girl scouts of kentuckiana

2019-2020

Volunteer Guide
What’s Inside

Girl Scouts of Kentuckiana ................................................. 3
Organizational Structure .................................................. 4
Girl Scout Volunteer Resources ....................................... 5
Managing Your Online Experience ..................................... 6
Volunteer Support ................................................................ 7
Volunteer Development ..................................................... 8
Adult Awards & Recognition ............................................... 9
What’s the Girl Scout Program? ...................................... 10
Four Pillars ........................................................................ 11
Girl Scout Grade Levels .................................................... 12
Girl Scout Outcomes .......................................................... 12
The Girl Scout Uniform ...................................................... 13
Activities Beyond the Troop .............................................. 13
Global Girl Scouts ............................................................... 14
Funding the Fun! ................................................................ 15
Keeping Girls Safe ............................................................... 18
Safety Guidelines ................................................................ 20
Emergency Preparedness .................................................. 25
You—A Girl Scout Leader! .................................................. 28
Your Troop Leadership Team .............................................. 29
Family Connections ............................................................. 30
The Parent Meeting .............................................................. 31
Guiding Your Troop Experience ........................................ 32
Your First Troop Meeting .................................................... 33
6 Elements of a Great Troop Meeting ................................. 34
Volunteer Steps to Success ................................................. 35
Troop Start-Up Checklist .................................................... 36

From Our CEO

As CEO, for Girl Scouts of Kentuckiana, I would like to thank you for your commitment to Girl Scouts. Whether you are a returning volunteer or a new volunteer we are so glad you have chosen to make a difference in the life of a girl!

Together, we’ll be able to make a lasting impact on the lives of girls in our communities.

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.

Our Mission
Building girls of courage, confidence, and character, who make the world a better place.

*Members may substitute for the word God in accordance with their own spiritual beliefs.

Watch for email newsletters from gskentuckiana@email.girlscouts.org.

@GirlScoutsKY
/GSkentuckiana
@girlscoutskyana
/gskentuckiana

Follow us on social media!

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.

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.

* Members may substitute for the word God in accordance with their own spiritual beliefs.
Girl Scouts of Kentuckiana

We’re so excited you joined the Girl Scout movement.

Girl Scouts empowers girls everywhere to stand up and make a difference. By nurturing innovation and developing leadership skills, we prepare girls to overcome challenges and advocate for their ideas now and later. With an emphasis on self-discovery, character building, and community impact, Girl Scouts helps girls become a powerful force for good in the world.

Our council spans a 64-county region made up of over 10,000 girls and 5,000 volunteers. Together, we are Girl Scouts of Kentuckiana.

No matter where or how you volunteer, you’ll make a difference in girls’ lives. This go-to guide will help you to effectively serve as a Girl Scout volunteer. Need help along the way? Let us know! We have tools, training resources, and people to help support you through each step.

We can’t wait to see the impact you’ll make this year!

Equal Treatment

Girl Scouts welcomes all members, regardless of race, ethnicity, background, disability, family structure, religious beliefs, sexual orientation, gender identity, and socioeconomic status. When scheduling, planning, and carrying out activities, carefully consider the needs of all girls involved, including school schedules, family needs, financial constraints, religious holidays, and the accessibility of appropriate transportation and meeting places.
**Organizational Structure**

**Girl Scouts of the USA (GSUSA)**
A national organization supporting the work of more than 100 councils across the United States for more than 100 years. Headquartered in New York, NY.

**Girl Scouts of Kentuckiana (GSK)**
Independent 501(c)(3) nonprofit chartered by GSUSA operating under the direction of a local board of directors and overseeing Girl Scouts in 64 counties in Western Kentucky and Southern Indiana. Our council is subdivided into Service Areas. These service areas have a local program and learning center with a council shop and staff to support you. Metro Louisville and Southern Indiana are supported out of the Louisville Program & Learning Center.

**Service Unit**
Service Units are our local volunteer structure led by the Service Unit Team – made up of local volunteers – and supported by the Troop Support team.

**Troops**
Groups of girls who participate in the Girl Scout Leadership Experience under the direction of GSK-Approved volunteers.

**GSK-Approved Volunteers**
Volunteers with a current membership, completed background screening, and child protection training.

**Program and Learning Center Locations**

- **Louisville (Council Headquarters)**
  2115 Lexington Rd
  Louisville, KY 40206

- **Heartland**
  200 Sycamore St, Suite 134
  Elizabethtown, KY 42701

- **Pennyroyal**
  3095 Girl Scout Road
  Utica, KY 42376

- **Seymour Satellite Office**
  113 North Chestnut
  Seymour, IN 47274

- **Caveland**
  901 Lehman Ave, Suite 7
  Bowling Green, KY 42101

- **Bear Creek**
  711 Jefferson St
  Paducah, KY 42001
Girl Scout Volunteer Resources

Volunteer Toolkit (VTK)
The Volunteer Toolkit is a digital planning tool that gives you resources and program content to get your year started—and keep it going smoothly with organization and communication tools! Fully customizable, Troop Leaders can:

- Explore meeting topics and program activities with their girls
- Add local events their girls choose
- Print step-by-step activity guides and shopping lists
- Manage girl attendance and track achievements
- Share troop meeting activities with parents/guardians
- Email parents/guardians with a single click
- Track and share financial information
- Learn more and access the VTK at gskentuckiana.org/vtk.

Girl’s Guide to Girl Scouting
This easy-to-use binder (one for each grade level) is full of great info on being a Girl Scout, activities and awards. It’s part handbook, part badge book, and all fun!

Safety Activity Checkpoints
These are online lists containing everything you need to know to be prepared and keep your girls safe during activities outside of the normal Girl Scout troop meeting. These can be found online at gskentuckiana.org/resources.

Program & Training Guide
This guide is printed bi-annually and mailed directly to girls and troop leaders. It contains fun and challenging activities designed to enhance the troop experience. You’ll find events designed to help girls earn badges, meet other Girl Scouts, and try new things as well as trainings for girls and volunteers. Also, find many opportunities for families to join in the girl experience!

Volunteer Essentials – GSUSA Reference Guide
This resource contains information, policies and procedures to guide volunteers and staff and to ensure that the Girl Scout program is delivered in a safe, consistent manner for girls across the United States. By agreeing to be a Girl Scout volunteer, you’re agreeing to follow the items laid out in this resource. It is updated annually and can be found online at gskentuckiana.org/resources.

GSK Social Media
Want to know what other troops are doing? Interested in new activities for your girls? Like sharing photos and videos? Stay connected and help us share the Girl Scout love on social media! Be sure to like us on Facebook, and follow us on Twitter, Pinterest and Instagram. Find all the links at gskentuckiana.org.

Other Guides
In addition to this Volunteer Guide, there are also themed guides for your use: Finance Guide, Outdoor Guide, Safety Guide, and Travel Guide. These guides can be found online at www.gskentuckiana.org/resources.

Communication from GSK
Members and their families are automatically subscribed to our e-Newsletter. You’ll find great information from the council—everything from activities to volunteer opportunities. These emails are sent from gskentuckiana@email.girlscouts.org. We share the email program with GSUSA, so please note that if you unsubscribe from one email, you are unsubscribing from them all.
Managing Your Online Experience

GSK Website – www.gskentuckiana.org

The council website is your most valuable resource. You can find activities to attend, resources to use, camp property information and reservation links, links to MyGS, VTK, DigitalChalk, and so much more! There are three search locations within the website.

- Header - Searches the pages on the site.
- Resources – Searches the resources on the site.
- Activities – Searches the activities on the site.

Member Profile (MyGS)

After you register as a volunteer, you’ll receive an email confirmation prompting you to log into MyGS, your Girl Scout member community, for the first time. MyGS allows you to manage your member experience online. It can also be accessed from the MyGS link in the header of any page at gskentuckiana.org. You can do these things in the MyGS Portal:

- Renew your family's membership & update personal information.
- Renew your troop's membership.
- Check troop volunteers background check status and expiration date.
- Register for Activities and see the most up-to-date registration information available.

After your background check is approved, you can see any girls and adults who have signed up for your troop and add new girls to your troop on the Troop tab. The Troop Opportunity Catalog allows Troop Leaders to display available openings in troops for girls and/or volunteers. You may add your troop to this listing by completing the Opportunity Catalog Form found online at www.gskentuckiana.org/resources.

DigitalChalk

DigitalChalk is our online training platform where you can take GSKU training courses. It allows us to offer online training and track your participation in DigitalChalk courses, virtual trainings, and face-to-face trainings. New volunteers will receive an email invitation to join from training@gskentuckiana.org. You can access the site online at https://gsk.digitalchalk.com. Some of the courses that are available: Succeed Like a Girl Scout, Safeguard from Abuse, Plant a Seed – Grow a Leader, Product Program, Autism Awareness, and more!
Volunteer Support

Volunteer-Staff Partnership

Volunteers and staff, working together, serve girls. Working together creates trust, honest communication, commitment to common goals, and understanding of each other’s expectations, values, and talents. Our council expectation is that you abide by and adhere to all policies, standards, and guidelines of Girl Scouts of Kentuckiana. By offering training, networking opportunities, and staff support; GSK supports your individual promise and mission to provide an innovative opportunity for girls to build courage, confidence, and character to make our world a better place.

Volunteer Care

The Volunteer Care Team is your first point of contact for the council and can:

- Help with membership registration and renewal.
- Update contact information (email, phone, mailing address, etc.).
- Support the Girl Scout Cookie and Fall Product programs.
- Assist with DigitalChalk logins and passwords.
- Update the opportunity catalog.
- Transfer girls to and from troops.
- Change volunteer roles.
- Assist with background checks.
- Help with activity registration.
- Reset MyGS passwords.
- Search for resources.
- Answer general questions about Girl Scouts.
- Find the right staff member who can help (Subject Matter Experts).
- And much more!

You can contact the Volunteer Care Team by one of three ways:

1. Call 888-771-5170 or 502-636-0900
2. Email volunteercare@gskentuckiana.org
   Emailing us is recommended when you want to pass on details that might be difficult to leave in a long voice message.
3. Visit www.gskentuckiana.org and click on “Contact”

We are here for you, so please let us know how we can help!

Direct Local Support

Troop Support

The Troop Support team provides direct support to Service Unit Managers, Troop Leaders, and Troop Co-Leaders. They reach out on a regular basis to provide support, answer questions, and just say Thank You for all that you are doing. They’re your local staff support for the fall product & cookie programs, activities, adult awards, conflict resolution, Volunteer Toolkit, travel, renewal, and more!

Membership Development

The Membership Development team provides community cultivation and recruitment support to our Service Units and local community partners such as schools, community centers, and housing authorities. They’re your local staff support for recruitment, school relationships, and community engagement.
Volunteer Development

The Volunteer Development team includes staff and a diverse group of volunteer trainers to provide you with the knowledge and confidence to provide meaningful programs to girls. They are committed to providing you with the tools you need to be a fearless and thriving volunteer. Classes can be found online at www.gskentuckiana.org/activities.

Training is delivered in a variety of ways to meet your needs:

- **eLearning**, via the DigitalChalk eLearning platform, where you’ll watch a series of videos and take an online quiz to complete the course.
- **Virtual**, via GoToTraining, sit in on a live session with other volunteers across the council from your computer, smartphone, or tablet.
- **Face-to-face**, via individual classes or at training weekends where there a lot of different classes. We encourage you to attend a face-to-face session or training weekend. We’re confident you’ll walk away with new skills and ideas and a passion for Girl Scouts while making new friends.

*Succeed Like a Girl Scout*

As a leader or co-leader, you will be required to complete our Succeed Like a Girl Scout training. Each chapter is designed to give you the tools and resources you need to have a successful, safe, and fun Girl Scout experience. You will need to complete the first five chapters within 60 days. The additional chapters are recommended to improve your troop experience.

*Safeguard from Abuse*

Our child protection policy requires all volunteers working directly with girls to complete a training. Our course is called Safeguard from Abuse and must be taken online. The training takes 60-90 minutes to complete. A learning guide is available for use on the test at the end.

*Plant a Seed, Grow a Leader*

Join us for an adult journey through the Girl Scout Promise & Law as you enhance your leadership skills. Each online module provides tools, tips, and encouragement for you to practice at your own pace, on your own time, and when you need it.

*Training Weekends*

Training Weekends offer everything you need to have a successful and fun troop year! You can drop by for just one class, stay all day, or enjoy the whole weekend at camp. You customize the weekend with training opportunities that fit your needs. Along with leader to leader networking, you can take workshops for troop camping, archery, badge work, grade level, skill-building courses, and more!

*Fall Product & Girl Scout Cookie Program Training*

Product Trainings are also offered through GSKU. The Fall Product and Cookie Programs are opportunities for girls to learn and practice the five skills. They’re the only money-earning programs with full council support: marketing, advertising, incentives, and more!

*Get Outdoors!*

Readiness and safety for outdoor program is built into our GSK outdoor training plan. Like our outdoor activities for girls, our trainings are progressive in nature to build your skill set over time and with confidence.

- **Outdoor Like a Girl Scout** - Learn more about GSK’s outdoor activity continuum.
- **Camp In** - Learn how to conduct safe day outings, how to do a simple cook-out around a campfire, and how to prepare for your troop’s first overnight at a camp building with modern facilities.
- **Camp Out** - Learn how to cook more elaborate meals and prepare to take your girls tent camping.
- **Wilderness Travel** - Learn about camping in primitive areas and backpacking.
**Highest Awards**
The Highest Award program exemplifies Girl Scouting at its very best. All three awards give your girls the chance to take something they feel passionate about and use that passion to impact their community in a major way. Support your girls as they become Bronze Award Girl Scouts by planting a garden at school and inspiring others to eat healthily, then Silver Award Girl Scouts by advocating for animal rights. Guide your girls as they use the skills they have learned and practiced throughout their Girl Scout experience to become Gold Award Girl Scouts with individual, sustainable projects with global and national links designed to make the world a better place.

**Beyond Essentials Leadership Training**
We offer many courses to enhance your Girl Scout experience, such as: archery, canoeing, outdoor cooking, songs & games, badge specific courses, and more!

**Adult Awards & Recognitions**
Adult awards and recognitions are given to acknowledge the dedicated Girl Scout volunteers and staff who serve the Girl Scout movement. A series of awards are available to recognize contributions in various capacities and roles. Awards are presented on an annual basis.

- Volunteers are encouraged to nominate each other for awards. Guidelines for awards may be found in the Adult Awards & Recognitions Booklet.
- Council Level awards are presented at Girl Scouts of Kentuckiana’s Annual Meeting in March.
- All other awards are presented at Area Association or Service Unit Meetings in the spring.
- Nominations for awards, which may be submitted by volunteers or staff, are due by February 15.

**Earned Awards – Submit Anytime!**
Adults may also earn recognition by fulfilling the requirements for these great awards!

**Recruiter’s Club**
- By recruiting a new volunteer, you are a valued member of the Recruiter’s Club, helping girls in our community by finding more volunteers! New volunteer must result in a new troop or replacement of a retiring leader.

**Adult Education or Advanced Adult Education Award**
Leaders who complete trainings may earn the Adult Education and the Advanced Adult Education awards. The council tracks these and provides them to service unit managers in the spring.

**Adult Education**
- Child Protection Training
- Succeed Like a Girl Scout – New Leader Training
- Grade Level Training, Succeed Like a Girl Scout – All Chapters, or Plant a Seed, Grow a Leader course.

**Advanced Adult Education**
- Earn Adult Education Award
- Camp In
- Attend two Additional Face-To-Face Trainings

**Leader’s Knot**
This award recognizes an active, trained leader who meets the administrative expectations and provides a varied and well-balanced troop experience for girls. Leaders begin working toward the award after completing the Adult Education Award and having served one year as a leader or co-leader. Leaders can expect to take up to two years to complete the requirements.
What's the Girl Scout Program?
At Girl Scouts, girls have tons of fun, make new friends, and go on fantastic new adventures. Our program centers on something called the Girl Scout Leadership Experience—a collection of activities and experiences girls have as they complete Journeys, earn badges, sell cookies, go on exciting trips, explore the outdoors, and do Take Action projects that make a difference.

In Girl Scouts, girls will:

**Discover**
Find out who they are, what they care about, and what their talents are.

**Connect**
Collaborate with other people, locally and globally, to make a difference in the world.

**Journeys**
Identify a problem, come up with a creative solution, create a team plan to make the solution a reality, put a plan into action, and talk about what they have learned. As girls go on Journeys, they’ll earn awards to put on their uniforms. The Volunteer Toolkit and Journey books are your resources for the requirements to earning awards.

**Badges**
What have your girls always wanted to do?
Make their own movie, go geocaching, plant a garden? Great news! They can learn to do all these things and more while earning Girl Scout badges. Badges are worn on the front of the vest or sash. The Volunteer Toolkit and Girl’s Guide to Girl Scouting are your resources for the requirements to earning badges.

**Highest Awards**
These represent the highest honors a Girl Scout can earn.
All three awards give girls the chance to do big things while working on an issue they care about. Whether they want to plant a community garden and inspire others to eat healthy for their Bronze, advocate for animal rights for their Silver, or build a career network that encourages girls to become scientists and engineers for their Gold, they’ll inspire others (and you!).

**Patches**
Think of patches like collecting memories in Girl Scouts. They’re often a part of the fun activities you can do in Girl Scouts without the requirements of badges. Patches are always worn on the back of the vest or sash.

**Take Action**
Do something to make the world a better place.
Festival of the Arts is a fun and engaging yearly event for Girl Scouts of all levels to explore and includes nearly every genre of arts including dance, drama, visual arts, and more!

Save the Date for November 9, 2019 in Louisville!
Girl Scout Grade Levels

**Girl Scout Daisies** sparkle with that “first time ever” newness in everything they do. They go on trips, learn about nature and science and explore the arts and their communities—and so much more. Girl Scout Daisies can also earn Learning Petals and receive participation patches.

**Girl Scout Brownies** work together, earn badges, and explore their community. Friendship, fun, and age-appropriate activities begin at the Girl Scout Brownie meeting and move out to the community and wider world. While earning badges, they build skills, learn hobbies, and have fun!

**Girl Scout Juniors** are big-idea thinkers. They’re explorers at camp and product designers when they earn their Innovation and Storytelling badges, or even their Bronze Award. Every day, they wake up ready to play a new role.

**Girl Scout Cadettes** chart their own course and let their curiosity and imagination lead the way. They learn about the power of being a good friend, gain confidence mentoring younger girls, and can earn the Silver Award.

**Girl Scout Seniors** are ready to take the world by storm, and Girl Scouts gives them millions of ways to do it. Their experiences help to shape their world, while giving them a safe space to be themselves and explore their interests. Girl Scout Seniors can earn their Gold Award (which, by the way, adds something “extra” to college applications).

**Girl Scout Ambassadors** know that small acts create big change. While they get ready for life beyond high school, Girl Scouts helps them take flight. They also earn the Gold Award (which, by the way, adds something “extra” to college applications).

Girl Scout Outcomes

Girl Scouts is proven to help girls thrive in **five key ways** as they:

- Develop a strong sense of self.
- Display positive values.
- Seek challenges and learn from setbacks.
- Form and maintain healthy relationships.
- Identify and solve problems in the community.
Girl Scout Uniform

For girl members, the official uniform is the tunic, sash or vest worn with a white shirt and khaki pants. It is required when girls participate in ceremonies or officially represent the Girl Scout Movement. Girls can also wear a coordinating grade level scarf that unites their look with the sisterhood of Girl Scouts around the world. The unofficial uniform can be a Girl Scout t-shirt or other item that identifies the girls as Girl Scouts and unifies the group. Troop Leaders may opt to collect money from parents and purchase sashes, vests, and insignia from a council shop, or ask parents to purchase items on their own.

For adult members, the official uniform is navy blue business attire worn with a scarf and membership pins for women and a tie for men.

Activities Beyond the Troop

GSK arranges great opportunities for volunteers and girls of various grade levels. You can learn about these by consulting the GSK Activities webpage, our Program & Training Guides, and through our e-Newsletters.

GSK Online Activities Calendar

Looking for something to do as a troop, with a friend, or as a family? Our activities calendar is filled with fun and challenging activities designed to help girls earn badges, meet other Girl Scouts, and try new things while being immersed in the Girl Scout Leadership Experience. These activities are offered by our program team, community partners, area associations, service units, or other troops. Volunteers can gain knowledge at training events planned throughout council.

Registering for Activities

Log in to MyGS for the most up-to-date information on activities, including number of openings, and to register. To guarantee your spot, simply complete the registration with a debit or credit card online or submit payments made by cash, check, or Kentuckiana Credits to your local PLC with a completed Activity Registration Form.

- To ensure your favorite activities will run, register by the listed deadline.
- Low registration numbers may cause cancellation and late registrations cannot be accepted.

Cancellation/Refund Standard

Activity registrations may be cancelled up to seven days from the beginning date of the activity for a full refund. Within seven days of the beginning date of the activity, no refund or rescheduling is available. This applies to council-led activities only.

Submit an Activity for the Online Calendar

Troop, service unit, or area events aligned with the Girl Scout Leadership Experience can often be included on the online activities calendar. To share your event, please submit an Activity Submission Form which can be found online at www.gskentuckiana.org/resources.

What Else Can I Do With My Girls?

Service Unit and Area Activities

As you attend your local service unit meetings and keep in touch with your service unit manager, you will learn about things to do with your girls that are happening locally. Sometimes these activities include leadership by older Girl Scouts who are awesome role models for younger girls.

Patch of the Month

Hands-on activities are included for all Girl Scout age levels and can be done at meetings with your troop, at home with your family and/or friends or as an individual project.
Festival of the Arts

With the Festival of the Arts, the possibilities are endless! Girl Scouts get three arts experiences during this day-long event that has been held for over 40 years. The Festival is a fun and engaging event for Girl Scouts of all levels to explore and includes nearly every genre of art including dance, drama, visual arts, and more. Festival of the Arts is held on the second Saturday of November at unique locations throughout Metro Louisville and Southern Indiana.

Camping and High Adventure Activities

There are many ways that your girls can participate in outdoor programs and camping. Some activities, the girls can attend as individuals. Some activities can be attended by troops along with their leaders. Troops can prepare to go outdoors for a day, for overnights at modern camp buildings, or for camping in tents. You can also get your feet wet by attending activities that are sponsored by the council or other volunteers.

- **High Adventure Activities** – We offer high adventure activities throughout the council’s jurisdiction. You can find them on our Activities Calendar.
- **Program Partners** – Program partner outdoor activities can also be found on our Activities Calendar.
- **Camporee** – Often a weekend event sponsored by a service unit or area. Troops usually attend together.
- **Day Camp** – A four to five-day program, often with one overnight. Girls sign up as individuals. In GSK, day camps are usually organized and staffed by volunteers.
- **Resident Camp** – Overnight camp at Camp Pennyroyal and Bear Creek Aquatic Camp. Girls usually sign up as individuals and are assigned to units by grade level.

Community Connections

The Program Team partners with many organizations that troops can schedule at your convenience. You set the dates and times – some of them will even come to your meetings! The Program Team has vetted the activities, gauged grade level appropriateness, and often correlated it to a badge. You are responsible for meeting all safety standards in the Safety Activity Checkpoints, including adult-to-girl ratios.

GSK S’mores List

Looking for S’more fun? The S’mores List is a great place to find more unique opportunities and benefits to Girl Scout membership. This list includes activities that aren’t necessarily part of the Girl Scout Leadership Experience but still offer lots of fun and discounts. You can also list your own activities here. Check the S’mores List often for new offerings.

Council Governance

Representing Girl Scouts of Kentuckiana is an honor and a privilege. The delegate system somewhat mirrors our elected legislators who represent constituents. You are nominated by your peers and elected by those who are members of your Area Association. When you accept the nomination, you are proudly stating your commitment to place the needs and desires of the council and Area Association members above your own personal interests.

- Registered adult members, as well as girls who are age 14 by January 1 of the year they will serve, may hold elected positions.
- Girls that are in the 11th and 12th grades can apply to serve on our Board of Directors.

Global Girl Scouts: Passport to Discovery

It’s a big world, and what better way to experience it than on a global scale? As a Girl Scout, she’ll find her place in the world and make a real difference, whether she travels the globe or decides to participate in local activities with worldwide impact. Visit our website for global opportunities.

Global Girl Scout activities help boost girls’ awareness of the world through cross-cultural learning opportunities—and help her better understand important global issues, giving her the power, inspiration, and
resources to make the world a better place. Girl Scout founder Juliette Gordon Low once famously said, “Girl Scouting and Girl Guiding can be the magic thread which links the youth of the world together.”

**Traveling with Girl Scouts**

A Girl Scout trip is not only an opportunity for girls to have fun and experience adventures but is also a way of enriching the Girl Scout Leadership Experience. It is not something planned for girls by grownups, but the girls themselves do the planning with the guidance of adults. In this way, taking a Girl Scout trip is also an important way for the girls to learn. Detailed information on travel can be found in the Travel Guide or you can reach out to the Troop Support Team.

- For trips of one day with no overnight stay, you must notify your service unit manager in writing.
- Before overnight trips, you and the girls will need to obtain council permission. The farther you travel, the more information the council needs for approval.
- When a trip budget total is $5,000 and funds will be accumulated for more than one troop year, a troop travel custodial account will be required. We encourage every troop that is saving for a large trip to consider using a custodial account to take the pressure off the Troop Leader and Finance Lead.

**Local and Regional Travel**

Simply submit the Travel Application. It must be completed for all travel lasting one night or more.

**National and International Travel**

1. Submit your Travel Plan which contains preliminary information and will allow us to better guide you through the process. It must be submitted at least three months prior to the trip or before beginning any money-earning projects. A Travel Plan is also required for trips where more than $250 per person is needed.
2. Submit the Travel Application for final trip approval.
   - Completed applications are due four weeks prior to local, regional, or national travel and three months prior to international travel. Late requests will not be approved. Within 10 business days of receipt of your request, you will be notified of the status of your request.
   - Additional insurance is required for travel lasting three or more nights and for all international travel.

**Funding the Fun!**

Girls have some big ideas about what they want to do in Girls Scouts. As a Troop Leader, you will guide them on how to plan and budget for those ideas. How do you do this?

**Managing Your Troop’s Funds**

Girl Scout funds are girl-earned and girl-spent. How the funds are used is a decision made by the entire troop, not just the leaders or a few select girls from the troop. It is also important to know that troop funds belong to the entire troop and cannot be earmarked for individual girl use. Funds can be used to purchase badges and patches, Journey and Girl’s Guides, uniform components, pay for celebrations and ceremonies, community service projects, field trips, and more. Let the girls come up with some ideas and then have the troop vote.

As the girls begin to spend their troop’s funds, you and the volunteer responsible for the troop finances have a responsibility to keep track of the receipts and expenses.

- All income and expenses must be reported by June 30 of each Girl Scouting year using the finance tab in the Volunteer Toolkit. Alternatively, troops may use the Bank Account Reporting Form found online at gskentuckiana.org/resources.
- You will need copies or originals of bank statements and receipts, so be sure to save them throughout the year.
- Troop Leaders should report out to troop members and their families about finances quarterly.
Bank Account
GSK requires funds in troop or group treasuries to be kept in checking or savings accounts in the name of the council and troop number or group name. Bank accounts must follow council guidelines for account naming and shall use the council tax identification number. Each account shall have at least two unrelated signers. Fund Like a Girl Scout chapter of Succeed Like a Girl Scout has more details on bank accounts.

Troop Dues
Many troops decide to collect troop dues to help provide funds for troop activities and supplies. These could range from $1-$2 per meeting to $30-$40 for the entire school year paid all at one time. It’s completely up to each troop to decide what works best for them to support the activities they want to do.

Financial Assistance
Finances should not stand in the way of a Girl Scout’s participation. Any girl needing financial assistance for membership can request it as part of the online membership registration process. Other financial assistance may be available, the Financial Assistance Application and can be found online at gskentuckiana.org/resources.

Joyce Seymour Leadership Fund
The Joyce Seymour Leadership Fund provides leadership opportunities for girls gained through the outdoor experience. Opportunities supported by the fund include GSK Camps and Outdoor Experiences, GSUSA destinations, and troop outdoor adventures. Applicants must be a registered member of Girl Scouts of Kentuckiana and submit an application to request funds.

Sales Tax Exemption
As a 501(c)(3) nonprofit, volunteers can use the GSK sales tax exempt form when purchasing supplies and materials for Girl Scout troop use. We have exemption for Indiana, Kentucky, and Tennessee.

Kentuckiana Credits
Council credits that can be used in council shops, and to pay for membership, activities, or GSK property rental. Troops can use the Kentuckiana Credits Swap Form to reimburse the troop for troop funds used on membership, activities, or GSK property rentals. Girls can earn Kentuckiana Credits by participating in Product Programs. Service Units and Troops may earn Kentuckiana Credits by meeting membership goals.

Money-Earning Activities
The best way to fund activities is through the Girl Scout Cookie and Fall Product Programs. If in planning it is determined that additional funds are needed, troops turn to money-earning projects. All money-earning activities must be planned and carried out by the girls as a hands-on project with the help of adults.

Questions to consider when thinking about money-earning activities are:

- Is the activity age appropriate?
- What is the budget for the activity?
- Did the girls plan the activity?
- Are the girls involved in the activity?

The following are requirements for money-earning projects:

- If the troop decides to plan a money-earning activity, the Money-Earning Permission Form must be submitted to the Service Unit Manager and Fund Development department at Girl Scouts of Kentuckiana 30 days prior to the event.
- Troops must participate in the Girl Scout Cookie Program to do any additional money-earning projects.
- Money-earning activities over $250 must be approved by the GSK Fund Development department via the Money-Earning Permission form.
- Please be aware that only the Council holds the nonprofit status and a unique identification number with the IRS. Use of the tax identification number by troops or service units is not allowed.
Girls may participate in troop money-earning such as a bake sale, etc., but may not engage in any direct solicitation for money. Adults are the only ones who can ask for donations to Girl Scouts.

Girls working on their Girl Scout Gold Award projects may seek council permission to solicit funds – more information is available during Gold Award training.

Girl Scouts of the USA prohibits fundraising for other organizations. This means that troops or service units cannot collect cash or solicit cash donations for another organization. A troop or service unit can collect goods for other organizations, such as a can drive for a local food bank or gloves for a homeless shelter.

Girl Scouts of the USA does not allow games of chance as acceptable activities or means of money-earning for Girl Scouts. This includes raffles, bingos, poker nights or other games of chance to raise money.

Troops or service units cannot solicit donations or individual/business sponsorship over $250 without prior approval from the Fund Development department.

Girl Scouts does not allow the promotion or sale of commercial products. The Girl Scout Cookie Program and the Fall Product Program are the only commercial products allowed for sale.

Individuals, troops or service units cannot apply for grants. Grants are subject to auditing and financial policies.

Troops cannot engage in fundraisers with business or corporations where a percentage of the price of the item is donated back to the troop.

Raising money via the internet through crowd sourcing pages such as Facebook or Go Fund Me is not allowed.

If money is to fund national, international, or trips costing more than $250 per person, a Travel Plan must be submitted to the Council prior to the approval of a Money-Earning Permission Form. Please see the GSK Travel Guide for more details.

**Best Practices for Accounts**

One critical task for each group is to keep excellent records and establish a clear accounting system for all money earned and spent. A group account should be established as soon as possible.

- **These are Group Funds, Not Individual Funds:** Remember, all Girl Scout funds are the common resource of the group. No group funds, regardless of source, are held for or accounted for individuals. This is a very important principle in the mission of Girl Scouting and in compliance with IRS regulations.

- **There Are No Secrets:** All financial matters are completely public transactions. Transparency is the rule. If you and your co-signer would be uncomfortable with one of your transactions appearing on the front page of your local newspaper, then you probably should not complete the transaction.

- **Always Have a Receipt:** No matter how honest you are, you still need to prove that all your transactions are accurate and appropriate. This means you must have a receipt for every expense. It might help to keep these receipts in a folder or stapled in a notebook in chronological order. Remember—if you don’t get a receipt for an expense, you have just made a donation to the group! Reimbursement must be made in the same troop year; October 1–September 30.

- **Don’t Mix Funds:** Group funds should only be kept in the group bank account. Funds from a signer’s personal accounts or other group accounts should not be mixed. Groups should have only one account. It is also best not to mix Girl Scout and personal expenses on the same receipt.

- **Never Pay Yourself:** A signer on an account should never write a check to themselves. Similarly, an adult should never make a purchase using an account debit card for their own benefit (e.g. individual meals, fuel, or items for personal use). There are multiple signers on troop accounts for a reason. A co-signer can easily reimburse a signer for appropriate expenses. There should always be a third party in each transaction, safeguarding group assets from self-interested transactions.

- **All Signers Share Responsibility:** All signers on an account share the responsibility for the fiscal
management of the account. Each signer should review monthly bank statements against the receipted income and expenses.

- **Separation of Governance & Operational Funds:** No person in the governance position of Board Officer or Member at Large, Board Development Committee, Area Chair, or Area Vice Chair may be a signer on an operational bank account such as a troop, service unit, or day camp account.

- **Report Quarterly:** The best way to avoid questions, rumors and suspicion is to answer questions before they are asked. Girls and parents have worked hard to contribute and earn group funds, so it is natural that they should be interested in how funds are kept and spent. A simple, written report showing income and expenses should be provided to group families every 90 days. This report should match the most recent bank statement, a copy of which should be provided as well. The report should be signed by the bank account co-signers and should provide an easy contact point for questions.

- **It’s Their Money—Involve Them:** Having the girls assist in managing the troop’s finances, paying troop bills, and preparing the quarterly reports is a terrific way to teach important life skills, build interest and involvement, and promote transparency and fairness. Please use this opportunity to build a financially literate troop.

- **Sales Tax Exemption Certificates:** Girl Scout purchases can be made under the council’s sales tax exemption. Each state has its own sales tax exemption authorization number. Please provide this form to the vendor at the time of purchase.

## Keeping Girls Safe

While working with girls and learning new skills is fun and rewarding, assuming responsibility for other people’s children means that some level of risk management and due diligence is involved. There are several resources we use to help you minimize risk and keep girls safe.

### Understanding How Many Volunteers You Need

Girl Scout groups are large enough to provide a cooperative learning environment and small enough to allow development of individual girls. Girl Scouts’ adult-to-girl ratios show the minimum number of volunteers needed to supervise a specific number of girls. These supervision ratios were devised to ensure the safety and health of girls.

Your group must have at least two unrelated, approved volunteers present at all times, plus additional volunteers as necessary, depending on the size of the group and the ages and abilities of girls. Any adult that is supervising girls must be a GSK-approved volunteer. One volunteer must be female. Please refer to the ratio chart below.

<table>
<thead>
<tr>
<th>Volunteer-to-Girl Ratio Chart</th>
<th>Group Meetings</th>
<th>Events, Travel and Camping</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Two unrelated Volunteers (at least one of whom is female) for this number of girls:</td>
<td>Plus one additional volunteer for each additional number of this many girls:</td>
</tr>
<tr>
<td>Girl Scout Daisies (grades K-1)</td>
<td>12</td>
<td>1-6</td>
</tr>
<tr>
<td>Girl Scout Brownies (grades 2-3)</td>
<td>20</td>
<td>1-8</td>
</tr>
<tr>
<td>Girl Scout Juniors (grades 4-5)</td>
<td>25</td>
<td>1-10</td>
</tr>
<tr>
<td>Girl Scout Cadettes (grades 6-8)</td>
<td>25</td>
<td>1-12</td>
</tr>
</tbody>
</table>
Tagalongs

A Tagalong means a person who attends an activity but is not of an age or skill level to participate. A tagalong can be a registered Girl Scout, sibling, or friend (both boys and girls) who come with parents or guardians to a Girl Scout activity. For example, a registered Girl Scout Daisy tagging along with their parent who is leading a Girl Scout Junior activity is classified as a tagalong. A brother tagging along for a troop campout is also classified as a tagalong.

There are some key points to remember when working with tagalongs:

- Tagalongs are a separate group; therefore, a separate adult team meeting the adult-to-tagalong ratio is required for tagalongs to attend.
- Tagalongs must be kept under the continuous supervision of these adults while a Girl Scout activity takes place.
- Tagalongs follow the same rules as Girl Scouts regarding grade level for participating in activities; on and off GSK properties.
- Optional Insurance is needed for invited non-member tagalongs that are participating in age appropriate activities.
- Troop funds should not be used for tagalongs or for the adults needed to supervise them.
- All adults must be registered members, have a background check, and have completed child protection training, even those working with tagalongs.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Tagalong Ratios for Events, Travel, or Camping</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Two unrelated adults (at least one of whom is female) for this number of tagalongs.</td>
</tr>
<tr>
<td>K-1</td>
<td>6</td>
</tr>
<tr>
<td>2-3</td>
<td>12</td>
</tr>
<tr>
<td>4-5</td>
<td>16</td>
</tr>
<tr>
<td>6-8</td>
<td>20</td>
</tr>
<tr>
<td>9-12</td>
<td>24</td>
</tr>
</tbody>
</table>

Planning Safe Activities

When preparing for any activity with girls, start by reading the Girl Scout Safety Activity Checkpoints for that particular activity. You can find these online at gskentuckiana.org/resources. Each Safety Activity Checkpoint offers you required guidelines on where to do this activity, how to include girls with disabilities, where to find both basic and specialized gear required for the activity, how to prepare yourselves for the activity, and what specific steps to follow on the day of the activity. Safety Activity Checkpoints will note if a First Aider is required. For activities requiring council permission, you must fill out the Safety Activity Checkpoint Permission Form.

If Safety Activity Checkpoints do not exist for an activity that you and the girls are interested in, contact gskentuckiana.org/resources.
Volunteer Care at 888-771-5170 or volunteercare@gskentuckiana.org before making any definite plans with the girls.

What to Do in an Emergency

Although you hope the worst never happens, you must observe council procedures for handling accidents and fatalities. Please follow these steps:

1. First, contact emergency medical services to arrange for care for the sick or injured person.
2. Ensure that the scene is safe before providing care for the sick or injured person.
3. Designate who will provide care for the sick or injured person and give priority attention to providing care.
4. Ensure other adults are supervising the remaining people. Ensure they are safe, and if possible, take them to another location away from the scene.
5. Notify the family of the sick or injured person.
6. In the event of a serious accident or fatality, contact GSK staff who will arrange for additional assistance at the scene, if needed, and will notify families as appropriate. To report emergency and secure additional assistance, call the office during normal business hours. Other times, please call one of the Staff Emergency Contacts.
7. In the event of a fatality or other serious accident, always notify the police.
8. Retain a responsible person at the scene. See that the victim and the surroundings are not disturbed until the police have assumed authority.
9. Refer any media inquiries (press, radio, television) to the Chief Development & Communication Officer.
10. Make no statements to the press. Do not discuss the incident, place any blame, or accept liability.
11. Submit an Incident/Accident Report Form to the council within 24 hours.

Make sure a general first aid kit is available at your meeting place and accompanies girls on any activity. You may need to provide the kit if one is not already available at your meeting location. You must always have on hand the names and telephone numbers of our council office, parents/guardians and emergency services such as the police, fire department, or hospital.

Safety Guidelines

Girl Scout’s Safety Guidelines

Follow the Safety Activity Checkpoints: Instructions for staying safe while participating in activities are detailed in the Safety Activity Checkpoints. Read the checkpoints, follow them, and share them with other volunteers, parents, and girls before engaging in activities with girls.
• **Arrange for Proper Adult Supervision of Girls**: Your group must have at least two unrelated, approved volunteers present at all times, plus additional volunteers as necessary, depending on the size of the group and the ages and abilities of girls. Volunteers must be at least 18 years old, have an approved background check, and take child protection training. One lead volunteer in every group must be female.

• **Get Family Permission**: When an activity takes place outside the normal time and place of a regular troop meeting, or a topic is discussed that could be considered sensitive, advise each family of the details of the activity and obtain permission for girls to participate.

• **Report Abuse**: Sexual advances, improper touching, and sexual activity of any kind with girl members are forbidden. Physical, verbal, and emotional abuse of girls is also forbidden.

• **Be Prepared for Emergencies**: Work with girls and other adults to establish and practice procedures for emergencies related to weather, fire, lost girls/adults, and site security. Always keep handy a well-stocked first-aid kit, girl health histories, and contact information for girls’ families.

• **Travel Safely**: When transporting girls to planned Girl Scout field trips and other, every driver must be an approved volunteer, over the age of 21 and have a good driving record, a valid license, and a registered/insured vehicle. Insist that everyone is in a legal seat, wears seat belt at all times, and adheres to state laws regarding booster seats and requirements for children in rear seats.

• **Ensure Safe Overnight Outings**: Prepare girls to be away from home by involving them in planning, so they know what to expect. Avoid having men sleep in the same space as girls and women. During family or parent-daughter overnights, one family unit may sleep in the same sleeping quarters in program areas. When parents are staffing events, daughters should remain in quarters with other girls rather than in staff areas.

• **Role-Model the Right Behavior**: Never use illegal drugs. Don’t consume alcohol, smoke, or use foul language in the presence of girls. Do not carry ammunition or firearms in the presence of girls unless given special permission for group marksmanship activities.

• **Create an Emotionally Safe Space**: Adults are responsible for making Girl Scouting a place where girls are as safe emotionally as they are physically. Protect the emotional safety of girls by creating a team agreement and coaching girls to honor it. Agreements typically encourage behaviors like respecting a diversity of feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination.

• **Ensure No Girl is Treated Differently**: Girl Scouts welcomes all members, regardless of race, ethnicity, background, disability, family structure, religious beliefs, and socioeconomic status. When scheduling, helping plan, and carrying out activities, carefully consider the needs of all girls involved, including school schedules, family needs, financial constraints, religious holidays, and the accessibility of appropriate transportation and meeting places.

• **Promote Online Safety**: Instruct girls never to put their full names or contact information online or engage in virtual conversation with strangers. Girls should never arrange in-person meetings with online contacts, other than to deliver cookies and only with the approval and accompaniment of a parent or designated adult. On group websites, publish girls’ first names only and never divulge their contact information. Teach girls the Girl Scout Online Safety Pledge and have them commit to it.

• **Keep Girls Safe During Money-Earning Activities**: Girl Scout cookies and other council-sponsored product sales are an integral part of the program. During Girl Scout product sales, you are responsible for the safety of girls, money, and products. In addition, a wide variety of organizations, causes, and fundraisers may appeal to Girl Scouts to be their labor force. When representing Girl Scouts, girls cannot participate in money-earning activities that represent partisan politics or that are not Girl Scout–approved product sales and efforts.

**GSK’s Safety Policies**

• **Weapons**: GSK strictly prohibits any person, licensed or not, from being in possession of weapons at any activity where girls are present, in any vehicle used for Girl Scout activities, and at any council
facility or camp property. Prohibited weapons include all forms of weapons or explosives that are restricted by local, state, or federal laws. This includes all firearms, even if licensed, illegal knives, and other weapons covered by the law. Exceptions to this policy may be made only in the performance of specific responsibilities for the council or educational purposes. The council CEO will approve any such exceptions in advance and in writing only. Law enforcement officers are exempt from this policy provided they are following the requirements of their employer regarding weapons possession.

- **Tobacco:** The council supports and encourages a smoke-free environment. The use of tobacco and e-cigarettes by girls and adults is discouraged. Smoking is prohibited at any council facility or camp property, except in designated areas set aside for smokers. The use of tobacco, or e-cigarettes by girls, or by adults in the presence of girls, at any Girl Scout activity, including transportation to and from the event, is prohibited.

- **Drugs:** Possession or consumption of illegal drugs or any legal substance not used according to accepted medical practices is prohibited at any Girl Scout activity or on any council property at any time.

- **Alcohol:** Alcoholic beverages are not permitted at any Girl Scout-sponsored activity where girls are present. Girl Scouts may participate as a group at any event provided by the community or other youth-serving organization where alcoholic beverages are available as part of the event. No adult accompanying Girl Scouts may consume alcohol during the activity.

- **Hunting and Trapping:** Hunting and trapping are not permitted on Girl Scout camp property. All camp properties must be posted. Exceptions to this policy may be made only in the performance of specific responsibilities for the council. The CEO will make any such exception in advance and in writing only.

- **Personal Pets:** Personal family pets are not permitted on Girl Scout camp properties during programs or when girls are present. Exceptions to this policy include service animals and program activities that include family pets and pets owned by council staff residing at camp. At all times, all pets will be under the control of a responsible person and not permitted to roam freely.

- **Political and Legislative Activity:** Girl Scouts may not authorize anyone in the name of Girl Scouting to participate or intervene directly in any political campaign on behalf of or in opposition to any candidates for public office. Girl Scouts may not participate in any legislative activity or function that contravenes the law governing tax-exempt organizations.

- **Hostility:** The council strictly prohibits hostility in any form against all persons having involvement with the council. Hostility is considered to include, but not be limited to, physical violence as well as harassment, intimidation, stalking, coercion, display of weapons, threats, bullying and talking or joking about hostility whether in person or through some other means of communications such as writing, telephone, text messaging, voice mail, e-mail, or any other methods of communication or technology.

**GSK’s Code of Conduct**

It is expected that all members, volunteers, and staff, exhibit behavior that is in accordance with the Girl Scout Promise and Law at all times when representing Girl Scouts of Kentuckiana. Members are trusted to be good stewards of their resources and to uphold rigorous standards of conduct and personal integrity. However, if a situation arises where it is difficult to determine the proper course of conduct, the matter should be brought to the attention of your local volunteer and/or staff support team. The full text of the Code of Conduct can be found online at [gskentuckiana.org/resources](http://gskentuckiana.org/resources).

**Background Checks**

GSK requires adult membership and background checks on all volunteers and any adults (parents, guardians, family members, others):

- Directly supervising girls: troop leaders, troop volunteers, and camp volunteers.
- Attending overnight functions with girls: all adults attending overnight events.
- Driving girls: all adults driving girls, besides their direct family members.
• Working directly with troop/group funds: Cookie Chairs, Fall Product Chairs, and Finance Leads.
• Working indirectly with volunteers in a leadership capacity: service unit team, trainer, board members, area chair or vice chair, area delegate or alternate, etc.
• All staff members

Volunteers will receive an email link from:

Girl Scouts of Kentuckiana <theadvocates@verifiedvolunteers.com>

A confidential background check will be conducted and repeated every three years. These reports are handled in a confidential manner and staff will address specific follow up concerns with the volunteer. If there are certain restrictions on a volunteer’s involvement, those limitations will be communicated with the service unit manager and volunteers who supervise the troops.

Family Engagement

You want the girls in your troop to have fun, be inspired, take risks, and learn about themselves and the world this year – that’s why you’re a Troop Leader. The thing is, families want the same thing for their girls! So how can you involve them, without every adult family member becoming a volunteer? We recognize that this is a fine line to walk, so we’re providing guidance. Here are some examples of when family members may participate without membership, background check, and child protection training.

• Attending Family Activities sponsored by the council, community partners, service units, or area. Council-Led Family Activities are identified for your convenience in the Program & Training Guide and on our website in the Activities list.
  o Families are welcome at many activities.
  o Troops attending Family Activities as a troop must provide adult-to-girl supervision for any girls attending without their family.

• Working intermittently with your troop when the GSK-approved volunteers are there to maintain adult-to-girl supervision ratio.
  o For example: bring snacks, leading an activity at a meeting, provide extra hands with a group project.

• Regularly attending troop meetings, but not engaging with the girls.
  o They may stay with other parents in the room, but not supervise girls. Families may not be comfortable dropping their girl off with a stranger at troop meetings.

• Driving their girl to and attending a planned troop activity when no overnight is required.
  o They may not be included in the count for adult-to-girl ratio.
  o They may not drive other girls unless families are carpooling together.
  o They may not supervise other girls.

Child Protection Policy

GSK seeks to provide the most secure environment possible for its girls. The Child Protection Policy helps provide an environment that is free of child abuse and that safeguards the health and well-being of our girls. Physical punishment, sexual misconduct, physical neglect, and emotional abuse are strictly prohibited. GSK reserves the right to terminate, to dismiss, or to take any appropriate action in response to anyone who violates this policy or who is found guilty of child abuse and/or neglect. The full text of the Child Protection Policy can be found online at gskentuckiana.org/resources.

To protect the girls and yourself as well, here is the list of Top 10 Nevers from Safeguard from Abuse, our child protection training.

• Never tickle children—it’s overstimulating and is considered a deceptive device that may lead to fondling.
• Never engage in rough, physical or sexually provocative games, including horseplay.
• Never allow or engage in inappropriate touching.
• Never allow a child to stand between your legs when seated. Gently guide the child to your side. You may still speak to and comfort the child.
• Never hold school age and older children on your lap. Holding a preschooler is okay for short time spans.
• Never allow children to use inappropriate language or make sexually suggestive comments, even in fun.
• Never show pornography or involve youth in pornographic activities or photographs.
• Never let them out of your view. All children are within your sight at all times.
• Never kiss a child on the lips. Never let a child kiss you on the lips, especially if you are working with or coaching an older team of the opposite sex.
• Never let allegations a child makes go unchallenged or unrecorded. Act promptly.

**Reporting Child Abuse or Neglect**

**Child Protection Officer:**
Greg Cardwell-Copenhefer
Office: 502-716-7237
Cell: 502-694-0991

**Child Protection Hotline:**
Kentucky 800-752-6200
Indiana 800-800-5556
877-597-2331

• If you believe a child is in imminent danger and needs immediate protection, call the local police department.
• If there is no immediate danger, call the child protection hotline.
• Fill out an Incident Report with the case number and submit it to the Child Protection Officer within 24 hours.
• After reporting, your role is complete unless you see additional signs that require a report.

**Managing Conflict**

Conflicts and disagreements are an inevitable part of life, and when handled constructively, can enhance communication and relationships. At the very least, Girl Scouts are expected to practice self-control and diplomacy so that conflicts do not erupt into regrettable incidents. When a conflict arises, get those involved to sit down together and talk calmly and in a nonjudgmental manner. Whatever you do, do not spread your complaint around to others—that won’t help the situation and causes only embarrassment and anger.

If a conflict persists, we are here to help. If a resolution is not made, submit a Volunteer Statement Form to your Troop Support Specialist for extra help. Thank you for creating a safe and rewarding experience for our girls!

**Grievance / Separation**

Girl Scouts of Kentuckiana reserves the right to disqualify or restrict the volunteer duties of any person who has been convicted of certain crimes or whom the Council has deemed as unqualified or not fit to hold a volunteer position. The decision to exclude, limit, or discontinue a prospective or current volunteer’s participation remains at all times within the discretion of the Council.

Volunteers not fulfilling the expectations for the position may be released from the position following problem solving steps to improve and develop the volunteer’s skills.

Factors which may be considered in the release of any volunteer may include but are not limited to:
• Endangering the health and safety of others.
• Failure to follow written policies and/or standards of Girl Scouts of Kentuckiana or Girl Scouts of the USA.
• Misappropriation, misuse or irresponsible management of troop, event or council funds.
• Inadequate job performance.

All Girl Scouts of Kentuckiana operational volunteers are afforded the opportunity to request an appeal when a negative action is taken against them as the result of a policy and/or standard violation. Instances of child abuse, child endangerment, and group/troop financial mismanagement are not eligible for appeal. In these cases, volunteer suspension and/or termination will stand.

The council has a zero-tolerance position for instances including, but not limited to bullying, theft, and child endangerment. Violation of any procedure identified as zero-tolerance will result in immediate termination from all volunteer roles effective immediately and permanently.

**Emergency Preparedness**

The Girl Scout Motto is Be Prepared! Please follow these minimum emergency preparedness guidelines:

• Check out the emergency procedures for your meeting place, and regularly practice emergency drills with the girls. Be aware of how to contact available help.
• Know the signals for emergencies and tornado warnings for your troop meeting location.
• Know how to contact personnel who are responsible for the building you are using.
• Have a troop first aid kit at every meeting.
• Keep a Girl Scout insurance form and the girls’ health histories with the first aid kit.
• Always have emergency telephone numbers with you.
• Know the council’s emergency procedures for a serious accident, emergency, or fatality.

**General Permission and Health History**

Every girl needs to have a General Permission and Health History Form on file with the troop. This form gives permission for the girl to attend troop meetings at their regularly scheduled location. It also contains some general health history information to ensure that the girl is properly cared for in the event of an accident or illness. The form must be filled out and signed by a parent and/or guardian.

These forms are strictly confidential and should only be viewed by those members of the Troop Leadership Team that will need access to this information. Adults who are regularly attending meetings should fill out this form on themselves as well. They do not have to fill it out in its entirety, but knowing any medical conditions, allergies, and emergency contact information is important in an emergency.

**Girl Scout Insurance**

Every registered Girl Scout and registered adult member in the Girl Scout movement is automatically covered under the basic Mutual of Omaha Activity Insurance plan upon registration. This insurance coverage is not intended to diminish the need for, or replace existing, family health insurance. When $130 in benefits has been paid under this plan for covered expenses, any subsequent benefits from the basic plan will be payable (up to the specified maximum) only for expenses incurred that are not covered under another insurance policy. If there is no family insurance or healthcare program, a specified maximum of medical benefits is available under the basic plan.

**First Aider**

A First Aider is not required for every Girl Scout activity, such as your standard troop meetings. Please consult the “Prepare for Emergencies” section of the Safety Activity Checkpoints for the specific activity to determine whether a First Aider is required and their level of certification. Being trained in First Aid & CPR is a valuable life skill.
Medications

No adult/girl at a Girl Scout activity may administer medications to a minor unless the following conditions are met.

1. No minor may administer medications at any time (except as noted in #5).
2. All medications must be in the original container and maintained in a location deemed to be safe and appropriately accessible.
3. Prescription medications must be administered according to the doctor’s orders.
4. Non-prescription medications must be administered according to the directions on the label and only with signed parent/guardian consent.
5. Prescriptions designed for self-medication in case of an emergency such as epinephrine, inhalers, etc., should be kept by the individual they are prescribed to all the time.

Transporting Girls

How families decide to transport girls between their homes and Girl Scout meeting places is each family’s individual decision and responsibility.

For planned Girl Scout field trips and other activities—outside the normal time and place—in which a group will be transported in private vehicles:

- Every driver must be an approved volunteer at least 21 years old and have a good driving record, a valid license, and a registered/insured vehicle.
- Girls never drive other girls.
- If a group is traveling in one vehicle, there must be at least two unrelated, approved volunteers in the vehicle, one of whom is female, and the adult-to-girl ratios in Volunteer Essentials must be followed.
- If a group is traveling in more than one vehicle, the entire group must consist of at least two unrelated, approved volunteers, one of whom is female, and the adult-to-girl ratios in Volunteer Essentials must be followed. Care should be taken so that a single car (with a single adult driver) is not separated from the group for an extended length of time.
- Obtain family permission for any use of transportation outside of family transportation.
- GSK does not allow use of 15 passenger vans.
- Never transport girls in flatbed or panel trucks, in the bed of a pickup, or in a camper-trailer.
- Volunteers and volunteer groups who rent private transportation do so under their personal insurance and liability. Girl Scouts of Kentuckiana does not enter into legal agreements on behalf of volunteers.

Private transportation includes private passenger vehicles, rental cars, privately owned or rented recreational vehicles and campers, chartered buses, boats, and flights. Each driver of motorized private transportation must be at least 21 years old and hold a valid operator’s license appropriate to the vehicle. In addition, state laws must be followed, even if they are more stringent than the guidelines here. Anyone who is driving a vehicle with more than 12 passengers must also be a professional driver who possesses a commercial driver’s license (CDL).

Checklist for Drivers

When driving a car, RV, or camper, take the following precautions and ask any other drivers to do the same:

- Keep directions and a road map in the car, along with a first-aid kit and a flashlight.
- Check your lights, signals, tires, windshield wipers, horns and fluid levels before each trip, and recheck them periodically on long trips.
- Keep all necessary papers up to date including, but not limited to your driver’s license; vehicle registration; any state or local inspections; and insurance coverage.
• Wear your seat belt all the time and insist that all passengers do the same. Girls under 12 must ride in the back seats.

• Follow all the established rules of the road in your state, including the speed limit. Some additional guidelines include: keeping a two-car-length distance between you and the car ahead of you; not talking or texting on a cell phone or other personal electronic device while driving; not using ear buds or headphones while driving; and turning your lights on when your windshield wipers are on.

• Plan rest stops every few hours and avoid driving for extended periods at night. If traveling with others, prearrange stopping places along the way. When planning longer trips, arrange for relief drivers.

• Do NOT drive when you are tired or taking medication that makes you drowsy.

• Girl Scouts must adhere to all applicable state laws regarding seatbelts and child restraints. These laws are subject to change, but currently guidelines are:

**Kentucky**

• Any child under 40 inches tall must be in a child and/or infant seat.

• Any child younger than 8 and between 40 and 57 inches tall be secured in a booster seat

• Any children over 8 or over 57 inches tall must be secured in a seat belt.

**Indiana**

• All children under the age of 8 must be properly restrained in a child safety seat or booster seat according to the child restraint system manufacturer’s instructions.

• All children under the age of 16 must be properly restrained either using a seat belt or a child restraint system, to include a booster seat.
You—A Girl Scout Leader!

Your Role
What does it mean to be a Girl Scout leader? It’s the amazing journey of helping girls build courage, confidence, and character through Girl Scouts. As a leader, it’s important to remember that leadership can bring many joys, including developing a personal relationship with each girl in the troop, building adult friendships through the sisterhood of Girl Scouts, receiving sincere appreciation and thanks from parents, and most importantly, knowing you are shaping the future by working with a girl today.

What does it mean to you to be a Girl Scout leader? That’s something you’ll discover throughout your time with the girls and adults in your troop, as well as through relationships you make with fellow volunteers and families. It’s an exciting adventure!

As you build relationships, leadership ...
- will develop as you get to know each girl and adult troop member.
- means communicating with families and co-leaders.
- includes understanding the needs and interests of the girls, helping them plan activities and excursions beyond the troop meeting, and guiding them as they discover new interests.

As a leader, it’s important to remember that ...
- you cannot know everything the girls might ever want to learn.
- you’ll also explore and learn many things along with the girls.
- it’s okay not to know; you’re not expected to know everything about Girl Scouting.
- you are expected to know where to go for information and resources, and get it when needed.

Leadership is teaching ...
- girls that they can do and be anything.
- girls that they are decision makers.
- girls not only for the sake of knowing things, but also for the sake of development and growth.
- through being a good role model.

See yourself as a coach ...
- not as a teacher with a canned lesson or activity or as someone who has to perform for the girls each week.
- who guides and instructs.
- who advises and discusses.
- and work so each girl can carry out responsibilities within the troop.
- as the girls build their skills and ethics.
- and give more responsibilities to the girls as they grow and develop.

“Belonging” in leadership means ...
- understanding you are part of a troop and a team.
- listening, providing suggestions, and contributing ideas.
- sticking with the girls through good times and bad.
- recognizing you belong to a larger organization beyond the troop that will provide support and resources.
Your Troop Leadership Team

On my honor, I will... not do this alone!

Before you hold your first troop meeting with girls, consider the support and resources you’ll need throughout the year. Families, friends, and other members of the community can provide time, experience, and ideas to a troop, so get them involved from the very beginning as part of your volunteer troop team.

All of these adults must be screened and approved. They commit to these roles based on the amount of time the volunteer has to give and interest in specific areas on the team. Interested individuals should be guided to the Join or Volunteer buttons at gskentuckiana.org.

The Troop Leadership Team volunteers play a big role in making your troop run smoothly and in supporting the girls’ plans. They’re an extra set of eyes, ears and hands whose skill sets are leveraged to help the troop safely explore the world around them. Ideally, your team will have a Troop Cookie Chair, Troop Fall Product Chair and a Finance Lead. Volunteers from this group may agree to take on other tasks, depending on what your troop needs are. For instance, they may be a chaperone for events that require more adult volunteers to meet the volunteer-to-girl ratio requirements, or agree to be the driver for an upcoming trip that also requires more volunteer supervision.

Some Troop Leadership team members are not able to volunteer on a regular basis but are ready to help out when you need an extra set of hands to manage an activity station, provide a snack, lead songs, and keep the activity on track and fun. Often parents start in this role if they aren’t sure they can commit to a committee or leader role. Once they see how fun it is, they may sign up for more!

As a Troop Leader, you will guide the structure and experiences of your troop – from how and when meetings are held to how the troop communicates, from steering girl-led activities to setting financial expectations. These decisions will be made collaboratively with your volunteer team, as well as with input from the girls and their families.

Keep track of the steps to get your troop started by using the Troop Start-Up Checklist.

Troop Leader Responsibilities
- Liaison with service unit volunteers and council staff
- Troop financial management
- Communication with parents
- Girl safety
- Guiding the troop’s Girl Scout Leadership Experience (GSLE)

Troop Leadership Team Responsibilities
- Assist Troop Leader
- Girl safety
- May drive girls, coordinate finances, and/or chaperone troop activities
- Provide extra help at troop meetings

Family Responsibilities
- Communicate with Troop Leadership
- Provide permission and information needed for participation in activities
- Ensure current membership for their girl
- Provide transportation to and from meetings
- Complete and submit the Health History form

Girl Responsibilities
- Be ready to learn and have fun
- Use your imagination and creativity
- Always stay with the group and be safe
- Clean up after yourself
- Listen when others are speaking
- Have fun!

All Girl Scouts live by the Girl Scout Law!
The Secret Ingredient of Successful Girl Scout Troops: Family Connections

Obviously, you want the girls in your troop to have fun, be inspired, take risks, and learn about themselves and the world this year—that’s why you’re a Girl Scout troop leader! The thing is, families want the same thing for their girls, but getting families to pitch in and play an active role in the troop, while also enhancing the experience for their own girl, can be tricky for many volunteers. It doesn’t have to be this way! After your troop’s initial family meeting, here’s how you can best keep everyone on board.

Make the ask(s)
The main reason people don’t take action is because they were never asked to in the first place. That’s why hearing one out of three Girl Scout families say no one had communicated expectations around involvement with their girl’s troop is so troubling. Family members may have many talents, but they’re certainly not mind readers! If you’re nervous about getting turned down, don’t be. Sure, a few parents might be unable to lend a hand, but the helpers you do get will be worth their weight in gold. And just because someone wasn’t available a month or two ago doesn’t mean they won’t be free to help now. Loop back, follow up, ask again!

Make sense of “why”
Explain that not only does the whole troop benefit with extra help from families, but also girls feel a special sense of pride in seeing their own family member step up and take a leadership role. Getting involved can strengthen family bonds and is a meaningful way to show girls they are a priority in their lives.

Make it quick and easy
Everybody’s got a full plate these days, so instead of starting conversations with a list of tasks or responsibilities they could take on (which can be intimidating!), ask caregivers how much time each week they might be able to dedicate to the troop, then go from there. For instance, if a troop mom or dad has 15 minutes each week to spare, they could organize and manage the calendar for troop snacks and carpools. If a grandparent has one to two hours, they could assist with leading the troop through a specific badge on a topic they’re already comfortable with. For more ways families can help out when faced with a tricky schedule, check out the Family Resources tab in the Volunteer Toolkit.

Make family part of the formula
While Girl Scout programming is always focused on the girls themselves, it’s important and helpful to open up a few events to their families throughout the year. Inviting a whole crew to celebrate her accomplishments in Girl Scouting—whether at a holiday open house, a bridging ceremony, or a fun “reverse meeting” where girls take the role of leaders and guide the adults through an activity—will help adults better understand the value of Girl Scouts and they will be more likely to invest their time and talents with the troop. That said, there’s no need to wait for one of these special events to engage families in their girls’ Girl Scout lives. Keep communication lines open throughout the year—whether it’s through your troop’s social media page, personal emails, or in-person chats—to keep families in the loop on what the girls are doing and learning during each meeting, and encourage them to let their daughters “be the expert” at home, such as explaining or teaching a new skill she’s learned to the rest of the family.

Girl Scout and Family Agreement
We encourage troop leaders to provide each family with a Girl Scout and Family Agreement at the beginning of each troop year. Agreements are tools to set troop expectations and encourage positive behavior. Also, agreements can make conversations regarding negative behaviors easier because standards are established up front. A template can be found online at gskentuckiana.org/resources.
Kicking the Year Off Right by Engaging Parents and Caregivers

The Parent Meeting

Girl Scouting provides the best opportunities for girls when families step up and play an active part in the troop. Without meaningful support from parents and caregivers, it’s difficult for a troop to be all it can be. Plus, girls feel a special sense of pride when their families take part and show interest in the things they are doing!

So, what is a Parent Meeting? It’s the first meeting you hold to start each troop year—whether you are a new or returning troop. It’s valuable for all troops.

Why? Because it helps:

• parents understand what Girl Scouting can do for their girl
• parents and leaders identify ways they will work as a team to support the troop
• parents and leaders agree on what the troop pays for and what families pay for individually
• fill key troop positions—you never know which parent will make an awesome co-leader, troop cookie manager, etc.
• parents know how the troop will communicate things like upcoming events, schedule changes, etc.
• parents learn about uniforms, books, and other important basics

Kicking off each year with a parent meeting sets the troop up for success. Outlining clear expectations, building a team, and engaging parents and caregivers in the Girl Scout experience is a great way to start off on the right foot. When parents and caregivers are involved, leaders have support, and the troop has a plan, girls benefit!

Use the parent meeting agenda on the Troop Start-Up Checklist to plan your family meeting. This hour-long meeting will make all the difference in the year ahead.
Guiding Your Troop Experience

Use these questions to talk with your Troop Leadership Team volunteers to outline your troop’s structure before discussing these topics with parents/guardians.

✓ How often, when will we meet, and for how long (length of each meeting and until what part of year)?

✓ Where will we meet? Your meeting space should be somewhere safe, clean, and secure that allows all girls to participate. Some great meeting space ideas include:
  • schools
  • places of worship
  • libraries
  • community centers

✓ Which components of the uniform will families need to purchase?

✓ Will our troop be a single-grade level or facilitated as a multi-level troop with girls of many grade levels combined into one troop? If multi-level, how will we make sure they each get an age-appropriate experience?

✓ How are we going to work with girls to decide on activities that are what they want to do, are age appropriate, and help them discover, connect, and take action? You can utilize the Volunteer Toolkit (VTK) to help you through this process by exploring options for activities and reviewing the meeting plans and resources lists.

✓ How and how often are we going to communicate to parents/guardians? Keep everyone in the loop to make sure they know when, where, and what the activities will be and that girls are prepared for the activity. Effective communication will help set expectations and clarify parent/guardian responsibilities.

✓ How will we fund the fun? Will our troop charge dues, use product program proceeds, and/or charge per activity? How much money will we need to cover supplies and activities? Outline a financial plan, and then fill in the details once girls determine what they want to do this year.

Remember, Girl Scouts is designed to be girl-led. Talk to the girls about what they’d like to get out of Girl Scouts this year and make sure you’re having fun!

Multi-Level Troops

Multi-level troops have a combination of Girl Scouts of different grade levels. These troops must provide specific programming at each grade level, so additional adult leadership is needed. These multi-level troops may work well when siblings are involved, at community sites, and when individual grade level troops would be very small. Each individual grade level should have enough girls for cooperative learning.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Suggested Girls for Cooperative Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daisy</td>
<td>5-12</td>
</tr>
<tr>
<td>Brownie</td>
<td>10-20</td>
</tr>
<tr>
<td>Junior</td>
<td>10-25</td>
</tr>
<tr>
<td>Cadette</td>
<td>5-25</td>
</tr>
<tr>
<td>Senior/Ambassador</td>
<td>5-30</td>
</tr>
</tbody>
</table>
Let’s Go—Your First Troop Meeting!

The first troop meeting is always exciting! It is really where you will see the adventure of being a Girl Scout Troop Leader start to unfold. Remember to have fun! As you help the girls on their journey to discover, connect and take action in the world around them, those experiences will be a part of your Girl Scout journey too. Enjoy it! Your first troop meeting is a great chance to:

- get to know the girls!
- brainstorm all of the exciting things the girls want to do this year.
- introduce girls to Girl Scout traditions.
- Introduce the whole troop volunteer team to the girls and their parents/guardians.

If you are feeling a little nervous about leading troop meetings and experiences with your girls—that’s okay! Working directly with girls can be challenging at times but it is always rewarding and can be a lot of fun. As a Girl Scout Troop Leader you are encouraged to listen to the girls with an open-mind and lead them with your heart. Many adults feel that, when working with kids, they have to be the expert and have everything perfect. But this is not the case in Girl Scouts. When preparing for your first (or any) troop meeting, keep these things in mind:

- **It doesn’t need to be perfect.** There are lots of resources with information and guidance to help you facilitate great troop meetings and experiences but you are encouraged to be creative. And, if you forget a part of the troop meeting or the field trip doesn’t go the way you planned or you run out of time—that’s okay! The girls aren’t expecting perfection from you; your time, attention and guidance are the best part of your leadership.

- **Learn with your girls!** As you use the girl-led process in the development of your troop’s meetings and experiences, the girls will, at some point, want to earn a badge or complete a project in a subject unfamiliar to you. Be open with the girls when you don’t know something but don’t use that as a reason to keep them from exploring the topic or doing the project. Instead, become their partner in figuring out how to learn more. When they see you learning alongside them, their confidence in their current knowledge and skills as well as their ability to learn will rise. It will also help them to understand that learning is a lifelong process.

---

**First Meeting Preparation Checklist**

- **Cover the basics.** Review the details about when and where the meeting will take place and that all the parents know that information. You might find it helpful to visit the location beforehand.

- **Get ready.** Use the Volunteer Toolkit to verify your troop roster and email girls’ families. This might be a great time to ask families to provide you with any needed items, such as health history forms or troop dues.

- **Know the agenda.** Use the “Six Elements of a Troop Meeting” on the next page and the Volunteer Toolkit meeting agenda to customize your meeting plan.

- **Review and practice your agenda.** This will help you feel calmer and be more flexible during the actual meeting.

- **Expect to have fun!** When the girls and families see that you are prepared for the meeting and ready to have a great time, they’ll follow your lead!
Six Elements Of a Great Troop Meeting

Most important – your meetings should be fun! Girls come to Girl Scouts to learn how to be leaders, make decisions, and have fun in the activities they choose.

1 Start Up—Plan activities for girls as they arrive at the meeting so they have something to do until the meeting begins. It could be as simple as coloring pages, journaling, or talking with each other. (5 minutes)

2 Opening—Each troop decides how to open their meeting—most begin with the Girl Scout Promise and Law, a simple flag ceremony, song, game, story, or other activity designed by the girls. (5-10 minutes)

3 Activities—Use the meeting plans found in the Volunteer Toolkit (VTK). Activities are already designed to fit easily into this part of your meeting as you help your troop earn badges and complete Journeys. (30-45 minutes)

4 Clean Up—Girl Scouts should always leave a place cleaner than they found it! (5 minutes)

5 Closing—Just like the opening, each troop can decide how to close—with a song, a game, or a story (5-10 minutes)

6 Business—Collect dues and make announcements, or plan an upcoming event or trip while parents/guardians are present. This gives you a chance to keep families informed. (5 minutes)
Volunteer Steps to Success

In order to build our girls into great leaders, we must start with ourselves. We offer a variety of online and in-person workshops and training courses to meet your needs as a new or experienced volunteer.

1. **Complete Registration & Background Check**
   Help ensure the safety of our girls.

   - Register as volunteer at [www.gskentuckiana.org](http://www.gskentuckiana.org) and choose Volunteer Today.
     - Select Troop or Unsure
     - Choose Troop Leader, Troop Co-Leader, or Troop Helping Hand
   - Background Check - Follow link in email from [theadvocates@sterlingvolunteers.com](mailto:theadvocates@sterlingvolunteers.com).
     - If you do not receive the email within 24 hours, call Volunteer Care at 888-771-5170.
   - You’ll receive an email after your background check is processed.
   - You’ll also gain access to our Member Community - MyGS. Look for an email from [gsusacustomercare@girlscouts.org](mailto:gsusacustomercare@girlscouts.org). Your username is your email.

2. **Start Your New Leader Training**
   Learn about your new role and the essentials of Girl Scouting. You’ll get an email from [training@gskentuckiana.org](mailto:training@gskentuckiana.org) with an invitation to join DigitalChalk, our online learning platform. This step must be completed by the Troop Leader and Troop Co-Leader within 60 days.

   - Visit [gsk.digitalchalk.com](http://gsk.digitalchalk.com) click on the Dashboard tab and complete the following trainings.
     - Succeed Like a Girl Scout – New Leader Training
     - Safeguard from Abuse (75-90 minutes)

3. **Review the Volunteer Toolkit and Other Resources**
   The Volunteer Toolkit includes everything you need to plan and implement your troop year.

   - Go to [www.gskentuckiana.org](http://www.gskentuckiana.org) and choose “My GS”, and then select Volunteer Toolkit. The username and password are the same as your Member Profile.
   - For more on the VTK, complete Organize Like a Girl Scout or a virtual training on the website.

4. **Want More? Attend a Grade Level Training**
   Learn more about your girls at your troop’s grade level, their badges and journeys, and other activities that are grade level appropriate. Classes can be found online at [www.gskentuckiana.org/activities](http://www.gskentuckiana.org/activities).

5. **Earn Your Own Way**
   The Fall Product and Cookie Programs are a great way to learn the five skills of being an entrepreneur. They also help troops earn funds to get started with their adventures. For more information, visit [www.gskentuckiana.org/cookies](http://www.gskentuckiana.org/cookies).
# Troop Start-Up Checklist

## Establish Troop Leadership Team—Required Roles

<table>
<thead>
<tr>
<th>Role</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Troop Leader</td>
<td></td>
</tr>
<tr>
<td>Co-Leader</td>
<td></td>
</tr>
</tbody>
</table>

## Establish Troop Leadership Team—Optional Roles

<table>
<thead>
<tr>
<th>Role</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Lead</td>
<td></td>
</tr>
<tr>
<td>Finance Lead</td>
<td></td>
</tr>
<tr>
<td>Fall Product Chair</td>
<td></td>
</tr>
<tr>
<td>Cookie Chair</td>
<td></td>
</tr>
<tr>
<td>Outdoor Lead</td>
<td></td>
</tr>
<tr>
<td>Take Action Lead</td>
<td></td>
</tr>
</tbody>
</table>

## Establish Meeting Day and Time

<table>
<thead>
<tr>
<th>Day of Week</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency</td>
<td>Weekly, Every Other Week, Monthly, Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Daisy, Brownie, Junior, Cadette, Senior, Ambassador, Multi</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Grades Accepting</th>
<th>K 1 2 3 4 5 6 7 8 9 10 11 12</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Desired Max Girls</th>
<th></th>
</tr>
</thead>
</table>

## Establish a Meeting Location

<table>
<thead>
<tr>
<th>Location Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City, State ZIP</td>
<td></td>
</tr>
<tr>
<td>Contact Person</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

## Establish Troop Finances

<table>
<thead>
<tr>
<th>Bank</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Start-Up Fee?</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Meeting Dues?</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Account Signer</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Account Signer</th>
<th></th>
</tr>
</thead>
</table>
## Plan a Parent Meeting

<table>
<thead>
<tr>
<th>Topic</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Girl Activity</strong></td>
<td></td>
</tr>
<tr>
<td>• What activity?</td>
<td></td>
</tr>
<tr>
<td>• Who will lead?</td>
<td></td>
</tr>
<tr>
<td>• Need older girls to help?</td>
<td></td>
</tr>
<tr>
<td>• Supplies – what/who?</td>
<td></td>
</tr>
<tr>
<td><strong>Family Discussion – Who will lead each portion?</strong></td>
<td></td>
</tr>
<tr>
<td>• Welcome Families</td>
<td></td>
</tr>
<tr>
<td>• Troop Leadership Team Introductions</td>
<td></td>
</tr>
<tr>
<td>• Meeting Day, Time, &amp; Location</td>
<td></td>
</tr>
<tr>
<td>• Uniforms (refer to handout in troop packet)</td>
<td></td>
</tr>
<tr>
<td>o Which option does troop want to wear?</td>
<td></td>
</tr>
<tr>
<td>o When would you like them purchased by?</td>
<td></td>
</tr>
<tr>
<td>o Will individuals purchase or pay troop and troop purchase?</td>
<td></td>
</tr>
<tr>
<td>o When they will wear first time?</td>
<td></td>
</tr>
<tr>
<td>• Troop Dues</td>
<td></td>
</tr>
<tr>
<td>o Why it is needed and what it will be used for?</td>
<td></td>
</tr>
<tr>
<td>o Amount?</td>
<td></td>
</tr>
<tr>
<td>o When it is due?</td>
<td></td>
</tr>
<tr>
<td>• Startup Fees (can be used in addition to or replace of dues)</td>
<td></td>
</tr>
<tr>
<td>o Why it is needed and what it will be used for?</td>
<td></td>
</tr>
<tr>
<td>o What it includes (might include books and/or uniform)?</td>
<td></td>
</tr>
<tr>
<td>o Amount?</td>
<td></td>
</tr>
<tr>
<td>o When it is due?</td>
<td></td>
</tr>
<tr>
<td>• Refreshments</td>
<td></td>
</tr>
<tr>
<td>o Will you have them or not?</td>
<td></td>
</tr>
<tr>
<td>o What should it be?</td>
<td></td>
</tr>
<tr>
<td>o Who will bring to meetings?</td>
<td></td>
</tr>
<tr>
<td><strong>Ways Families Help – Who will lead discussion?</strong></td>
<td></td>
</tr>
<tr>
<td>• Transportation (drivers must have background check)</td>
<td></td>
</tr>
<tr>
<td>• Communication (telephone tree, Facebook, webpage, etc.)</td>
<td></td>
</tr>
<tr>
<td>• Cookie Chair and/or Fall Product Chair</td>
<td></td>
</tr>
<tr>
<td>• Attending and helping with meetings (all or by assignment)</td>
<td></td>
</tr>
<tr>
<td>• Other</td>
<td></td>
</tr>
</tbody>
</table>
### Family Responsibilities – Who will lead discussion?

- Highlight the most important ones for your troop. Do not read entire list out loud.

### Information Needed Tonight

- Is online access available at meeting location?
  - Can someone bring a laptop/tablet?
- Who will gather forms & write receipts?
- Girl Membership (each girl)
  - Registration Fee $40
  - How to access troop in Opportunity Catalog
  - Need Financial Assistance? - Request via Portal
- Adult Membership Form
  - Registration Fee $25
  - How to access troop in Opportunity Catalog
  - Positions Needed / Helping Hands
- Background Screening (any adult wishing to help out)
  - Fee $8.00
  - Automatically triggered upon registration as role
  - Email from theadvocates@sterlingvolunteers.com

### Forms Needed at Next Meeting – Who will review and file forms?

- General Permission and Health History (each girl)

### Wrap Up The Meeting – Who will lead discussion?

- Thank families for attending
- Reminders
  - Next Meeting
  - What to bring: forms, dues, snack, etc.
- How to reach you for questions
# GSK Year At A Glance

For a complete listing of council events, programs and activities, please visit [www.gskentuckiana.org/activities](http://www.gskentuckiana.org/activities)

## AUGUST
- Troop Year Kickoff
- School Recruitment
- Aquatics and More Training (23-25)

## SEPTEMBER
**Fall Product Program**
- Membership year 2018-19 Ends (30)
- Fall Product Sales Begin

## OCTOBER
**Fall Product Program**
- Membership Year 2019-20 Begins (1)
- Autumn Adventure Weekend (18-20)
- New Leader Social (26)
- Founder’s Day (31)

## NOVEMBER
**Fall Product Program**
- Festival of the Arts (9)
- New Leader Social (9)
- Fall Product Delivery

## DECEMBER
- Resident Camp Cyber Monday Sale (2)
- Troop Cookie Training
- Holiday Office Closures (24-31)

## JANUARY
**Girl Scout Cookie Program**
- Cookie Sale Starts (1)
- Holiday Office Closure (1)

## FEBRUARY
**Girl Scout Cookie Program**
- Cookie Delivery /Pick-up
- Thinking Day (22)
- National Girl Scout Cookie Weekend

## MARCH
**Girl Scout Cookie Program**
- Cookie Booth Sales
- Girl Scout Week (8 - 14)
- Girl Scout Birthday (12)
- Annual Meeting (20 - 21)
- Joyce Seymour Leadership Fund Application Opens

## APRIL
**Volunteer Appreciation Month**
- Spring Training Extravaganza (17-19)
- Voices Count Survey
- Girl Scout Leaders Day (22)
- Older Girl Recognition Ceremony

## MAY
**Early Bird Renewal**
- Outdoor Training Weekend (22-24)
- National Bridging Week

## JUNE
**Early Bird Renewal**
- Resident Camp
- Day Camps / Camporees
- Volunteer Toolkit 2019-2020 Archives

## JULY
- Resident Camp
- Day Camps / Camporees
- Volunteer Toolkit 2020-2021 Opens
- National Girl Scouts in State Parks Day
Where We're Located and How to Connect

**Offices & Shops**

**Louisville (Council Headquarters)**
2115 Lexington Rd
Louisville, KY 40206

**Bear Creek**
711 Jefferson St
Paducah, KY 42001

**Caveland**
901 Lehman Ave, Suite 7
Bowling Green, KY 42101

**Heartland**
200 Sycamore St, Suite 134
Elizabethtown, KY 42701

**Pennyroyal**
3095 Girl Scout Road
Utica, KY 42376

**Office & Shop Hours:**
Visit our website [www.gskentuckiana.org/hours](http://www.gskentuckiana.org/hours) for our current shop hours.