



Western Washington Service Unit #440

# Troop 55555 Handbook 2010-11

Presented at Parent Meeting November 3, 2010

Leader Jane  
11/2/10



Girl Scouts USA - Girl Scout Western Washington - Junior Troop 55555

2010-11 Handbook

Parent Meeting, November 3<sup>rd</sup>, 6 PM

Dear Parents,

Welcome back to another year of Brownies! We are excited to embark on our second year for Troop 55555. Your leaders are:

Leader Jane - Leader  
Street  
City, Station, Zip  
Phone:  
Cell:  
Email:

Leader Alice - Leader  
Street  
City, Station, Zip  
Phone:  
Cell:  
Email:

We have many exciting plans for this year including fun, informative meetings, cool field trips and the great adventure of cookie sales!

The key to a successful troop is parent participation. We require parents at every meeting, field trip and event. It is a great way to share the scouting adventure with your girls. We thank you for your continued support of this program and we look forward to a great year!

Happy Scouting!

Erin and Laura

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This Handbook will serve as your guide to basic principles and policies for our troop. Please read it and forward any questions/comments to Leader Jane at [roon888@msn.com](mailto:roon888@msn.com) or 425-557-8347.

## **I. Focus for 2010-11**

For 2010-11 we will continue to drive activities to meet the four program goals of the Girl Scout program:

- 1) Girls will develop to their full potential. Girl Scouting will:
  - a. Foster girls' feelings of self-acceptance and unique self-worth
  - b. Promote girls' perception of themselves as competent, responsible and open to new experiences and challenges.
  - c. Offer girls opportunities to learn new skills.
  - d. Allow girls to utilize and practice talents and abilities.
  
- 2) Girls will relate to others with increasing understanding, skill and respect. Girl Scouting will:
  - a. Help girls develop sensitivity to others and respect for their needs, feelings and rights.
  - b. Promote an understanding and appreciation of individual, cultural, religious and racial differences.
  - c. Foster the ability to build friendships and working relationships.
  
- 3) Girls will develop a meaningful set of values to guide their actions and to provide the foundation for the sound decision-making.
  - a. Help girls develop meaningful values and ethics that will guide their actions.
  - b. Foster an ability to make decisions that are consistent with the girls' values and that reflect respect for the rights and needs of others.
  - c. Empower girls to act upon their values and convictions.
  - d. Encourage girls to reexamine their ideals as they mature.
  
- 4) Girls will contribute to the improvement of society through the use of their abilities and leadership skills, working in cooperation with others.
  - a. Help girls develop concern for the well being of their communities.
  - b. Promote girls' understanding of how the quality of community life affects every member of society.
  - c. Encourage girls to use their skills to work with others for the benefit of all.

We will achieve this through executing the following:

- 1) Working through various try-it (badge) programs in the Brownie program
- 2) Performing Community projects
- 3) Educational Field trips
- 4) Lot of FUN and LAUGHTER!

## **II. Registration, Medical/Release Forms and Dues**

There are required forms and dues to participate in the Brownie adventure. These forms are provided and maintained by the Troop Leader. The Troop Leader is also Treasurer for all Troop funds. A copy of the Troop financial statement is available from the Troop leader at any time upon request. Some forms involve a registration fee. In the form description, we include the fee amount and how to make out the check.

The required forms are:

- [Registration Form for Scout](#) - (\$12 registration fee, checks payable to xxxx). Basic scout information like address, phone etc. Before participation can occur in any Brownie event, including meetings, this paperwork must be completed.
- [Meeting Permission Form](#) – Includes a health and vaccine history. Required for participation in Brownie events/meetings.
- [Registration Form for Parent](#) - (\$12 registration fee, checks made out to xxxx). Basic information form. We will need parent assistance throughout the year, and, per Girl Scout insurance, all parent helpers must be registered.
- [Transportation Form](#)– Required for all parents who may, at any time, help with driving during any event.
- [Troop Dues](#) – (\$125 Dues fee, checks made out to Troop 55555). All troops require troop dues in order to cover the cost of badges, patches, events and field trips. We will be collecting this at Parents Night with the registration forms.

## **III. Meeting Dates/Locations/Events**

Troop 55555 schedules are scheduled as detailed below. We will attempt to adhere to the schedule as much as possible, however, due to leader travel, we may need to change some dates. We will provide as much notice as possible in the case of a cancel or date movement.

Meetings are held from 6:15 – 8:15 PM in the MPR room at the school. I have been informed that the best entrance will be through the playground behind the school. Parents are responsible for transportation to and from the meetings unless other arrangements are

made (ex: if you have a child a Coyote Club, we can arrange to pick your child up for Girl Scouts). **Parents are requested to pick the girls up promptly at 8:15 PM.** If you are not able to pick-up your daughter on time, please call the leader on her cell phone as soon as possible. We can only sign girls out to a parent or a previously approved guardian. If you will not be picking up your daughter you must provide the Meeting Leader with advance notice. We can't release your daughter without previous approved permission between the Meeting Leader and the Parent.

Meeting Dates
November 17
December 15
January 5
January 26
February 16
March 9
March 30
April 13
May 4
May 25
June 8

#### **IV. Uniforms**

Troop 55555 has elected to use the Junior Sash as our uniform to represent ourselves as Junior Scouts. The girls are expected to wear their sash the day of meetings and to all events. We recommend each parent purchase a sash and insignia for the Scout. There will be a one-time trip to the Seattle Girl Scout Store by the leader, and any parent who has submitted an order and check, can have the uniforms purchased for them. If not, parents can also visit the Seattle Store to purchase uniform requirements at:

##### **Bellevue Girl Scout Store**

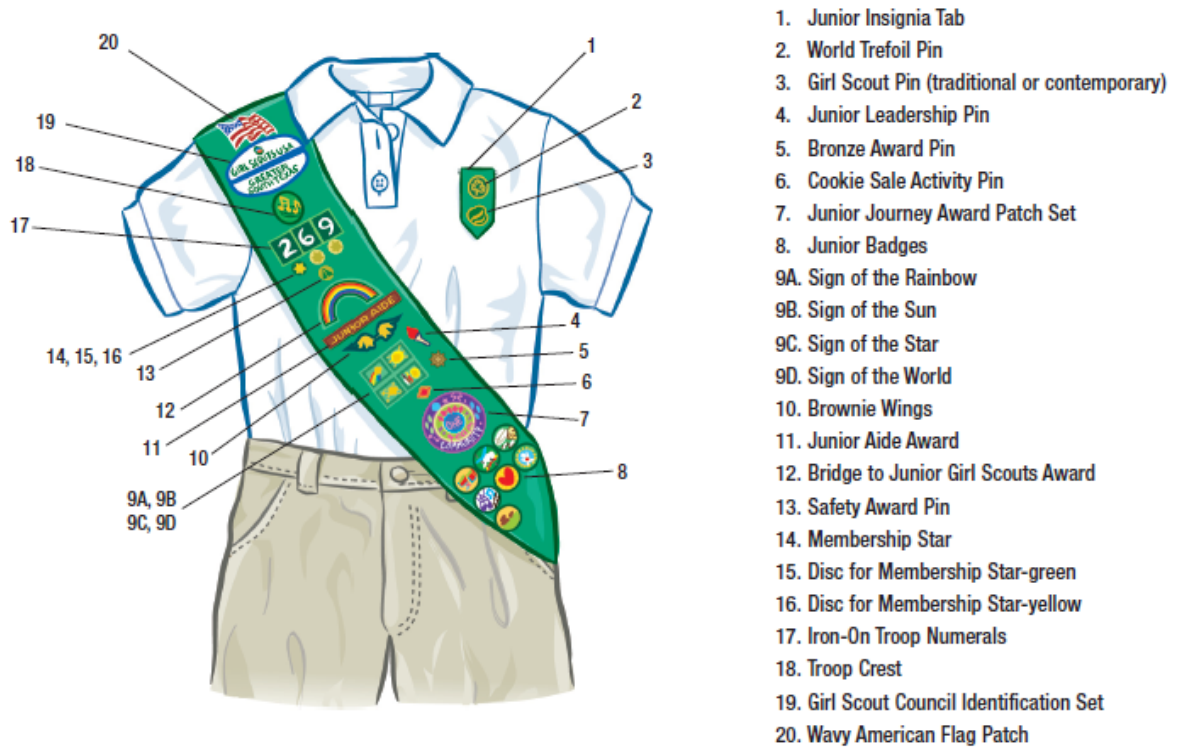
include store address

The shop manager can assist you with your purchase. The following is a checklist of requested uniform elements for starting:

Uniform Piece	Description	Price
Sash	One Size Green sash	\$6.00
Troop Insignia Tab (1)	Green Pin Tab	\$2.50
World Trefoil Pin (2)	Gold/Blue Trefoil Pin	\$3.60
Girl Scout Pin (3)	Contemporary Pin	\$2.00

Membership Star (14)	Gold Star – one for each year, \$1 each	\$2.00 EA
Rainbow (12)	Rainbow Patch (received last year)	\$1.25
Crest (18)	To be selected by Troop at first meeting	\$0.95
Flag (20)	Flag Patch	\$1.75
Troop Numerals (17)	5-2-9-5-2 (5 numerals, \$1.25 EA)	\$6.25
Council Identification Set	Western Washington Identification	\$4.00
Brownie Wings	Fly to Juniors Patch	\$0.85
<b>TOTAL</b>		<b>\$31.15</b>

## Girl Scout Junior Sash



More information can be found at:

[http://www.girlscouts.org/program/gs\\_central/insignia/where\\_to\\_place/junior/#](http://www.girlscouts.org/program/gs_central/insignia/where_to_place/junior/#)

PLEASE NOTE: Please keep the top front of the sash free and open as you see in the picture above. We will be filling in leadership pins, etc, as we move forward. Please start the placement of all “official” badges down near the hip and then down the back of the sash at the top as we progress. “Fun” badges, or participation badges, will be on the back of the sash, and start at the bottom.

We estimate other badge costs to be approximately \$45 per girl for the year.

## **V. Policies**

In order to maintain a safe and productive environment for a successful program, we have instituted the following policies. We ask that you please familiarize yourself, and your scout, with these policies.

- 1) Make-Up – Badges – When a child misses a meeting, field trip or activity that contributes to earning a badge, it will be the parent’s responsibility to work with the meeting leader to develop a program to make-up the badge. It will also be the parent’s responsibility to follow-up with the leader when the make-up activity is completed. This year we will award badges for completed work only.
- 2) Lost badges – If a badge is lost, it will be replaced at a cost to the parent. Parents can make arrangements, in advance, with leader to pick-up new badge. Payment is expected when badge is delivered.
- 3) Individual Behavior Issues – We all know that some days just aren’t our best days. Sometimes a bad day can carry over into the Junior meeting. When this happens, we will do all we can to help the scout acclimate to the meeting environment. If this is not possible, we will need to take additional modification steps. These steps will progress as follows:
  - a. Step 1 – Leader/Co-leader will address scout asking politely for behavior to stop.
  - b. Step 2 – Leader/Co-Leader will take scout aside and discuss behavior, explaining how it is impacting the other girls and request acknowledgement of understanding and an apology.
  - c. Step 3 – Leader/Co-Leader will ask scout to sit in a chair away from the meeting for a short period of time to consider actions/apology. We will revisit after 10 minutes. If, at that time, scout is not able to work through issue, we will call parent and have scout sit out remainder of meeting until parent arrives.

Any issue that reaches step 3 will be discussed in-depth with the parent. Step 1 and 2 issues will not be discussed with the parent, but the parent can call the leader at any time if they would like discuss something after talking to their daughter.



- 4) Issues between Scouts – Sometimes girls may not address each other in an appropriate manner. When this happens in a scout environment, we need to address the behavior to maintain respect between the girls. We will follow the following steps to correct these behaviors:
  - a. Step 1 – Leader/Co-leader will take scouts aside and walk through issue. We will ask the girls to consider each other’s point-of-view and feelings. We will attempt to resolve issue and request an apology from each of the girls.
  - b. Step 2 – Leader/co-leader will ask scouts to sit out for ten minutes. At that time we will revisit the issue and attempt to resolve and produce an apology exchange.
  - c. Step 3 - If both scouts are unable to resolve issue, both will sit out the rest of the meeting, and parents will be notified. If one scout is willing to resolve, but the other is not, the scout willing to resolve will be invited back to meeting and we will ask the other scout to sit out and call her parents.

Any issue that reaches step 3 will be discussed in-depth with the parent. Step 1 and 2 issues will not be discussed with the parent, but the parent can call the leader at any time if they would like discuss something after talking to their daughter.

## **VI. Communications**

Troop 55555 will use email as the primary communication vehicle. The emails can come from Leader Jane or Laura Hardy, and Donna Hentges when cookies start. Please make sure all spam filters are set to receive these emails.

Both leaders work full-time and manage a number of activities outside of Girl Scouts. We humbly request that you check your email regularly (daily/every other day) and that you respond as quickly as possible to any and all requests. If we have not heard from you, we will follow-up as much as possible, but can’t guarantee we will be able to reach you on every non-responded email. Please check the email address we have on file for you and ensure it is correct. If this is not the right email, or if your email changes during the year, please notify Leader Jane at *insertemail* immediately.

We will attempt to converse as much as possible about the activities the girls are doing. Events will be easy to track, meetings a little harder, but we will make every attempt to inform you of our agenda and what we are working on as often as possible. We would like to express our strong desire to foster open communication between leaders and parents

throughout the year. We are always open to suggestions and ideas for improving any aspect of our program. Please feel free to email or call LeaderName at *insertemail* or *insertphone* with any ideas or concerns. We look forward to hearing from you.

## VII. Parent Involvement

Our troop is 10 girls strong and throughout the year we are dependent on parent involvement to deliver a successful program. We need your involvement as:

- 1) **Meeting/Snack Parent:** We need one parent at every meeting. This parent will be responsible for the snack for the meeting, facilitating meeting projects and clean-up. A sign-up sheet will be presented at the Parent meeting. We would like every parent to participate in two meetings throughout the year. We understand that some parents work and it may not be possible to participate at the meetings. Have no fear – there are other opportunities for you to help out! Parents will be reminded one-week before the meeting about their snack and meeting commitment.
- 2) **Field Trip Parent:** In order to make our field trips possible, we will need to have licensed and insured drivers that can help transport girls to and from the field trip. We are planning field trips this year, and, with the size of our troop, we will need 2-3 additional drivers. **Every family is required to help drive on at least 1 field trip throughout the year.** We will ask for volunteers as each field trip approaches. As a driver, you are required to provide a copy of your license and insurance. Field trips often require snacks and we will assign snacks to parents as needed.
- 3) **Cookie parent** – We request that every parent plan on supporting their child in at least two cookie events this year along with your individual sales efforts. We will notify you of these events as we get closer to the cookie event. **Our Cookie Mom this year is Donna Hentges.**
- 4) **Adhoc/Other** – As the year progresses there are many opportunities that present themselves. We will notify everyone when these opportunities arise.
- 5) **Camping** – camping will be a 1:1 ratio, meaning we will request a parent for every girl attending for the outdoor camping events. Indoor events will follow the regular Safety Wise policies.

## VIII. Snack Guidelines

Every family will be asked to provide a snack for two meetings and some field trips. A meeting snack consists of a drink and a small portion of healthy food. We request that you follow the district nutritional guidelines when providing a snack. Soda and candy are not

acceptable for snack and will only be used at special occasions. Snacks can be homemade. We will reconfirm any allergies at our Parent meeting and add an allergy alert to this document.

Acceptable snack examples are:

Drink: Water, juice, Gatorade, lemonade. Drink can be in individual boxes or served from a large container. It should be properly chilled.

Food: Pretzels, Teddy grahams, popcorn, goldfish, sunflower seeds, fruit, vegetables, cookies, and brownies (see school nutritional guidelines for these items). Fruit/veggies should be washed and ready to eat.

Any cups, plates, utensils and napkins needed should be provided by the snack parent.

## **IX. Field Trips**

Throughout the year we will offer field trip opportunities. Some of these field trips will be held in lieu of meetings, some will be held on non-meeting days. We will attempt to provide FULL field trip details to parents at least one month prior to the field trip. Some field trips may have a shorter turnaround time and we request you attempt to respond as quickly as possible.

We have just one field trip permission process this year for day Trips. You will fill out this paperwork at the Parent Meeting. All overnight trips will require additional paperwork and will be filled out on an individual basis. A scout will not be permitted to attend any field trip where a permission slip is not on file.

Parents will be asked to participate in field trips. We will require driving support for all field trips. Parents will be required to provide a copy of their driver's license and insurance card. We will also request that driving parents stay and help with the meeting. We will cover the cost of the parent attendance as often as possible.

At this time, we anticipate all field trips to depart from and return to Cascade Ridge Elementary school. We request that all scouts are on time for the departure as many field trips are time sensitive.

## **X. Cookie Sales**

Selling cookies is an important part and tradition of the Girl Scout experience. We strongly encourage all girls to participate in the activity. As a troop, we will try and meet the Council's requested goal and we will need everyone's involvement and efforts in order to

succeed. We will work with the girls to select a troop reward activity for our anticipated great success.

This experience is much more than delicious treats and fund-raising. The Girl Scout Cookie Activity is a fun tradition that forms values and skills that will shape your girl's future. The program helps girls:

- learn the power of goal-setting
- develop self-confidence
- learn early business skills
- reach her potential
- meet new friends

For various reasons, some generous Girl Scout parents write a check to the team or council instead of helping their girl participate. Often, these parents do not realize that the Girl Scout Cookie Activity is much more than a “fundraiser”. Selling Girl Scout Cookies is a unique and valuable way for your girl to learn essential life skills. If you're considering writing a check instead of participating in the Girl Scout Cookie Activity, please reconsider. You can best support your girl by helping her set a high goal and reach it. We can help you with suggestions on how to achieve the goal. This is a valuable life lesson that can't be replicated outside participation. Please call Laura Wallace, the official Cookie Leader with any questions or comments. She can help you review the benefits and options.

We look forward to a great cookie selling season this year and your active participation.

## **XI. Badges**

Badges will be rewarded in one ceremony at the end of the year. We present badges in this way to have a special recognition for what the girls have achieved. It also takes the focus of the meeting from achieving the badge to really focusing on what we are learning/doing. Finally, it gives any absent scout the ability to earn the badge and receive it with her peers.

The badge ceremonies will be a family event. Each ceremony will have a dinner/event following the ceremony which the entire family can attend. We will provide details closer to the events.

## **XII. Closing, GS Law, GS Promise**

We are looking forward to a great year filled with exciting field trips, wonderful learning opportunities, lots of community service and memorable Girl Scouting experiences to enrich and help our *Girls Grow Strong!* Thanks for being a part of it!



### **The 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.

### **The 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.

\* The word "God" can be interpreted in a number of ways, depending on one's spiritual beliefs. When reciting the Girl Scout Promise, it is okay to replace the word "God" with whatever word your spiritual beliefs dictate