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Welcome to **Girl Scouting!**

Thank you for volunteering to share your skills and time with Girl Scouts! Your unique talents and abilities will help girls grow through the Girl Scout Leadership Experience. Being a part of the Girl Scout movement offers adult volunteers an opportunity to mentor girls and help them discover themselves, connect with others, and take action to make the world a better place. As a leader, you will experience personal growth and the satisfaction of being a part of the girls’ development.

Welcome!

Tamara Woodbury  
Chief Executive Officer

---

**The Girl Scout Mission**

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

**The Girl Scout Promise**

*On my honor, I will try:*

to serve God and my country,  
to help people at all times,  
and to live by the Girl Scout Law.

**The Girl Scout Law**

*I will do my best to be* 

honest and fair,  
friendly and helpful,  
considerate and caring,  
courageous and strong, and  
responsible for what I say and do,  
and to  
respect myself and others,  
respect authority,  
use resources wisely,  
make the world a better place, and  
be a sister to every Girl Scout.

---

**Contact us**

**Administrative Service Center**

Monday-Friday from 8:00am - 5:00pm  
Council@girlscoutsaz.org

Registration Help  
reghelp@girlscoutsaz.org

Girl Program  
girlprogram@girlscoutsaz.org

Outdoor Program  
outdoorprogram@girlscoutsaz.org

Product Program  
productprogram@girlscoutsaz.org

Volunteer Training and Resources  
volunteerlearning@girlscoutsaz.org

Need to reach Girl Scouts right away? You can call us at 602.452.7000 or toll-free at 800.352.6133
CHAPTER 1 - WELCOME TO GIRL SCOUTING

Getting Started **Checklist**

- Become a Registered and Approved Adult Volunteer

- **Complete Basic Troop Leader Training**
  - Create your GSACPC Volunteer Academy Account
  - Complete *Getting Started Training*
  - Complete *Program Basics* within your first three months
  - Complete *Managing Troop Finances* (required in order to open a bank account or become a signer on a troop account)

- Connect with Your Volunteer Support Network
  - Connect with the Girl Scouts–Arizona Cactus-Pine volunteer community
  - Attend your local Service Unit Leader’s Meeting

- Get Organized
  - Set up and learn how to use the Volunteer Toolkit
  - Use the Volunteer Toolkit to make a plan
  - Meet with your co-leaders
  - Open a troop bank account
  - Have your first parent meeting

- **Have Your First Troop Meeting**
  - Keep girls safe during Girl Scout activities
  - Explore Girl Scout Volunteer Resources on the website
  - Make it girl-led by partnering with girls to plan program, in an age appropriate manner

- Have Fun!
Understanding Your Volunteer Role

No matter how you volunteer with Girl Scouts, your investment of time and energy will be paid back tenfold. With your help, girls will be able to identify issues they care about and work with one another to resolve them. Your interests and life experiences make you the perfect person to be a partner for girls—someone who creates a safe environment where they can work together and where each girl feels free to work toward her highest aspirations. Have no doubt: you, and nearly one million other volunteers like you, are helping girls make a lasting impact on the world.

Your Role as a Girl Scout Volunteer

As a Girl Scout volunteer your most important role is to be excited about everything this opportunity affords you: a chance to help girls succeed, play a critical role in their lives, and watch them blossom! You also want to be someone who enjoys the activities you’ll be embarking on with the girls—whether you’re volunteering at a camp, working with girls who are traveling, or partnering with girls on a short-term program series.

As a volunteer, you’ll serve as a partner and role model to girls. You’ll also work closely with a co-volunteer. Remember, two adults must be present at all times when working with girls, and at least one of those volunteers must be female and not related to the other adult. This is an important distinction that bears repeating: men can serve as troop volunteers, but an adult female who is not related to the other volunteer must be present at all times: only in cases of emergency is a girl to be alone with only one volunteer.

Your Responsibilities as a Girl Scout Volunteer

» Accepting the Girl Scout Promise and Law.
» Understanding the Three Keys to Leadership: Discover, Connect, and Take Action; which are the basis of the Girl Scout Leadership Experience.
» Sharing your knowledge, experience, and skills with a positive and flexible approach.
» Working in partnership with girls so that their activities are girl-led, allowing them to learn by doing and participate in cooperative (group) learning. Partner with other volunteers and Council staff for support and guidance.
» Organizing fun, interactive, girl-led activities that address relevant issues and match girls’ interests and needs.
» Providing information about Girl Scout troop meetings with girls’ parents or guardians on a regular and ongoing basis via a variety of tools, including email, phone calls, newsletters, blogs, social media, and any other method you choose.
» Processing and completing registration forms and other paperwork, such as permission slips,
» Communicating effectively and delivering clear, organized, and vibrant presentations or information to an individual or the group.
» Overseeing the funds girls raise with honesty, integrity, and careful record-keeping.
» Maintaining a close connection to your volunteer support team.
» Facilitating a safe experience for every girl.
TROOP LEADER
POSITION AGREEMENT

Responsible to: Member Support Executive

Term of Position: One Year

Purpose: To provide, in a safe environment, a setting that recognizes the uniqueness of each girl and to help girls discover, connect, and take action to make the world a better place.

Name__________________________________________

Email__________________________________________

Service Area____________________________________ Troop #__________

Address________________________________________ City__________ State_____ Zip__________

Term of appointment from_______________________ to ______________________

THE COUNCIL AGREES TO:

• Provide the volunteer with a copy of the volunteer policies
• Provide a position description
• Provide a volunteer agreement
• Provide orientation to the position and organization
• Offer relevant training to the position
• Provide an adult record form (MS-01)
• Carry liability and supplemental accident insurance
• Provide ongoing support, guidance, and a performance review

THE VOLUNTEER AGREES TO:

• Attend appropriate trainings and become familiar with available resources
• Establish a troop bank account with three background-checked registered adults, keep accurate records, and submit end of year financials
• Recruit parents, as a troop committee, to assist with product sales and program activities, and keep all parents informed of troop happenings
• Provide girls the opportunity to participate in Council-sponsored product sales, and ensure the proceeds from the sales benefit all girls equally
• Work in partnership with girls to increase their ability to plan, develop, implement, and evaluate activities
• Attend service area meetings in order to keep informed of local and Council activities
• Be dependable, flexible, patient, and keep a sense of humor
• Act as a positive role model, exemplifying the Girl Scout Promise and Law

OTHER________________________________________

Volunteer Signature ___________________________ Date ______________ MSE Signature ___________________________ Date ______________

MS-14 Troop Leader Position CK 08/17 white – Member Support Executive yellow – Service Area Team
Be Prepared with **Troop Leader Training**

Troop Leader training will provide you with the tools and information you need to keep girls safe and create a high-quality Girl Scout Leadership Experience for girls. Begin with the basics and keep learning to expand the fun.

**Before you Begin**
Create your GSACPC Volunteer Academy account at training.girlscoutsaz.org.

New Troop Leaders will receive an email from Volunteer Learning with a link to reset your password and enroll in new leader courses. Please contact volunteerlearning@girlscoutsaz.org if you need help setting the password.

---

**Important Trainings:**

**Step 1**
- **Troop Leader Orientation**
  - Getting Started for New Leaders (Required online course)
  - New Leader Welcome (Get off to a great start by attending this fun in-person introduction to being a Girl Scout Troop Leader)

**Step 2**
- Managing Troop Finances
  - Managing Troop Finances (Required for all signers on a troop bank account)

**Step 3**
- Troop Program Basics
  - Working with Girls Scouts (uniforms and awards by level)
  - Making it Girl Led (Planning with girls and troop government)
  - Beyond the Meeting Place (Field trips, overnights and events)

---

These courses will help you get off to a great start. Keep learning to expand the fun. Many helpful tutorials and webinars are available through the GSACPC Volunteer Academy. Your local Girl Scout Service Unit will also provide great ideas and mini-trainings at monthly leader meetings.

**Questions?**
Contact volunteerlearning@girlscoutsaz.org

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Do your girls want to go hiking or camping? You will need a troop volunteer certified in Troop Camping and a Troop First Aider.

Learn more at [girlscoutsaz.org/volunteer-training](http://girlscoutsaz.org/volunteer-training).
Check Safety Activity Checkpoints for all activities and ensure appropriate girl/adult safety ratio.

(Create your GSACPC Volunteer Academy account here [training.girlscoutsaz.org](http://training.girlscoutsaz.org).)

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<th>Leadership Preparation</th>
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<td>Before Meeting with Girls</td>
<td>Requirements for all Troop Leaders before working with girls.</td>
<td>- Complete Volunteer Application and background check</td>
<td>- Getting Started&lt;br&gt;- New Leader Welcome (optional)</td>
</tr>
<tr>
<td>Troop/Group Meeting</td>
<td>Weekly, bi-monthly or monthly meeting at regular location</td>
<td>- Girl Permission/Health History Form&lt;br&gt;- Troop/group is registered with approved leadership&lt;br&gt;- First Aid Kit</td>
<td>Complete within first 3 months&lt;br&gt;All previous training PLUS:&lt;br&gt;- Program Basics</td>
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<td>Field Trips</td>
<td>A local outing planned during regular meeting time or similar time frame.</td>
<td>- Group Permission/Health History Form&lt;br&gt;- Emergency Packet for each vehicle&lt;br&gt;- First Aid Kit</td>
<td>All previous training PLUS:&lt;br&gt;- First Aid/CPR for First Aider</td>
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<td>Sleep Over</td>
<td>An overnight event at an indoor facility (home, church, etc.). Not more than two nights, more than 250 miles one way, or out of state.</td>
<td>- Troop Trip Application&lt;br&gt;- Girl Permission/Health History Form&lt;br&gt;- Emergency Packet for each vehicle&lt;br&gt;- First Aid Kit</td>
<td>All previous training including:&lt;br&gt;- Program Basics&lt;br&gt;- First Aid/CPR for First Aider</td>
</tr>
<tr>
<td>Trip/Travel</td>
<td>An extended trip of more than two nights, more than 250 miles one way, or out of state.</td>
<td>- Troop Trip Application&lt;br&gt;- Girl Permission/Health History Form&lt;br&gt;- Emergency Packet for each vehicle&lt;br&gt;- First Aid Kit</td>
<td>All previous training including:&lt;br&gt;- Program Basics&lt;br&gt;- First Aid/CPR for First Aider</td>
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<td>Outdoor Day Trip</td>
<td>An outing that lasts a half or full day in the outdoors. Cold meals/snacks – no outdoor cooking.</td>
<td>- Girl Permission/Health History Form&lt;br&gt;- Emergency Packet for each vehicle&lt;br&gt;- First Aid Kit</td>
<td>All previous training PLUS:&lt;br&gt;- Troop Camp Certification Level 1</td>
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<td>Sleep Out</td>
<td>An overnight spent in an outdoor setting (cabin, lodge or secured backyard). Activities do not include outdoor cooking or fire building. No more than two nights.</td>
<td>- Troop Trip Application&lt;br&gt;- Girl Permission/Health History Form&lt;br&gt;- Emergency Packet for each vehicle&lt;br&gt;- First Aid Kit&lt;br&gt;- Additional insurance if more than two nights</td>
<td>All previous training including:&lt;br&gt;- Troop Camp Certification Level 1</td>
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<td>Outdoor Cooking</td>
<td>Preparing and cooking meals, using a campfire or other outdoor cooking.</td>
<td>- Girl Permission/Health History Form&lt;br&gt;- First Aid Kit</td>
<td>All previous training PLUS:&lt;br&gt;- Troop Camp Certification Level 2</td>
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<td>Campout</td>
<td>A camping trip with outdoor cooking and/or campfire. Sleeping in tents or cabins.</td>
<td>- Troop Trip Application&lt;br&gt;- Girl Permission/Health History Form&lt;br&gt;- Emergency Packet for each vehicle&lt;br&gt;- First Aid Kit&lt;br&gt;- Additional insurance if more than two nights</td>
<td>All previous training including:&lt;br&gt;- Troop Camp Certification Level 2</td>
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<td>High Adventure</td>
<td>A trip or activity involving high adventure activities, such as backpacking, rafting, rock climbing, etc.</td>
<td>- Specific Event Permission Slip&lt;br&gt;- Council approval of high-risk activities, if necessary&lt;br&gt;- Troop Trip Application, if overnight&lt;br&gt;- Girl Permission/Health History Form&lt;br&gt;- Emergency Packet for each vehicle&lt;br&gt;- First Aid Kit</td>
<td>All previous training including:&lt;br&gt;- Troop Camp Certification Level 2, if outdoor activity&lt;br&gt;- Specialized training where necessary (i.e. backpacking, Wilderness First Aid, Archery instructor, etc.)</td>
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5 Ways Girl Scouts Builds Girl Leaders

Girl Scouts’ mission is to build girls of courage, confidence, and character, who make the world a better place. Since 1912, girls have explored new fields of knowledge, learned valuable skills, and developed strong core values through Girl Scouts. Today Girl Scouts is, as it always has been, the organization best positioned to help girls develop important leadership skills they need to become successful adults.

At Girl Scouts, guided by supportive adults and peers, girls develop their leadership potential through age-appropriate activities that enable them to discover their values, skills, and the world around them; connect with others in a multicultural environment; and take action to make a difference in their world. These activities are designed to be girl led, cooperative, and hands-on—processes that create high-quality experiences conducive to learning.

When girls participate in Girl Scouts, they benefit in 5 important ways:

**STRONG SENSE OF SELF**
Girls have confidence in themselves and their abilities, and form positive identities.

**POSITIVE VALUES**
Girls act ethically, honestly, and responsibly, and show concern for others.

**CHALLENGE SEEKING**
Girls take appropriate risks, try things even if they might fail, and learn from mistakes.

**HEALTHY RELATIONSHIPS**
Girls develop and maintain healthy relationships by communicating their feelings directly and resolving conflicts constructively.

**COMMUNITY PROBLEM SOLVING**
Girls desire to contribute to the world in purposeful and meaningful ways, learn how to identify problems in the community, and create “action plans” to solve them.
Start Here! The Girl’s Guide to Girl Scouting

The Girl’s Guide to Girl Scouting is the basic Girl Scout handbook. There is a guide for each grade level.

Contains:

- Handbook
- Legacy Badges
- Financial Literacy Badges
- Cookie Business Badges
- Special Opportunity Awards
- My Girl Scouts Section

The Girl Scout Leadership Journey Adult Guide Sets

Service learning is a key element of Girl Scouts. The leadership journeys are designed to help girls Discover, Connect and Take Action to make the world a better place.

Skill Builder Badges

Daisy through Senior Girl Scouts may choose to earn additional Skill Builder Badges. Requirements are available for purchase at the Girl Scout Council Shop. Daisy through Junior Skill Builder Badges are available in the Volunteer Toolkit.

More time to get your hands dirty.

With the new Volunteer Toolkit web app you’ll be able to quickly plan and organize your troop’s activities so you can focus on the important part—having fun.

The Volunteer Toolkit will help you plan meetings, communicate with parents and track finances—all from any web-enabled device of your choice. Set up your toolkit to start planning and organizing your troop. Visit girlscoutsaz.org/en/for-volunteers/volunteer-resources/volunteer-toolkit.html.

An Important Tip About the Girl Scout Leadership Experience

*The girls’ time in Girl Scouting isn’t a to-do list,* so please don’t ever feel that checking activities off a list is more important than tuning in to what interests and excites girls and sparks their imaginations. Projects don’t have to come out perfectly, and girls don’t have to fill their vests and sashes with badges: what matters most is the fun and learning that happens as girls make experiences their own.
A Few Basic Girl Scout Traditions

Over time, organizations develop their traditions. This is the case with Girl Scouts.

**Girl Scout Sign**
The idea of the sign came from the days of chivalry, when armed knights greeted friendly knights by raising the right hand, palm open, as a sign of friendship. To give the sign, raise the three middle fingers of the right hand palm forward and shoulder high (the three extended fingers represent the three parts of the Girl Scout Promise). Girls give the sign when they:

» Say the Promise or Law.
» Are welcomed into Girl Scouts at an investiture ceremony.
» Receive an award, patch, pin, or other recognition.
» Greet other Girl Scouts and Girl Guides.

**Girl Scout Handshake**
The handshake is a more formal way of greeting other Girl Scouts, and is also an appropriate way to receive an award. Shake left hands and give the Girl Scout Sign with your right hand.

**Girl Scout Slogan and Motto**
The Girl Scout slogan is, “Do a good turn daily.” The Girl Scout motto is, “Be prepared.”

**Quiet Sign**
The quiet sign can be extremely useful to you as a volunteer, so teach it to girls during your first meeting. Raise your right hand high with an open palm. As girls in the group see the sign, they stop talking and also raise their hands. Once everyone is silent, the meeting can begin.

**Songs**
Whether singing around a campfire or joining a chorus of voices on the Mall in Washington, D.C., Girl Scouts have always enjoyed the fun and fellowship of music. In fact, the first Girl Scout Song Book, a collection of songs put together by girl members, was published in 1925.

Songs can be used to open or close meetings, enhance ceremonies, lighten a load while hiking, or share a special moment with other Girl Scouts.

A variety of songbooks are also available for purchase. Check the Council shop or visit the GSUSA website. They aggregate sign-a-long instruction videos—check out bit.ly/5CampSongstoKnow.

**Other Traditions**
You may hear things like, “a Girl Scout always leaves a place better than she found it”.

There are many Girl Scout traditions. You will learn them by attending your Service Unit Leader’s meetings and events where other troops are gathered such as Service Unit or Council training and program events.
Official Dress Code **Girl Scout Uniforms**

Girl Scouts at each level have one required element (tunic, sash, or vest), to display official pins and awards, and are required to be worn when girls participate in ceremonies or officially represent Girl Scouting.

For girls ages 5 to 14, the unifying look includes wearing a choice of a tunic, vest, or sash for displaying official pins and awards, combined with their own solid white shirts and khaki pants or skirts. Girl Scouts in high school can also wear a scarf that ties their look to the sisterhood of Girl Scouts around the world.

For adult members, the unifying look of the uniform is a Girl Scout official scarf, or tie for men, worn with official membership pins, combined with their own navy blue business attire. Girl Scouts at the Daisy and Brownie levels have a full uniform ensemble available.

---

**For Girl Scout Adults**

**Adult insignia worn on the right**

*(Above name badge)*
- Lifetime member pin
- Adult Recognition Pins  
  *(no more than one or two at a time)*

**Name Badge**

*(Below name badge)*
- Years of Volunteer Service
- Gold Award
- Bridge to Adults

**Adult insignia worn on the left**

- World Association Pin
- Adult Position Pin
- Girl Scout Pin  
  *(Contemporary)*
- Numeral Guard
- Optional GS Pin  
  *(Traditional)*

---
Girl Scout Ceremonies

Ceremonies are a special part of Girl Scouting. They are used to open and close meetings and recognize special accomplishments. One of the first special ceremonies you might plan with girls is the INVESTITURE ceremony.

The Investiture Ceremony
Welcomes new members, girls or adults, into the Girl Scout family for the first time. Girls receive their Girl Scout pin, Girl Scout Brownie pin, or Girl Scout Daisy pin at this time. The ceremony is usually held at the beginning of each year or within the first four to six weeks that a troop begins meeting. During this ceremony, brand new members become Girl Scouts by reciting the Girl Scout Promise and Law and receiving their first Girl Scout pin.

This is also the time when returning members will REDEDICATE themselves to the Girl Scout Promise and Law. The First Four Meetings Sample in your Getting Started manual will guide you in helping girls plan their own Investiture and/or Rededication ceremony.

There is a Girl Scout tradition you might want to use as part of investing new members. Place the membership pin upside down on the uniform of the new scout until she performs a good deed. When she performs a good deed, hopefully before the next troop meeting, she shares her good deed with the troop or leaders and turns her pin right side up. This tradition helps celebrate the importance of service in Girl Scouting.

If your girls are becoming Brownie Girl Scouts, it is traditional to read the Brownie story and use the story as part of their Investiture Ceremony. You will find the story and the special poem for Brownie investitures in the Brownie Girl’s Guide to Girl Scouting.

Girl Scout Friendship Circle
The Girl Scout Friendship Circle is a ceremony often used to close meetings. Everyone crosses their right arm over their left and then holds hands. You might sing “Make New Friends” or “Taps”.

Usually a “friendship squeeze” is passed around the circle. Often girls will make a wish as they squeeze the hand next to them. When complete, you say “good bye Girl Scouts”, lift your hands up without letting go and turn clockwise out of the circle. This symbolizes that even though we are leaving, our circle of friends is always with us. Search online for more examples of how to do Girl Scout friendship circles and other ceremonies.
Your Volunteer Support Network

Girl Scouts of the USA is organized into Councils. There are just over 100 Councils in the United States. Each Council is individually chartered by Girl Scouts of the USA to provide Girl Scouting in their geographic area.

Our Council is called Arizona Cactus-Pine. The Council jurisdiction covers more than 2/3 of the state of Arizona plus small portions of neighboring states. Our sister Council of Southern Arizona serves the southern portion of the state.

There are currently more than 20,000 girls and 10,000 adult members in our Council.

Most of the girl and adult members in our Council participate as part of a Girl Scout troop or group. Girls and adults may also choose to participate in other ways such as camps, events, series or as Independent Members.

Your Volunteer Support Network

» A Service Unit (or Neighborhood) is a community of volunteers organized in a geographic area in order to support each other in providing Girl Scouting for the girls in their local community

» Each Service Unit has a Service Team, comprised of volunteers who support all the volunteers in the Service Unit. Various volunteer roles on this team include:

» The Member Support Executive (MSE) Council is a staff member whose role is to support Service Units in providing Girl Scouting in a geographic area.

- Service Team Lead
- Cookie Manager
- Finance Consultant
- Communications Coordinator
- Event Coordinators
- Volunteer Support Coach

» The Volunteer Support Team is a team of Council staff members and volunteers who provide Girl Scout training and resources for volunteers.

» The Product Program Team is a team of Council staff members and volunteers who support the delivery of the Cookie Program and Fall Product.

» The Council Shop is the place to buy Girl Scout equipment, such as official uniforms, badges and books as well as fun t-shirts and memorabilia.
Online **Resources**

**Girl Scouts–Arizona Cactus-Pine (GSACPC)**
- Volunteer Resources [girlscoutsaz.org/volunteer-resources](http://girlscoutsaz.org/volunteer-resources)
- GSACPC Volunteer Academy [training.girlscoutsaz.org](http://training.girlscoutsaz.org)
- GSACPC Leaders Facebook Group [facebook.com/groups/gsacpc.leaders](http://facebook.com/groups/gsacpc.leaders)

**GSUSA**
- Website [girlscouts.org](http://girlscouts.org)

**GSACPC Council Shop**
The Council retail store is located at The Parsons Leadership Center for Girls and Women at Camp South Mountain, 1611 E. Dobbins Road, Phoenix, AZ 85042, you can also shop online: [girlscoutshop.com/ARIZONA-CACTUS-PINE-Council](http://girlscoutshop.com/ARIZONA-CACTUS-PINE-Council).

**Contact the Council Shop**
Toll Free: 800.352.6133
Local: 602.452.7137
shop@girlscoutsaz.org

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**Uniforms**
Find tunics, vests and sashes for Daisy through Ambassador

[SHOP NOW](http://SHOP NOW)
CHAPTER 2 - STARTING A NEW TROOP

Building Your New Troop

Take the Following Steps to Form Your Troop.
The following pages provide details for each of these steps.

1. Find Girls and Adults to Join the Troop

   **Recommended Girl Scout Group Sizes**
   Girl Scout groups are large enough to provide a cooperative learning environment and small enough to allow for development of individual girls. It is recommended that group sizes, when possible, are as follows:
   - Girl Scout Daisies: 10-12 girls
   - Girl Scout Brownies: 10-20 girls
   - Girl Scout Juniors: 10-25 girls
   - Girl Scout Cadettes: 10-25 girls
   - Girl Scout Seniors: 10-30 girls
   - Girl Scout Ambassadors: 10-30 girls

   To find adults and girls to join your troop list your troop in the Council Opportunity Catalog, and check with your friends, relatives, neighbors, church or school.

   You will need at least ten girls to form your troop and the appropriate number of adult volunteers to meet the girl/adult safety ratios. More information about girl/adult safety ratios is provided in the Keeping Girls Safe chapter. If you don't already have enough adults, you may need to have a parent meeting first and ask the parents to step forward as troop volunteers.

   You will need at least two registered and background checked adults to be signers on the troop bank account. Your Service Unit Finance Consultant will be your third signer.

   Girls and adults joining your troop will register online at girlscoutsaz.org.

2. Meet with Your Co-Leaders

3. Have a Parent Meeting

4. Open a Bank Account

5. Set up a System for Keeping Troop Records

6. Begin Meeting with Girls
Meet with Your **Co-Leaders**

**With your Co-Leaders**

» Discuss how you will work together  
» Plan your parent meeting  
» Plan your first few meetings with girls  
» Schedule future meetings

**Make Agreements as a Team**

Discuss how you will work together. Deciding this in advance will make it much easier to manage your work together and help build your relationship.

Decide how your leadership team will:

» Share responsibilities  
» Manage group and individual behaviors  
» Rotate leadership  
» Manage if someone is unexpectedly unable to help with a meeting  
» Meet to plan troop activities  
» Communicate on a regular basis

**Arrange the Day and Time for Troop Meetings**

When and how often the troop meets is up to you, your co-volunteers, parents, and girls to decide. Choose the day and time that works best with your schedules. Decide how often you will meet. Once per week, twice a month, once a month? Is after-school best?

**Arrange for a Meeting Place**

Where to meet can be a bit trickier: a meeting place needs to provide a safe, clean, and secure environment that allows for the participation of all girls. You might consider using meeting rooms at schools, libraries, houses of worship, community buildings, childcare facilities, and local businesses. For teens, you can also rotate meetings at coffee shops, bookstores, and other places girls enjoy spending time.

**Here are a few points to keep in mind as you consider meeting locations:**

» **Cost:** The space should be free to use if possible or low rent that can be built into the troop budget.  
» **Size:** Make sure the space is large enough accommodate the whole group and all planned activities.  
» **Availability:** Be sure the space is available for the day and the entire length of time you want to meet.  
» **Resources:** Determine what types of furnishings (e.g. table, chairs) come with the room and ensure that the lighting is adequate. A bonus would be a cubby of some sort, where you can store supplies.
» **Safety:** Ensure that the space is safe, secure, clean, properly ventilated, appropriately heated or cooled, free from hazards, and has at least two functional exits that are well-marked. Also be sure first-aid equipment is on hand.

» **Facilities:** Sanitary and accessible toilets are critical.

» **Communication-friendly:** Be sure your cell phone works in the meeting space or that a telephone is available for emergencies.

» **Allergen-free:** Ensure that pet dander and other common allergens won’t bother susceptible girls during meetings.

» **Accessibility:** Be sure the space can accommodate girls with disabilities, as well as parents with disabilities who may come to meetings.

If this is your first time asking for a Girl Scout meeting place – here are a few speaking points to get you started:

“**I’m a Girl Scout volunteer, with a group of [quantity] girls. We’re doing lots of great things for girls and for the community, like [activity 1] and [activity 2]. We’re all about leadership—the kind that girls use in their daily lives and the kind that makes our community better. We’d love to hold our meetings here because [reason].**”

Some public meeting places may require a Certificate of Liability. Our Council does carry liability insurance for Girl Scout activities. If a Certificate of Liability is required, contact your Member Services Executive. Most school districts will have the certificate of liability on file.

If the facility requires a signed contract or rental agreement, this must be signed by a Council staff member. Volunteers should not sign contracts or any other legal documents on behalf of Girl Scouts–Arizona Cactus-Pine. Submit any contracts or agreements to your Member Support Executive for approval.
Plan the Parent/Guardian Meeting

A parent/guardian meeting is a chance for you to get to know the families of the girls in your group. Before the meeting, ensure you and/or your co-volunteers do the following to be prepared:

» Arrange activities for the girls to do and someone to supervise the girls while you meet with the parents.

» Decide on a troop dues amount. Troop dues should be set at an amount that is affordable to even the lowest income household. Typically dues fall somewhere between $1.00 - $3.00 per meeting depending on expenses. This money covers troop supplies, badges, patches and perhaps a field trip. Girls can also engage in money earning projects to help support their troop.

» Decide in advance with your co-leaders about what jobs you will need parents to help with. Some troops have parents take turns helping with each meeting, driving for field trips, or you may need a parent to serve as Troop Treasurer (they will need to become registered and approved volunteers to do this). Perhaps you will need parents to take turns bringing snacks or being ready to be guest speakers. You and your co-leaders are only part of the support team that will make your girl's experience successful. Other Volunteer roles that are helpful to support a Girl Scout troop include Troop Treasurer, Cookie Parent, Field Trip Coordinator, Record Keeper, Troop Historian/Blogger and more. All of these roles make up your troop's friends and family network.

» Determine in advance how you will communicate with your friends and family network to help keep the troop running smoothly.

» Confirm when Cookie and Fall Product Programs will happen in your Council; parents/guardians will absolutely want to know.

» Determine what information parents should bring to the meeting.

» Used the Friends and Family pages provided on the Quick Start site, or create your own one-page information sheet that contains:
  • contact information for you and co-volunteers and helpers
  • the day and time of each meeting
  • location of and directions to the meeting place
  • what to bring with them (dues, folder, etc.)
  • what girls should wear to meetings (clothes that will not be damaged, closed toe shoes, etc.)
  • information on how to get books and uniforms

» Practice a discussion on the following:
  • Girl Scout Mission, Promise, and Law
  • benefits of Girl Scouting, including how the Girl Scout Leadership Experience (GSLE) is a world-class system for developing girl leaders
  • all the fun the girls are going to have
  • expectations for girls and their parents/guardians
  • ideas of how parents and other guardians can participate in and enrich their daughters’ Girl Scout experiences

» Gather supplies

» Prepare yourself to ask parents and guardians for help, being as specific as you can about the kind of help you will need.
**After the Planning Meeting**

» Use the sample Parent Meeting Outline to put your agenda together
» Follow up with parents to confirm their attendance
» Open a troop bank account

**Welcome/Introductions**

» Introduce yourself and any other adult Girl Scout present.
» Ask parents/guardians to introduce themselves and their Girl Scout.
» Explain to parents/guardians the process of becoming a leader (complete an application, background check, provide references and are required to participate in at least two training courses).
» Explain that the Troop Leader’s role is to work with the girls, but it is the girls’ troop. The troop will do activities based on what the girls choose.
» Explain the Girl Scout Mission and how the GSLE engages girls in discovering self, connecting with others and taking action to make the world a better place.

**Registration**

Every participant (girl or adult) in Girl Scouting must register and become a member of Girl Scouts of the USA (GSUSA). GSUSA membership dues are $25 and valid for one year. Membership dues are sent by the Council to GSUSA; no portion of the dues stays with the Council. Membership dues may not be transferred to another member and are non-refundable.

Pre-registration for the upcoming membership year occurs in the spring. Girls are encouraged to register early to avoid the fall rush. Early registration helps ensure uninterrupted receipt of forms and materials from the Council, helps girls and Council plan ahead, and gets girls excited about all the great stuff they want to do as Girl Scouts next year. Girl Scout grade level is determined by the current membership year beginning October 1.

Lifetime membership is available at a reduced rate. A lifetime member must be at least 18 years old (or a 17-year-old high-school graduate) and agree to the Girl Scout Promise and Law.

» Each girl must be registered in order to participate in Girl Scouts.
» Explain that a Girl Scout registration fee is paid when registering and covers each girl’s Girl Scout activity insurance.
» Share that financial assistance is available for the membership fee, if needed.

**Permission Form and Health History**

» Ask each parent/guardian to fill out the General Permission form and Health History for their girl. This allows the girl to be treated if anything should happen. It also lets you know if they have any allergies. This form is very important and must be turned into you before the first meeting.

**Phone List and Meeting Dates**

» Ask the adults to review the phone/email list to ensure their information is correct.
» This list is for Girl Scout purposes only and should not be given to anyone outside of the troop or group.
» Review the meeting schedule and ask if there are conflicts that would prevent a girl from attending regularly scheduled meetings.
Getting Parent/Guardian Support

» Review the ways that friends and family can help. Let them know that Troop Leaders and parents/guardians will need to work together to support the troop.

» Ask for help in transporting girls on trips, bringing snacks, sharing special talents with the troop or by attending troop meetings. Let them know the troop cannot meet unless you have the appropriate number of adults in attendance (refer to Volunteer Essentials). Be specific – sign them up right there.

Program Information

» Let adults know that troop activities are supported through troop dues and money-earning activities.

» Explain what troop dues are, again agreement on an amount, and how often girls will pay dues (i.e. every meeting, once a month or once a year).

» Discuss uniforms and handbooks and where parents/guardians can purchase items.

» Financial assistance may be available for girls who cannot afford their own sash and handbook.

Closing

» Ask if there are any questions

» Collect permission forms and registration dues

» Thank parents/guardians for coming
HERE’S HOW TO JOIN OUR TROOP!

1. Go to our website, girlscoutsaz.org, and click on the “Join Today” button. Follow the “Get Started” and “Ready to Sign up Now?” prompts.

2. Before you enter your information, you will see instructions on the process. When ready, hit “Continue”.

3. Enter your information, including the school you attend (if your school isn't listed please type “School Not Found”). Then click “Submit”.

4. The next screen is where you type in our troop number _________ (example: Troop01234, no spaces). If the troop number does not appear, please select “Unsure” and “Next”. In the pop-up box, type in the troop number, click “Next” and begin entering additional information as well as payment.

5. You will receive a confirmation email that lets you know you’ve completed your registration. Let the fun begin!

TROOP LEADER NAME__________________________________________________________

TROOP LEADER CONTACT INFO__________________________________________________

Need help registering? The Help Desk is available Monday thru Friday from 8:00 AM - 5:00 PM at 602.452.7030.
Managing Troop Finances

Helping girls earn and manage money is an integral part of the Girl Scout Leadership Experience. Your Girl Scout group is responsible for planning and financing its own activities, with your guidance. This puts girls in charge, giving them the opportunity (with your oversight) to cooperatively set goals, manage a budget, spend responsibly, maintain records, learn social skills, and develop financial literacy.

Girl Scout groups are funded by a share of money earned through Council-sponsored product programs (such as Girl Scout Cookies), Council approved group money-earning activities, and any dues your group may charge. This is in addition to the $25 annual membership dues that go to the national organization. Keep all receipts and maintain accurate records. Parents and authorized staff members have the right to view troop financial records on request.

**Council–Sponsored Product Programs** are Council-wide sales of Girl Scout authorized products in which members participate as part of Girl Scouting. This includes the Cookie and Fall Product Programs.

**Troop/Group Money-Earning** refers to activities organized by the group (not the Council) that are planned and carried out by girls (in partnership with adults) to earn money for the troop. Troop money-earning cannot take place during Council product Program. These activities must be approved by the Council in writing using the Application for Money Earning Projects form MS-24. Certain guidelines apply. See Volunteer Essentials for more information.

**Sponsorships** are voluntary agreements between individual, small local businesses, schools or community organizations to support troop/group membership and program. Sponsorships include employee matching gifts or employee volunteer hours programs.

**Troop Dues** are funds the girls contribute to help pay for the troop program and goals. No girl should be denied membership based on the inability to pay. It is recommended girls be given the opportunity to learn how to handle their money and have the responsibility of bringing their dues to each meeting rather than the parents paying monthly or quarterly.

**Girls are not allowed to solicit for cash donations.** Cash donations to the troop must be submitted to the Council for processing and a “Turn-Around” check will be issued to the troop. Please contact the Council before approaching any business to ask for donations.

**Tips for Managing Troop Funds**

- Deposit money received in the troop bank account promptly.
- Follow Council banking account guidelines.
- Keep group funds in the bank before an activity or trip, paying for as many items as possible in advance of your departure.
- Use debit cards during activities or trips.
- Keep all receipts and deposit slips.
- Make one person responsible for group funds and for keeping a daily account of expenditures.
- Do not co-mingle troop funds with personal funds.
- All persons handling troop money or bank accounts must be registered, complete a Volunteer Application, and authorize a background check.

For more information see your Volunteer Essentials and take the Managing Troop Finances class.
Opening a Bank Account

Opening a Troop Bank Account
After the troop account signers have completed their background check and registration, go to girlscoutsaz.org/banking and fill out the request to open a troop bank account. Once your request is submitted you will be emailed all the information to begin the process of opening a troop bank account. All signers will need to be registered members with a cleared background check to begin the process.

» You will need at least two current registered and background checked troop volunteers as signers on the troop bank account.
» Your Service Unit Finance Consultant will be the third signer on your account.

Managing Troop Finances
All troop account signers are required to complete the Managing Troop Finances course in the GSACPC Volunteer Academy, training.girlscoutsaz.org/.

Questions? Email banking@girlscoutsaz.org.
Getting Organized

Getting organized is easier than you think! Here is an outline for organizing your Girl Scout materials. Under each section heading is a list of materials you can file in this section. Feel free to develop and use your own system, too! Grab a binder, some divider tabs, and let’s get started!

Forms indicated with ★ are available in the forms library at girlscoutsaz.org/forms-library.

**Troop Information**
- Troop Calendar
- Attendance and Dues Record★
- Meeting Place Information
- Troop Roster

**Girl Information**
- Girl Permission form and Health Record★ *(It’s very important to have this form on hand for every girl at all times!)*
- Individual Award Records★ *(for each girl)*

**Trips/Events**
- Troop Trip Application★
- Specific Event Permission Form★
- Additional Insurance Request★
- Driver Checklist★

**Emergency**
- Incident/Accident Report Forms★
- Insurance Claim Forms
- Emergency Procedures Card★
- Emergency Parent Contact. Appoint a troop parent or other adult volunteer to be the troop contact person. If something happens during a troop meeting or troop activities, this person will be called, who will then contact the parents, so that the leaders can focus on caring for the girls. Be sure this volunteer has a copy of all the girls’ contact info.

**Adult Information**
- Adult Record★ *(for each registered adult)*
- Chaperone Agreements★
- Copies of Certifications – First Aid/CPR, Troop Camp, Etc.

**Finance**
- Envelope for receipts
- Punch holes in one side of an envelope and use it to collect your receipts.
- Bank Statements
- Detailed Cash Record★
- Troop Finance Report★ *(A troop finance report must be submitted to the Council each year using the Finance Tab in the Volunteer Toolkit.)*
Plan the **First Troop Meetings**

One of the essential Girl Scout processes is that Girl Scouting is girl led. This means that girls have some choice in the what, when, where and how of their experience. This will be different for younger girls than for older girls. Girls grow in confidence and leadership as they learn to make decisions, carry out plans and eventually manage their own Girl Scout troop with you as their guide.

Following a few simple steps will get you off to a good start in partnering with girls to plan their program.

1. Schedule your troop meetings and possibly schedule some days for troop outings without planning too many of the details.
2. Plan your first few meetings to get the group started. Use the Volunteer Toolkit ([girlscoutsaz.org/volunteer-toolkit](http://girlscoutsaz.org/volunteer-toolkit)) for K-5 troops or sample [First Four Meetings for CSA Troops](#).
3. During the first few meetings, help girls make choices about their Girl Scout activities.
4. Once you have an idea about what the girls want to do, fill in the details and plan the remainder of the troop meetings for the year.

**Looking at a Sample Troop Year**

Here is just one example of how you and the girls could set up your troop year.

- **Hold a parent/guardian meeting.**
- **Meet together for the first few times**
  - Get to know each other
  - Make choices
  - Set up troop processes (group agreement, kaper chores chart, etc.)
  - Have an Investiture Ceremony
- **Help girls balance activities:**
  - Earn badges
  - Add Field Trips and/or guest speakers
  - Work on a Leadership Journey
  - Participate in community service projects
  - Celebrate special Girl Scout days
    - Juliette Low Birthday – October 31
    - Girl Scout Birthday – March 12
  - Celebrate Global Sisterhood for World Thinking Day – February 22
  - Learn outdoor skills and safety (You’ll need outdoor training first)
  - Participate in Cookie and Fall Product Programs
  - Attend a multi-troop event
  - Help girls plan an end of year ceremony, including awards presentations and/or bridging
  - Pre-register girls for next year
Keeping Girls Safe

In Girl Scouting, the emotional and physical safety and well-being of girls is always a top priority. Here’s what you need to know.

**Knowing Your Responsibilities**
Volunteers, the parents/guardians, and the girls themselves share the responsibility for staying safe. The next three sections provide more details on everyone’s responsibilities.

**Responsibilities of the Volunteer**
Every adult in Girl Scouting is responsible for the physical and emotional safety of girls, and we all demonstrate that by agreeing to follow these guidelines at all times.

**Guideline #1 – 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.

When preparing for any activity with girls, start by reading the Girl Scout Safety Activity Checkpoints for that particular activity. You can find these in the forms library of the Council website at [girlscoutsaz.org/forms-library](http://girlscoutsaz.org/forms-library).

Each Safety Activity Checkpoint offers you information 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, what specific steps to follow on the day of the activity, and so on. In addition to reading these checkpoints yourself, you can email or print them for co-volunteers, parents/guardians, and girls. The checkpoints are formatted as checklists for you, your co-volunteers, and the girls to check off each step as it is accomplished.

If Safety Activity Checkpoints do not exist for an activity you and the girls are interested in, check with your Council before making any definite plans with the girls. A few activities are allowed only with written Council pre-approval and only for girls 12 and over, while some are off-limits completely.

**Caution:** You must get written pre-approval from your Council for girls ages 12 and older who will operate motorized vehicles, such as go-carts and personal watercraft; use firearms; take trips on waterways that are highly changeable or uncontrollable; experience simulated skydiving and zero-gravity rooms; or fly in noncommercial aircraft, such as small private planes, helicopters, sailplanes, untethered hot air balloons, and blimps.

**Warning:** The following activities are never allowed for any Girl Scout: potentially uncontrolled free-falling (bungee jumping, hang gliding, parachuting, parasailing, go-karting, and trampolining); creating extreme variations of approved activities (such as high-altitude climbing and aerial tricks on bicycles, skis, snowboards, skateboards, water-skis, and wakeboards); hunting; shooting a projectile at another person; riding all-terrain vehicles and motor bikes; and taking watercraft trips in Class V or higher.

**An additional note:** Girl Scouts welcome and serve girls and families from a wide spectrum of faiths and cultures. When girls wish to participate in discussions or activities that could be considered sensitive—even for some—put the topic on hold until you have spoken with parents and received guidance from your Council. When Girl Scout activities involve sensitive issues, your role is that of a caring adult who can help girls acquire skills and knowledge in a supportive atmosphere, not someone who advocates a particular position. You are required to obtain permission slips signed by the girls’ parents/guardians; See Volunteer Essentials for more information. The Specific Event Permission slip is available in the Council forms library.
Guideline #2 – Know the Points Common to all Safety Activity Checkpoints

Girls Plan the Activity
Keeping their grade-level abilities in mind, encourage girls to take proactive leadership roles in organizing details of the activity.

Arrange for Proper Adult Supervision of Girls
Your group must have at least two unrelated, approved adult volunteers present at all times, plus additional adult volunteers as necessary, depending on the size of the group and the ages and abilities of girls. Adult volunteers must be at least 18 years old (or the age of majority defined by the state, if it is older than 18) and must be screened by your Council before volunteering. One lead volunteer in every group must be female.

Girl Scouts’ adult-to-girl ratios show the minimum number of adults needed to supervise a specific number of girls. (Councils may also establish maximums due to size or cost restrictions.) These supervision ratios were devised to ensure the safety and health of girls—for example, if one adult has to respond to an emergency, a second adult is always on hand for the rest of the girls. It may take you a minute to get used to the layout of this chart, but once you start to use it, you’ll find the chart extremely helpful.

Adult to Girl Ratios by Level

<table>
<thead>
<tr>
<th></th>
<th>Group Meetings</th>
<th>Group Meetings</th>
<th>Events, Travel, and Camping</th>
<th>Events, Travel, and Camping</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TWO non-related adults (at least one of whom is female) for this # of girls</td>
<td>Plus ONE adult for each additional # of girls</td>
<td>TWO non-related adults (at least one of whom is female) for this # of girls</td>
<td>Plus ONE adult for each additional # of girls</td>
</tr>
<tr>
<td><strong>Girl Scout Daisies</strong></td>
<td>12</td>
<td>1 – 6</td>
<td>6</td>
<td>1 – 4</td>
</tr>
<tr>
<td>(grades K-1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Girl Scout Brownies</strong></td>
<td>25</td>
<td>1 – 8</td>
<td>12</td>
<td>1 – 6</td>
</tr>
<tr>
<td>(grades 2-3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Girl Scout Juniors</strong></td>
<td>25</td>
<td>1 – 10</td>
<td>16</td>
<td>1 – 18</td>
</tr>
<tr>
<td>(grades 4-5)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Girl Scout Cadettes</strong></td>
<td>25</td>
<td>1 – 12</td>
<td>20</td>
<td>1 – 10</td>
</tr>
<tr>
<td>(grades 6-8)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Girl Scout Seniors</strong></td>
<td>30</td>
<td>1 – 15</td>
<td>24</td>
<td>1 – 12</td>
</tr>
<tr>
<td>(grades 9-10)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Girl Scout Ambassadors</strong></td>
<td>30</td>
<td>1 – 15</td>
<td>24</td>
<td>1 – 12</td>
</tr>
<tr>
<td>(grades 11-12)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Here are some examples: If you’re meeting with 17 Daisies, you’ll need three adults, at least two of whom are unrelated (in other words, not your sister, spouse, parent, or child), and at least one of whom is female. If this isn’t making sense to you, follow the chart: you need two adults for 12 Daisies and one more adult for up to six more girls. You have 17, so you need three adults. If, however, you have 17 Cadettes attending a group meeting,
Get Parent/Guardian Permission

When an activity takes place that is outside the normal time and place, advise each parent/guardian of the details of the activity and obtain permission for girls to participate.

There are several types of permission forms available depending on the activity of the troop. Permission forms are available in the Council forms library – [girlscoutsaz.org/forms-library](http://girlscoutsaz.org/forms-library).

- **General Permission Form (MS-28) [in appendix]**
  - To be filled out by each parent/guardian when they register their daughter. The general permission form is signed when girls register to be part of your troop. This permission form covers most troop activities. Some activities may require an additional permission form such as high risk activities, extended overnights/trips or topics of a sensitive nature.

- **Girl Health Form (MS-28)**
  - This form is on the general permission form (MS-28). It should be completed annually by the parent or guardian. This form alerts the leader to any health problems, allergies, or restrictions a girl may have. It should be kept by the leader and brought to all troop activities and meetings.

- **Specific Permission Form (MS-41b)**
  - To be signed by each parent/guardian when the troop is participating in:
    - a topic of a sensitive nature
    - taking part in an activity that can be considered high risk
    - trips lasting more than two nights or out of state

- **Product Program Permission Form**
  - To be used when girl members are selling Girl Scout products (including cookies).

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. As you know, emergencies can happen. Girls need to receive proper instruction in how to care for themselves and others in emergencies. They also need to learn the importance of reporting to adults any accidents, illnesses, or unusual behaviors during Girl Scout activities.

To this end, you can help girls:

Establish and practice procedures for such circumstances as:

- accidents/injury
- fire evacuation
- lost persons
- building-security responses
- weather emergencies

Every girl and adult must know how to act in these situations. For example, you and the girls, with the help of a fire department representative, should design a fire evacuation plan for meeting places used by the group.
» **Compile key contacts**  
Give an itinerary to a contact person at home. Call the contact person upon departure and return. Create a list of girls’ parent/guardian contact information, telephone numbers for emergency services and police, and Council contacts—keep on hand or post in an easily accessible location.

» **Get a weather report**  
On the morning of the activity, check weather.com or other reliable weather sources to determine if conditions are appropriate. If severe weather conditions prevent the activity, be prepared with a backup plan or alternate activity, and/or postpone the activity. Write, review, and practice evacuation and emergency plans for severe weather with girls. In the event of a storm, take shelter away from tall objects (including trees, buildings, and electrical poles). Find the lowest point in an open flat area. Squat low to the ground on the balls of the feet, and place hands on knees with head between them.

» **Use the buddy system**  
Using the buddy system, girls are divided into teams of two. Each girl is responsible for staying with her buddy at all times, warning her buddy of danger, giving her buddy immediate assistance if safe to do so, and seeking help when the situation warrants it. Girls are encouraged to stay near the group or buddy with another team of two, so in the event someone is injured, one person cares for the patient while two others seek help.

» **Keep Emergency Supplies On Hand**  
Assemble a well-stocked first-aid kit that is always accessible. First-aid administered in the first few minutes can mean the difference between life and death. In an emergency, secure professional medical assistance as soon as possible, normally by calling 911.

Always keep girl permission forms, health histories, and contact information for girls’ families on hand for all troop meetings and activities.

» **Troop First-Aider**  
A first-aider is an adult volunteer who has taken approved Girl Scout first-aid and CPR training that includes specific instructions for child CPR. For many activities, Girl Scouts recommends that at least one adult volunteer be first-aid/CPR-certified. You can take advantage of first-aid/CPR training offered by chapters of the American Red Cross, National Safety Council, EMP America, American Heart Association, or other sponsoring organizations approved by the Council. A list of approved vendors is available on the Council website. The levels of first aid required take into account both how much danger is involved and how remote the area is from emergency medical services. See below:

<table>
<thead>
<tr>
<th>ACCESS TO EMS</th>
<th>MINIMUM LEVEL OF FIRST AID REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 30 minutes</td>
<td>First Aid</td>
</tr>
<tr>
<td>More than 30 minutes</td>
<td>Wilderness First Aid (WFA) or Wilderness First Responder (WFR)*</td>
</tr>
</tbody>
</table>

**Caution:** First-aid/CPR training that is available entirely online does not satisfy Girl Scouts’ requirements. Such courses do not offer enough opportunities to practice and receive feedback on your technique. If you’re taking a course not offered by one of the organizations listed in the previous paragraph, or any course that has online components, get approval from your Council.
» **Girl Scout Activity Insurance**

Every registered Girl Scout and registered adult member in the Girl Scout movement is automatically covered under the basic plan upon registration. The entire premium cost for this protection is borne by Girl Scouts of the USA. The basic plan is effective during the regular fiscal year (October to the following October). Up to 14 months of insurance coverage is provided for new members who register in the month of August. This insurance provides up to a specified maximum for medical expenses incurred as a result of an accident while a member is participating in an approved, supervised Girl Scout activity, after the individual’s primary insurance pays out. This is one reason that all adults and girls should be registered members.

Non-registered parents, tagalongs (brothers, sisters, friends), and other persons are not covered by basic coverage.

This insurance coverage is not intended to diminish the need for or replace family health insurance. When $130 in benefits has been paid for covered accident medical or dental expense, any subsequent benefits will be payable only for expenses incurred that aren't compensable under another insurance policy. If there is no family insurance or healthcare program, a specified maximum of medical benefits is available.

» **Additional Activity Insurance**

Additional activity insurance is available for Girl Scouts taking extended trips and for non-members participating in Girl Scout activities. Additional insurance must be purchased for trips lasting more than two (2) nights or more than 3 nights if over an official Federal holiday weekend and for Girl Scout activities that include non-member participants. Note: “Tag-a- longs,” siblings or other non-registered participants tagging along with volunteer chaperones on girl events, are not eligible for Girl Scout insurance coverage. Learn more about additional insurance in your Program Basics course.

You can review detailed Activity Insurance information at [mutualofomaha.com/girl_scouts_of_the_usa/index.html](http://mutualofomaha.com/girl_scouts_of_the_usa/index.html).

**Guideline #3 - 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.

Child abuse is a crime. State law ARS 13-3620 mandates that suspected child abuse be reported to the Arizona Department of Child Safety for investigation. As adults responsible for the care of minor children, Girl Scout volunteers are considered mandatory reporters in the state of Arizona. If you suspect abuse or neglect may be occurring inside or outside of Girl Scouting, contact the Arizona Department of Child Safety at 888-SOS-CHILD (767-2445). If the child may be in immediate danger, contact the police and follow up by contacting the Department of Child Safety at [dcs.az.gov/report-child-abuse](http://dcs.az.gov/report-child-abuse).

For additional support contact the National Child Abuse Hotline: 1-800-4-A-CHILD (1-800-422-4453) or visit [childhelp.org](http://childhelp.org).
Guideline #4 – Travel Safely

Complete the *Beyond the Meeting Place-Program Basics* lesson in the [Volunteer Academy](https://training.girlscoutsaz.org) before planning field trips with girls.

An additional Checklist for Drivers is provided to guide you in ensuring safe travel. 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:

- Make sure your group has a Troop First Aider and adequate first aid kit
- Arrange for an emergency contact person
- Ensure adequate adult supervision
- Communicate with parents
- Follow all state laws regarding seat belts, booster seats and front seat passengers
- Provide each driver with a driver’s packet
- Complete a troop trip application for any trip that is
  - overnight
  - more than 250 miles one way
  - out of state

How parents decide to transport girls between their homes and Girl Scout meeting places is each parent's individual decision and responsibility.

How many drivers do you need?

- **The minimum age for drivers is 21.** (Girls never drive other girls.)
- **If a group is traveling in one vehicle,** there must be at least two unrelated, approved adult volunteers in the vehicle, one of whom is female, and the girl to volunteer 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 adult volunteers, one of whom is female, and the girl to volunteer 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.

Private transportation includes private passenger vehicles, rental cars, privately owned or rented recreational vehicles and campers, chartered buses, chartered boats, and chartered 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—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)—check with your Council to determine specific rules about renting large vehicles.

Please keep in mind the following non-negotiable points regarding private transportation:

- Even though written agreements are always required when renting or chartering, you are not authorized to sign an agreement or contract (except for rental car agreements)—even if there is no cost associated with the rental. Such an agreement must instead be signed by the person designated by your Council.
- Check with your Council to make sure you are following accepted practices when using private transportation; this ensures that both you and your Council are protected by liability insurance in the event of an accident.
» If your Council has given permission to use a rented car, read all rental agreements to be sure you comply with their terms and avoid surprises. Note the minimum age of drivers (often 25), as well as the maximum age (often under 70). Be sure the car is adequately insured, knowing who is responsible for damage to or the loss of the vehicle itself. Also, ensure you have a good paper trail, with evidence that the vehicle rental is Girl Scout–related.

» Obtain parent/guardian permission for and use of transportation outside of the meeting place.

**Guideline #5 – Ensure Safe Overnight Outings**

**Get approval for any overnight**
by submitting a Troop Trip Application to the Council for approval at least three weeks in advance. The Troop Trip Application is available in the forms library located in the resources section of the Council website.

**Adult Chaperones**
must be registered and approved volunteers. Each chaperone should review and sign the Chaperone Agreement.

**Prepare girls to be away from home**
by learning any necessary skills in the meeting place in advance, involving them in planning, so they know what to expect and by following progression guidelines.

**Progression is Key**
Girl Scouts is a great place for girls to learn how to plan and take exciting adventures. Girl Scout travel is built on a progression of activities—that is, one activity leads to the next. Girl Scout Daisies, for example, can begin with a discovery walk. As girls grow in their travel skills and experience and can better manage the planning process, they progress to longer trips.

For example:

» **Short trips to points of interest in the neighborhood (Daisies and older)** A walk to the nearby garden or a short ride by car or public transportation to the firehouse or courthouse is a great first step for Daisies.

» **Day trip (Brownies and older)** An all-day visit to a point of historical or natural interest (bringing their own lunch) or a day-long trip to a nearby city (stopping at a restaurant for a meal)—younger girls can select locations and do much of the trip-planning, while never being too far from home.

» **Overnight trips (Brownies and older)** One or two nights away to a state or national park, historic city, or nearby town for sightseeing, staying in a hotel, motel, or campground. These short trips are just long enough to whet their appetites, but not long enough to generate homesickness.

» **Extended overnight trips (Juniors and older)** Three or four nights camping or staying in a hotel, motel, or hostel within the southwest region. Planning a trip to a large museum—many offer unique opportunities for girls to actually spend the night on museum grounds—makes for an exciting experience for girls.

» **National trips (Cadettes and older)** Travel anywhere in the country, often lasting a week or more. Try to steer clear of trips girls might take with their families and consider those that offer some educational component—this often means no Disney and no cruises, but can incorporate some incredible cities, historic sites, and museums around the country.

» **International trips (Cadettes, Seniors, and Ambassadors)** Travel around the world, often requiring one or two years of preparation; when girls show an interest in traveling abroad, contact your Council to get permission to plan the trip and download the Global Travel Toolkit.

**Note:** 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.
Guideline #6 – Model the Right Behavior
As role models for girls, Girl Scout volunteers are expected to lead by example and model the right behavior in the presence of girls.

» Never use illegal drugs.
» Do not smoke (including e-cigarettes) or use tobacco in the presence of girls.
» Never consume alcohol, marijuana (even if prescribed) or other substances that may impair judgement, when in the presence of girls or when you will be responsible for girls.
» Do not use foul language in the presence of girls.
» Do not carry firearms or ammunition in the presence of girls, unless girls are participating in Council approved group marksmanship activities.

Guideline #7 – 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 diverse feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination.

The First Four Meeting Plans included in your Starting a New Troop manual includes instructions for creating group agreements with girls.

Guideline #8 – Ensure that 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, 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.

Guideline #9 – Promote Online Safety
Instruct girls never to put their full names or contact information online, engage in virtual conversation with strangers, or arrange in-person meetings with online contacts. Teach girls the Girl Scout Online Safety Pledge located in the Girl’s Guide to Girl Scouting and have them commit to it. On group websites, publish girls’ first names only and never divulge their contact information.

Guideline #10 – Keep 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 Program, 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 relate to partisan politics or are not Council-approved product sales and efforts.

See Volunteer Essentials for money earning guidelines.
CAUTION:

When activities involve unpredictable safety variables, they are not recommended as Girl Scout program activities. These include but are not limited to:

- Bungee Jumping
- Hang gliding
- Motor biking
- Riding all-terrain vehicles
- Stunt skiing
- Flying in small private planes, helicopters or blimps
- Hot air ballooning
- Parachuting
- Riding motorized personal watercraft such as jet skis
- Outdoor trampolining
- Go-Carting
- Hunting
- Parasailing
- Skydiving
- Zorbing

Responsibilities of Parents and Guardians

You want to engage each parent or guardian to help you work toward ensuring the health, safety and well-being of girls. Clearly communicate to parents and guardians that they are expected to:

- Provide permission for their daughters to participate in Girl Scouting as well as provide additional consent for activities that take place outside the scheduled meeting place. This can include activities like: product program, including Digital Cookie; overnight travel; the use of special equipment; or sensitive issues.
- Make provisions for their daughters to get to and from meeting places or other designated sites in a safe and timely manner. Require that they inform you if someone other than a parent or guardian will drop off or pick up their child.
- Provide their daughters with appropriate clothing and equipment for activities, or contact you before the activity to find sources for the necessary clothing and equipment.
- Follow Girl Scout safety guidelines and encourage their children to do the same.
- Assist in planning and carrying out program activities as safely as possible.
- Participate in parent/guardian meetings.
- Understand what appropriate behavior is for their daughters, as determined by the Council and you.
- Assist volunteers upon request if their daughters have special needs or abilities.

Responsibilities of Girls

Girls who learn about and practice safe and healthy behaviors are likely to establish lifelong habits of safety consciousness. For that reason, each Girl Scout is expected to:

- Assist you and other volunteers in safety planning.
- Listen to and follow your instructions and suggestions.
- Learn and practice safety skills.
- Learn to “think safety” at all times and to be prepared.
- Identify and evaluate an unsafe situation.
- Know how, when and where to get help when needed.
What’s Next

Now that your troop is up and running...What’s next?

Keep Girls Safe
Follow the Safety Guidelines.

Complete the Program Basics Course
Available in the GSACPC Volunteer Academy (training.girlscoutsaz.org).

» Working with Girl Scout... (Daisies, Brownies, Juniors, etc.)
» Beyond the Meeting Place
» Managing Your Girl Scout Troop

Partner with Girls to Plan Troop Activities
Girl led activities are a key component of the Girl Scout Leadership experience. Involve girls in an age appropriate way in planning their Girl Scout activities.

Read Volunteer Essentials
Volunteer Essentials is your volunteer manual – girlscoutsaz.org/volunteer-resources

Connect with Other Volunteers
You are part of a large community of Girl Scout Volunteers. Get answers to your questions and share ideas by connecting with other volunteers.

» Attend monthly Service Unit volunteers meetings.
» Connect with Social Media discussion groups such as the GSACPC Leaders group on Facebook at facebook.com/groups/gsacpc.leaders.
» Attend Volunteer Events and Workshops

Communicate Regularly with Parents/Guardians
Establish a system to communicate regularly with parents/guardians. Keeping parents/guardians informed will help girls have a good experience.

Participate in Product Programs
The Fall Product and Cookie Programs are opportunities for girls to learn about goal setting, budgeting, and money-earning activities.
GIRL HEALTH HISTORY
Council Emergency Phone: 602.531.5935

Please note any health condition or concern that should be considered in her activities:

- Asthma
- Heart Disease
- Diabetes
- Glasses or Contact Lenses
- Convulsions
- Kidney/Bladder Problems
- Other

If the parent/guardian cannot be reached, the following person is authorized to act on their behalf:

Name
Address
City  State  Zip
Phone  Alt Phone

I know of no reason(s), other than the information indicated on this form, why my daughter should not participate in prescribed activities except as noted. If I cannot be reached in the event of any emergency, the troop leadership may act on my behalf by providing for emergency medical treatment and/or transportation.

Signature of Parent/Guardian  Date

Allergies (specify)

- Animals
- Medicine/Drugs
- Foods
- Hay Fever
- Insect Stings
- Other

The following information is commonly requested by the emergency treatment facility:

Date of Birth  Approx Date of Last Tetanus Shot

Name of Doctor/Healthcare Provider  Phone
Name of Insurance Provider (if any)  Policy/Group #

GENERAL PERMISSION

is my/our daughter or a girl in my/our legal custody. I/we have full authority to give this permission. She has my/our permission to participate in all Girl Scout program and activities conducted or sponsored by Troop # , to which she is registered, or which are conducted or sponsored by the Girl Scouts–Arizona Cactus-Pine Council, Inc.

In case of sickness or accident, I/we, give permission for medical attention and the administration of medication and treatment as prescribed by the girl’s physician or as determined by an available physician, nurse, health professional or first aider.

☐ She needs or may need any of the following medications, i.e. inhaler, Epipen, dietary needs, or specific accommodations during her activity participation with her troop or individually: (Write “NONE” if there are none.)

☐ Physicians, nurses, health professionals or first aiders MAY NOT administer the following medicines or treatments: (Write “NONE” if there are no prohibitions or restrictions.)

**Please see “Who Should Sign” on the information and instructions regarding Council Permission Slips.**
Name__________________________________________ Date________________

Address________________________________________ City______________ State_____ Zip_______

Phone________________________________________ Email________________________

Service Unit____________________________________ Troop #________

Total # of years in Girl Scouts_______ # of years as a girl member_______ # of years as an adult_______

### TROOP VOLUNTEER RECORD

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### SERVICE TEAM VOLUNTEER HISTORY

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<td>Coach/Mentor</td>
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### RECOGNITIONS & AWARDS

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### TRAINING RECORD

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<td>Managing Your Girl Scout Troop</td>
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<td>First Aid/CPR</td>
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<td>Troop Camp Certification</td>
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### OTHER SKILLS/EXPERIENCE

- Other

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MS-01 Adult Record   RH    10/16
This record is kept by the troop leader or by a troop member.

Troop/Group # ______________________ Year ______________________

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<th>Troop #</th>
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**Total Registered**
**Total Not Registered**
**Total Visitors**
**Total Attendance**

At the end of each month, a vertical line may be drawn in red.

Important: This record or a copy of it should be forwarded as the leadership of the troop changes. This record is the property of the troop to which the record applies and is not the property of the person who keeps the record.
This form is for keeping track of troop/group money received and money spent. It is important that you keep good records with proper receipts. Parents and Girls Scout personnel have a right to see your records upon request.

Troop/Group #___________________  Leader’s Name__________________________________________________________

Program Level  □ Daisy  □ Brownie  □ Junior  □ Cadette  □ Senior  □ Ambassador  □ Other________

Service Area______________________________________________  Year________________

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<th>INCOME</th>
<th>Deposit Date</th>
<th>Group/Troop Dues</th>
<th>National Membership Dues</th>
<th>Juliette Low Fund</th>
<th>Badges and Pins</th>
<th>Cookie Profit</th>
<th>Fall Product Sale Profit</th>
<th>Money Earning Projects</th>
<th>Other Income</th>
<th>Notes / Remarks</th>
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