

Parent Manual

Girl Scout Brownie Troop 12345

Community Name,
Council Name



Discover
Connect
Take Action

Girl Scout Mission Statement

Girl Scouting builds girls of courage,
confidence, and character, who make
the world a better place.

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Welcome to Troop 12345!

Dear Brownie Parent,

The 2013-2014 Girl Scout year marks a new and exciting season for Girl Scouts. While the organization goes through many positive changes, we continue to be here as resources to help the girls make the world a better place. Your troop leaders are committed to providing a nurturing and safe environment for your daughter to cultivate her leadership style and invaluable skills that will help her become a capable, confident, responsible, and altruistic adult.

Thank you for being a part of Girl Scouts. We look forward to working side by side with you and to getting lots of feedback from you and your daughter on how the Girl Scout organization can best serve your daughter.

Please do not hesitate to contact us for additional information. We welcome your ideas and input, and we are always on the lookout for parent volunteers.

Thank you,

Name of Leader, Troop Leader

Name of Co-Leader, Troop Co-Leader



Troop 12345 and Community Contacts

Troop Leader: Name of Leader

leader@email.com

Leader Phone Number

Leader Cell Number

Troop Co-Leader: Name of Co-Leader

coleader@email.com

Co-Leader Phone Number

Name of Community Leadership Team Member

Adult Program: Name of Contact

email@contactname.com

Name of Community Leadership Team Member

Girl Program: Name of Contact

email@contactname.com



Troop 12345 and Community Resources

Meeting Location and Time

Meeting Location

Address

City State Zip

Time and Day of Meeting

Troop Website

www.troopwebsite.com

Community Website

www.communitywebsite.com

Community Facebook Page

email a leader for an invitation



Troop 12345 and Community Resources (Continued)



Girl Scouts of Name of Council Online Shop

www.councilwebsitesstore.com

Local Brick and Mortar Stores

Location

Address

Phone Numbers

Days and Hours of Operation



Location

Address

Phone Numbers

Days and Hours of Operation

Location

Address

Phone Numbers

Days and Hours of Operation



Always call the store you would like to visit ahead of time to ensure they are open and not closed for a special event or holiday.



Troop 12345 2013-2014 Calendar

This printed version of the calendar is provided
as a courtesy to you, but please refer to the
troop Shutterfly website
for the most up to date calendar:
www.calendarlocation.com

(You must be logged in to the site to view the calendar)





Troop 12345 2013 Snack Sign-Up

Providing snacks is voluntary; however, if no one signs up to bring snacks, the girls will not have snacks or drinks at the meeting.

Please see guidelines for appropriate snacks on page 32 of this manual (last page of this section).

8/30 Parent Meeting: Snacks provided by troop leaders

9/13 Troop Meeting: _____

9/27 Troop Meeting: _____

10/11 Troop Meeting: _____

10/25 Halloween Party: Snacks provided by troop*

11/08 Troop Camp Out: Every family contributes

11/22 Thanksgiving Party: Potluck

12/06 Troop Meeting: _____

12/20 Christmas Party: Snacks provided by troop*



*If approved by troop members



Troop 12345 2014 Snack Sign-Up



Providing snacks is voluntary; however, if no one signs up to bring snacks, the girls will not have snacks or drinks at the meeting.

Please see guidelines for appropriate snacks on page 32 of this manual (last page of this section).

01/10 Troop Meeting: _____

01/24 Troop Meeting: _____

02/07 Valentine's Day Party: Snacks provided by troop*

02/21 Troop Meeting: _____

03/07 Troop Meeting: _____

03/28 Troop Meeting: _____

04/11 Awards Ceremony: Snacks provided by troop*

04/25 Troop Meeting: _____

05/09 Troop Meeting: _____

05/23 Troop Meeting: _____

06/06 Welcome to Summer Party: Potluck



*If approved by troop members



Troop 12345 Snack Guidelines



Providing snacks is voluntary; however, if no one signs up to bring snacks, the girls will not have snacks or drinks at the meeting.

We need enough snacks for 12 girls.

Please try to let us know at least 24 hours before meeting if you will not be able to uphold your commitment to provide snacks so we may attempt to fill your spot.

If you are feeling creative, Pinterest has several ideas for cute and healthy snacks that are easy to create with your child as a fun activity. You might even bring the ingredients and have the girls assemble them as a troop activity!

Please feel free to bring something adventurous. The idea is to be healthy—not to please everyone. This will give the girls a chance to practice etiquette and trying new things at once.

Ideas for healthy snacks and drinks

- | | |
|---------------------------------------|------------------------------------|
| Mini carrots, broccoli florets | Pumpkin seeds |
| Gold fish | Finger sandwiches |
| Celery with peanut butter and raisins | Yogurt cups |
| Cheese cubes or slices | Bagel halves with cream cheese |
| Cherry tomatoes | Graham crackers with peanut butter |
| Grapes | Tangerines |
| Strawberries, Mixed berries | Peaches |
| Sliced fruit | Cottage cheese and fruit |
| Bananas | Veggies and hummus |
| Cashews, Walnuts, Peanuts | Apple sauce |
| Popcorn | Water |
| Edamame | Organic juice packs |





Community Service Project

Name of Community Service Project

Text about community service project
(ours is for our meeting location).





National Program Portfolio

The two main parts of the Girl Scout National Program Portfolio, all “designed to help girls develop as leaders and build confidence by learning new skills”, are the Journeys and The Girl's Guide to Girl Scouting. Other elements include cookie sales, traveling with Girl Scouts, and special Girl Scout awards.

As a Brownie, your daughter will have the opportunity to complete three journeys:

- It's Your Story—Tell It!
- It's Your Planet—Love It!
- It's Your World—Change It!

The Girl's Guide to Girl Scouting is a binder you can find at the Girl Scout stores that includes lots of fun information about Girl Scout patches, the cookie business, an awards log, and historical Girl Scout information. This is not required material, but it can be a helpful and interesting resource for your family.





Girl Scout Pathways

Did you know your daughter can participate in Girl Scouts in more ways than with a troop?

The six Girl Scouts pathways are:

- Camp—we have day camps, twilight camps, weekend camps, and resident camps. Some camps are for troops, some are for families, and of course, your daughter may sign up as an individual, too!
- Events—these are stand alone program offerings, such as classes girls can take to earn badges at a Council office, the Zoo, and other fun places.
- Series—a sequence of linked, cumulative program sessions that includes the same group of girls. See the Golden Link for series opportunities.
- Travel—we can participate in travel from local to international destinations—it's up to the girls.
- Troop—must be a group of five or more girls with an adult leadership team and must meet on a regular basis.
- Virtual—an online community (still under construction, but includes logging cookie sales online).





Sample Meeting Agenda*



- I. Arrival (~ 5 minutes)
 - A. Greet each other using the GS sign and handshake
 - B. Pre-meeting activities (usually a coloring page)
- II. Opening Ceremony (~ 10 minutes)
 - A. Practice Girl Scout traditions (Promise, Law, group agreement, song)
 - B. Team building game
- III. Troop Business (~ 10 minutes)
 - A. Attendance and dues (~ 3 minutes)
 - B. Budget discussion (~ 5 - 15 minutes—up to the girls)
 - C. Paperwork and other items (~ 2 minutes if at all)
- IV. Work on Current Activities (Discover, Connect, Take Action ~ 30 minutes)
 - A. Crafts
 - B. Games
 - C. Songs
 - D. Outside Time
 - E. Other Activities
- V. Plan for Upcoming Activities (~ 5 minutes, often, planning is one of the current activities and will fit into that section of the meeting)
- VI. Snack and Chat (~ 20 minutes)
- VII. Clean Up (~ 5 minutes)
- VIII. Closing Ceremony (~ 5 minutes)
 - A. Court of Awards (if there is a CoA, it will replace many of the activities for the meeting)
 - B. Friendship Squeeze and Song

*This will change depending on Troop vote regarding activities and actual time each step takes





Troop 12345 Money Matters



Budget

It is our goal to have a budget discussion with the girls at every meeting. This may include an overview of troop funds or a smaller budget item, such as providing snacks for a meeting or paying for an activity in which the girls would like to participate.

Troop Finances

Any girl or any parent may enquire at any time about troop income and expenses. Troop Leader will have financial information available at every meeting. Group bank account records must be made available within 30 days of a request by the girls, parents, group supervisors, and Council.

Financial Assistance

Council Name grants financial assistance for girls for many items and is confidential. Please talk with Troop Leader to arrange financial assistance.

Girl Scout Supplies

Troop leaders are happy to pick up items you need from the Council store; however, you must pay for them before receiving them.

Field Trips Financial Policy

If you commit to your daughter's attendance and do not follow through, please reimburse the troop for the cost of the field trip at the next meeting. It is not fair to the other girls in the troop to lose money for no shows.

Personal Expenses

Please see the following page for a list of dues, uniform, and other expenses. All prices subject to change. Uniforms are *not* required.





Troop 12345

Money Matters—Personal Expenses

- Annual Girl Scout Registration Fee: \$15.00
- Meeting dues: \$3.00 per meeting X 19 meetings = \$57.00 annual
(if paid by 10/11/13, one month is free, \$51.00 annual)
- Brownie vest: \$17.25—\$18.25
- Brownie sash: \$6.00—\$6.75
- Insignia Tab: \$2.50
- WAGGS Pin Clutch: \$2.25—\$3.60
- Brownie Girl Scout pin (Clutch): \$1.50
- Council Iron on Insignia Set: \$4.00
- Troop numbers (12345): \$1.25 x 5
- American Flag: \$1.75
- Brownie Guide: \$22.50
- Journey Guides: \$7.00 x 3

Only badges and awards earned as a troop or at troop-sponsored events are paid for by the troop. All others paid for by individual members.

Girl Scout Brownie Vest



Girl Scout Brownie Sash





Troop 12345



Money Matters—Fall Product and Cookie Sales

GIRL LED

Troop 12345 is girl led and will become moreso every year; eventually, girls will spearhead almost every element of the troop. At every meeting, girls make decisions ranging from what patches to earn, what activities to complete to earn those patches, and how the troop spends its money. In fact, almost every decision made is a vote on how to spend troop money, since most activities are paid for by the troop.

At the first meeting of the year, troop members will discuss what activities are available in the coming months and which ones they want to do. We will then walk through the budget process so they may take on a role in each step of the decision process, along with the troop leadership team.

Together, we will determine how much money we need to raise from Fall Product Sales in order to have enough funding for the girls' chosen activities. These may range from doing crafts and only crafts at every meeting for the entire year (they would revolve around the patches and journeys), service projects to help make the world a better place, participation in Community and Council activities, saving money for summer camps, field trips, snacks, et cetera. The sky's the limit!

In November, troop members will revisit the many options for upcoming activities and rework the budget to reflect new decisions. This is a flexible matter, and troop members will not be locked into decisions made during this time. The girls might, for example decide to raise money for a trip to Disney World in December and instead choose summer camp in March.

Based on November activity and budget discussion, troop members will set a goal for Cookie Sales, and cookie activities such as booths, setting individuals goals, and setting up online sales operations will begin.

Additional information and materials will be provided as they become available.



Troop 12345



Money Matters—Fall Product Sales

FALL PRODUCT PROGRAM

Every year, registered *Girl Scouts* take orders from friends and family for delicious nuts and candies and magazine subscriptions as part of the Fall Product Program. By participating in this program, troops get a head start on funding their activities for the year! In addition, the program offers opportunities for girls to practice the five skills: *Goal Setting, Decision Making, Money Management, People Skills, and Business Ethics.*

Being involved in the Fall Product Program ensures girls are learning to become leaders. A girl becomes a leader by discovering, connecting and taking action to make the world a better place.

DID YOU KNOW?

You can read your favorite magazine, save money and support *Girl Scouts of Name of Council* at the same time? *Name of Council* is participating with the **QSP Online Program** for magazines. You will be asked to register yourself and your *Girl Scout*. There is an interactive learning activity for your *Girl Scout* to complete. Once completed, you will be able to enter email addresses for friends and family that you think would like to support your *Girl Scout* troop and the *Council*. Emails can be personalized and, of course, your *Girl Scout* can earn the "online" patch for entering 12 or more email addresses. The troop also earns proceeds for every magazine subscription order sold online during the sale dates.

DID YOU KNOW?

Troops keep 25 percent of the proceeds they earn from selling nuts and candy and \$2 for each magazine subscription ordered. You can show your support for *Girl Scouts of Name of Council* by renewing your current magazine subscriptions, ordering a new magazine or giving gift subscriptions to friends, relatives or business associates! Also, because we early re-registered our troop this summer, our girls have the opportunity to earn \$50 extra for their troop during Fall Product Sales (see next page for more information)!



Troop 12345

Money Matters—Cookie Sales

Every Girl Scout Cookie has a mission: To help girls do great things!

The \$700 million Girl Scout Cookie Program is the largest girl-led business in the country and generates immeasurable benefits for girls, their councils and communities nationwide.

What do girls learn from the Girl Scout Cookie Program?

The Girl Scout Cookie Sale is a unique program activity for girls. Participation is voluntary, but the experiences girls gain and the leadership skills they acquire last a lifetime.

Through the Girl Scout Cookie Program girls develop five essential skills:

- Goal setting
- Decision making
- Money management
- People skills
- Business ethics

During cookie activities, girls are members of a team working towards a common goal, with each girl striving to do her best. Girls set cookie goals to support their chosen activities for the year, like funding community service projects, attending summer camp or even traveling.





Troop 12345

Money Matters—Cookie Sales

Where does the money go?

All of the proceeds - every penny - earned through the Council's cookie activities remain in the community where the cookies are sold. Less than a third of the selling price of a package of Girl Scout cookies goes toward the actual cost of the cookies. This means that more than two thirds of every Girl Scout cookie purchase goes toward programs and services to benefit girls, some of it directly by remaining in the Girl Scout troop/group treasury and some of it indirectly by subsidizing the cost of providing the Girl Scout program in the local area.

Money from Girl Scout Cookies helps local councils:

- Recruit and train volunteer adults to work with girls.
- Provide the financial assistance needed to make Girl Scouting available for all girls.
- Improve and maintain camp and other activity sites.
- Keep event/camp fees for all members to a minimum.
- Sponsor special events and projects.



The price per box of cookies may vary from one part of the country to another, from council to council and from one year to the next. Today's prices reflect the current cost of purchasing cookies from a licensed baker, the increased cost of ingredients, and the realities of providing Girl Scout activities in an ever-changing economic environment.





Girl Scout Traditions





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 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 Motto

Be Prepared

The Girl Scout Slogan

Do a good turn daily.



The Girl Scout Sign

Girl Scouts make this sign when they say the Girl Scout Promise. The three fingers represent the three lines of the Promise.



The Girl Scout Quiet Sign

Instead of "shhhh-shing" each other, we make the quiet sign. Once you see it, you make it, too.



The Girl Scout Hand Shake

We shake hands with our left hand while we make the Girl Scout sign with our right hand.



SWAPS

Girl Scouts often make small tokens of friendship to exchange with the Girl Scouts they meet when they travel. These little gifts are called **SWAPS**, which stands for **S**pecial **W**hatchamacallits **A**ffectionately **P**inned **S**omewhere or **S**hared **W**ith **A** Pal.

Kapers

Kapers are responsibilities. We have a kaper chart at meetings so the girls can take turns with different meeting responsibilities such as taking attendance, collecting dues, reading the group agreement, helping with snacks, being in charge of cleaning, leading the Promise, leading the Law, leading a song, and leading the Pledge of Allegiance. Kapers are customizable for each troop, and we will work together to decide what is right for our troop.

Group Agreement

A group agreement is a set of guidelines we all create and agree to follow at Girl Scout meetings and events. The agreement applies to anyone at our meetings, so it is important that parents who choose to stay at meetings become familiar with the group agreement. Guidelines might range from "wait your turn to speak" to "no bullying".



The Girl Scout Friendship Circle

The **friendship circle** stands for an unbroken chain of friendship with Girl Scouts and Girl Guides around the world. Everyone stands in a circle, crosses their right arms over their left, and clasps hands with their friends on both sides. Everyone makes a silent wish as a **friendship squeeze** is passed from hand to hand.



Make New Friends

(A song we sing while in the Friendship Circle)

Make new friends, but keep the old.
One is silver, and the other gold.

A circle is round; it has no end.
That's how long I want to be your friend.

A fire burns bright; it warms the heart.
We've been friends from the very start.

You have a hand, and I have another.
Put them together, and we have each other.

Across the land; across the sea.
Friends forever we will always be.

Girl Scouts Together

Girl Scouts together, that is our song.
Winding the old trails, rocky and long.
Learning our motto; living our creed.
Girl Scouts together in every good deed.

Girl Scouts together, happy are we.
Friendly to neighbors, far o'er the sea.
Faithful to country; loyal to home.
Known as true Girl Scouts wherever we roam.

Brownie Smile Song

I have something in my pocket
That belongs across my face.
I keep it very close to me
In a most convenient place.

I bet you'll never guess it
If you guessed a long, long while.
So, I'll take it out and put it on;
It's a great big Brownie smile!

S'More Song

Roast, roast, roast your marshmallow,
over the open fire
lightly toast 'em,
scorch 'em, burn 'em,
then we'll have s'more.
YUM!

Buddies and Pals

You and me,
We're gonna be partners.
You and me,
We're gonna be pals.
You and me,
We're gonna be partners, buddies, and pals.

(repeat)

All Girl Scouts

I don't know, but I've been told:
All Girl Scouts are good as gold!
I am one, and say it's true,
Scouting's great for me and you!

***Chorus:** *Sound off: 1- 2!*
Sound off: 3 - 4!
Bring it on down, now:
1- 2 - 3 - 4!
1 - 2! 3 - 4!

Daisy has a disc of blue,
They are Scouts that are brand new.
They are cute and they are sweet
Daisy Scouts are fun to meet.

***Chorus**

Brownies have a disc of green
They are second on the scene.
They wear a uniform that's brown,
Their smile song can erase a frown.

***Chorus**

Junior level is the next,
A yellow disk is on their vest.
They say that camping is big fun,
They earn badges one by one.

***Chorus**

Cadettes are teens that care a lot,
Their service projects hit the spot.
A white disc is the one they wear
The name Girl Scout they're proud to share.

***Chorus**

Senior discs are red, I know.
They are Girl Scouts on the go.
With Wider Opportunities,
Some Girl Scouts go overseas.

***Chorus**

Leaders have no disc at all
They come all sizes, big and small.
They share their time and talents too.
They make Girl Scouting great for you.



Friends Are Nothing

Friends are nothing 'til they laugh together.

They must laugh all day;

They must laugh the night away.

They must laugh together; they must laugh.

Friends are nothing 'til they sing together.

They must sing all day;

They must sing the night away.

They must sing together; they must sing.

Friends are nothing 'til they camp together.

They must camp all day;

They must camp the night away.

They must camp together; they must camp.

Friends are nothing 'til they dance together.

They must dance all day;

They must dance the night away.

They must dance together; they must dance.

Friends are nothing 'til they part

With teardrops in their eyes.

They must go their separate ways.

They must go to meet again some day.



Parents and Scouting



Troop 12345 Needs Your Help

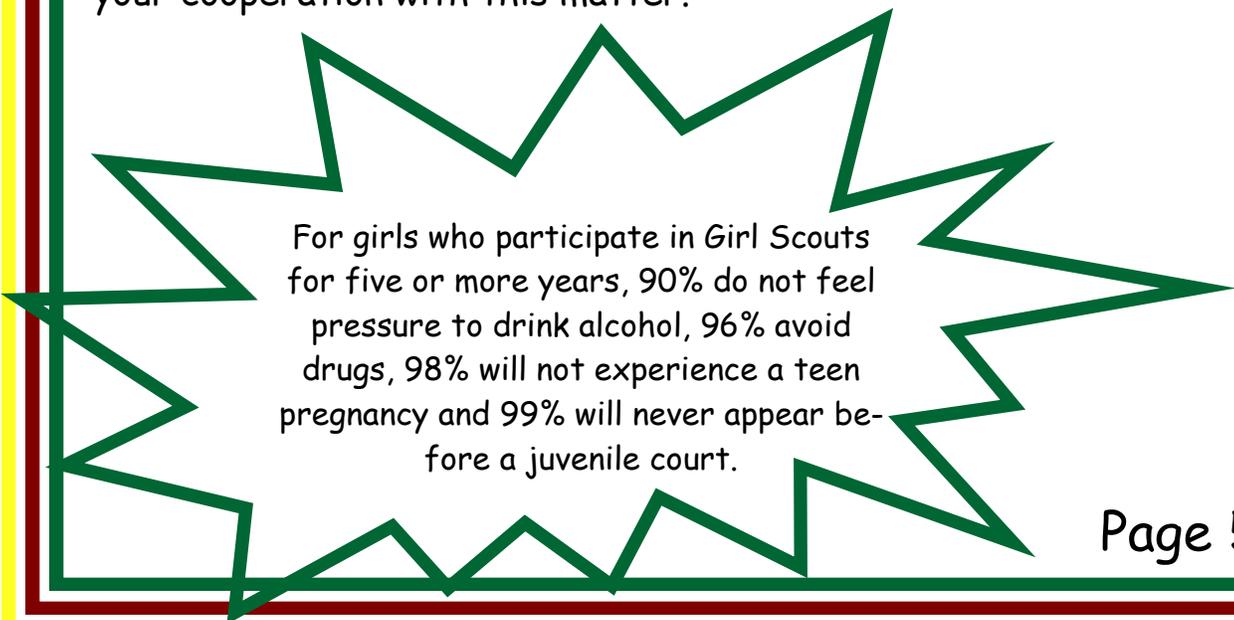
Girl Scout Troop 12345 cannot exist without your help. Although one of the primary goals of Girl Scouts is to help girls become independent, volunteers (mostly parents) help keep Girl Scouts on the path to success.

Please consider volunteering with us to help all our daughters learn how to make the world a better place. You might choose to help by providing snacks at a few meetings, by filling in with one troop leader if one of us has to miss a meeting, by helping us pick up Girl Scout cookies during cookie season, or by fulfilling a role such as troop photographer, cookie parent, first aider, or camp parent.

Girl Scouts of Name of Council has year-round training for various roles in the troop, community, and Council. A volunteer commitment can be as small as two hours or as large as several hours a week, depending on what is convenient for you.

If you do not volunteer but would like to attend meetings, we require that you still register as a Girl Scout for insurance purposes.

The cost is \$15, and we have forms at every meeting. Thank you for your cooperation with this matter.



For girls who participate in Girl Scouts for five or more years, 90% do not feel pressure to drink alcohol, 96% avoid drugs, 98% will not experience a teen pregnancy and 99% will never appear before a juvenile court.

How Will You Help Your Daughter's Troop?

Girl Scout Troop 12345 and your daughter need your help to enjoy a quality Girl Scout experience. Please let us know how you will help by completing this form and returning it by the first troop meeting.

Name: _____

Telephone: _____

Email: _____

Girl Name: _____

I would like to (please check all areas of interest):

- Set up a field trip
- Take photographs at meetings and field trips
- Help with Fall Product Sales
- Help with Cookie Sales
- Take Camp Training for future camping trips
- Complete field trip paper work
- Fill in for a leader at a meeting if needed
- Guide the girls through a pre-planned activity (craft / song / game)
- Make follow up phone calls to other parents
- Volunteer for the Name of Community (ask us for more information)
- Help in another way _____



Notes / Other

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