-catching charts create interest. Post in plain view prior to meeting or activity.***
 - Help the girls form the habit of checking the chart, at the beginning of a meeting or trip, to determine their job.***
 - Include a list of kaper tasks for each individual/group.***
- 7. Determine how to rotate or assign kapers. Each girl should have an opportunity to do tasks that she considers fun as well as non-desirable kapers.***

Things to think about:

- Kaper groups allow leaders to mix the girls in different ways.
- Typically, groups would stay together for a few times and then are mixed up again.
- Sometimes, however, girls are rotated more often to give them an opportunity to meet lots of different girls and avoid cliques.
- Sometimes, troops use a combination of kaper charts for different functions.
- Make sure girls have time to finish their kaper before starting exciting group activities – you do not want anyone to miss part of the event because they are completing their kaper.

Don't forget: You can have kaper charts for adults too!

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KAPERS FOR INDIVIDUALS

Choose the kapers that work for your troop.

Opening Kapers:

- Promise leader
- Law leader
- Flag holder(s)
- Flag ceremony
- Bridge of Silence (2) - These girls make a bridge prior to the flag ceremony and everyone files through underneath, when the girl passes under she stops talking.

Business Kapers:

- Secretary - attendance
- Treasurer - dues

Miscellaneous Kapers:

- Line leader - hands out craft supplies
- Game Girl - chooses a game
- Song Singer - chooses a song
- Share Bear - gets to tell a story of their choice

Miscellaneous Kapers (continued):

- Historian - takes 3-4 photos at each meeting
- Floater - fill in case someone is absent
- Free - no job this time

Snacks Kapers:

- Bring/pass snack, drinks, lead grace

Clean Up Kapers:

- Push in chairs or stack them
- Queen of Clean - cleans up after snack
- Kaper Keeper - move kaper assignments at the end of the meeting

Closing Kapers:

- Friendship Fairy - starts the friendship squeeze
- Out Scout - Troop closing ceremony

KAPERS FOR GROUPS

You may not have all of these jobs so choose the ones that work for your troop size and needs.

Opening: Choose and lead the opening. Will it be a flag ceremony, a favorite game or song, the Promise, or any other opening ideas?

Business Assistants: Pass out and collect papers, take attendance, collect dues.

Passers: Pass out any supplies during the meeting.

Clean Up: Everyone cleans, but these girls make sure it gets done.

Closing: Choose and lead the closing. Will it be a song, talking about living the Promise, Friendship Circle?

Even the youngest girls can and should be responsible for the chores involved in running their troop. They can also be taught that doing these kapers is fun!

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The samples below are very general Kaper charts for overnight/camping events:

Friday Night

	Give out snacks	Give out drinks	Pick up all trash	Wash table	Sweep floor
Girls					
Helping Adults					





Saturday Morning

	Hoppers – set table in Dining Hall	Return dishes to dishwashing area	Wash Table	Sweep Floor
Girls				
Helping Adults				

Building Cleanup

	Sweep Floor	Clean toilets/sinks	Stack tables chairs/benches	Wash Floors	Litter
Girls					
Helping Adults					

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KAPER CHART FOR MEALS						
	Job	Breakfast Saturday	Lunch Saturday	Dinner Saturday	Snack Saturday	Breakfast Sunday
CHOP-FIRE						
SLOP-COOKS						
HOP-HOSTESS						
MOP-CLEAN UP						

Chop - Fire

Tie Hair Back
Wear Gloves
Prepare fire circle
Fill fire buckets
Lay Fire
Light Fire
Tend Fire
Put out Fire
Replenish firewood

Slop - Cooks

Wash Hands
Tie Hair Back
Post Menu
Pick Up Food
Prepare food for Cooking
Dispose of trash - recycle
Cook food
Pack up leftovers
Clean up food prep area
Set cookware to soak

Hop - Hostess

Clean and set table
Make a centerpiece
Lead grace (optional)
Invite adults to meal
Put away condiments
Dispose of food not eaten
Wash leader's dishes

Mop - Clean-Up

Heat Dishwater
Set up dishpans
Fill dishpans
Clean Table
Check trash can
Clean Cookware after everyone is done with their own dishes
Dispose of dishwater
Clean & dry dishpans