



Welcome to Sudbury Girl Scouts!

Thank you for becoming a Girl Scout volunteer in Sudbury! By offering your time and talents to Girl Scouts, you will be helping girls discover, connect, and take action in our community. This booklet has a lot of helpful hints, resources and ideas to help you get started.

[New Leader/Volunteer Information](#)

Inside you will find:

Hello and welcome to the Girl Scout Year!	3
All About our Service Unit	3
Beginning of the Year Checklist for Troops	4
Reserving Space	5
Positions needed to start off the troop year	6
Scouting Year	6
Uniforms	9
Where to Go for Help:	9
Troop Finances	10
Fundraisers:	12
How to Speak "Girl Scout"	14
Important Traditions	15
Sudbury Girl Scout Events/Legacy Projects	18
Songs	19
Games	20
Reference Documents	22

All About Our Sudbury Service Unit

Our Council is Girl Scouts of Eastern Massachusetts (GSEMA) - 45,000 strong, with 30,000 girls and 15,000 volunteers in 178 communities. We're here to build girls of courage, confidence, and character, who make the world a better place.

Within the GSEMA Council is our Service Unit: # 461, Sudbury.

Our Service Unit includes all of the registered Girl Scouts - both girls and adults - in Sudbury. We hold a regularly scheduled Service Unit meeting once a month, called a Roundtable, to share ideas and information, lend support, and help leaders new and old become confident and knowledgeable.

Our SU Roundtables are at the Presbyterian Church next to the Noyes School in Sudbury. We are not affiliated with any religious organization, we simply rent space from the church and find meeting in the center of town convenient. Meetings provide support and information about the Girl Scout program in Sudbury and information about upcoming events in our area. These meetings are extremely helpful and important for leaders, co-leaders and all volunteer parents.

Roundtables (generally the first Tuesday of each month, at 7pm) serve two main purposes:

- First, it is where much of the planning and information distribution for local Girl Scout events take place.
- Second, it is also where you can start to form a local Girl Scout network that will help you be successful this year and beyond!

Someone from your troop should be at each Roundtable - if the leaders are unable to attend, ask a parent to attend for you. Any and all adults connected to your troop are encouraged to attend - It's the best way to set your troop up for success.

Beginning of the Year Checklist for Troops

- Leaders and parents registered as leaders in the GS system.
- Leader [CORI](#) background check submitted. Your troop parents should be CORI checked as well so you can have volunteers with your troop. You will not have access to online tools until you have been approved as a volunteer. CORI checks can be done by some Service Unit members Please email sudburygs@gmail.com for help. (This is a different CORI than the elementary school CORI.)
- Complete the required Online [Troop Pathway Orientation](#). Troop Pathway Orientation (TPO) will walk you through the steps for starting your troop. If you did not receive an email invitation to create an account for LEAD Online (our online training platform), please let us know!
- Invite girls to join your troop, and/or receive list of girls who have already joined the troop.
- Read Through the Volunteer Essentials document found here <https://www.gsema.org/content/dam/girlscouts-girlscoutseasternmass/documents/volunteer-essentials.pdf>
- Plan a parent meeting, and invite the parents.
- Think about where you'd like to have your meetings. Your meeting space should be somewhere safe, clean and secure that allows all girls to participate. Some great meeting space ideas include schools, libraries, churches
- Hold parent's meeting, and secure troop volunteers.
- Open a troop bank account <https://form.jotform.com/GirlScoutsEMass/troop-bank-account-request>
- Schedule and plan your first troop meeting.
- Have each girl fill out the [annual girl permission form](#), keep this with troop first aid kit.
- Sign up for a CPR/First Aid Training (or get someone who will come to your meetings to take the training)
- Attend a Service Unit Leader meeting
- Sign up to receive Girl Scouts of Eastern Massachusetts Newsletter <https://form.jotform.com/63363594400151>
- Bookmark www.gsema.org the Girl Scouts of Eastern Massachusetts Website

Positions needed to start off the troop year

- 1) 2 Troop Leaders (Always must be two unrelated adults with one female – No adult may be alone with girls at any time)
- 2) Troop Cookie Manager
- 3) Troop Money Manager
- 4) First Aider

These roles require online registration, adult membership paid through GSUSA and a background check. Do your best to have parents sign up for these roles from the beginning of the year.

Items needed to start up the year



- 1). Girl's Guide to Girl Scouting, a great binder full of information about being a Girl Scout, and how to earn certain badges. Girl Scout store info can be found here <https://www.gsema.org/en/our-council/shop.html>

- 2). Bank account

Training

It's a good idea to get someone First aid trained as soon as possible, as a First Aider is required for some activities and events. (The Safety Activity Checkpoints guide (https://issuu.com/gsema/docs/gsema_safety_activity_checkpoints_august_2019?fr=sZmVkNDE5MjMwMA) is where you will find what type of supervision is needed for different activities.) Our service unit does offer training, the Girl Scouts offer training and other organizations do as well. Contact sudburygs@gmail.com if you need help. You will also need a person trained in Camping the Girl Scout way if you would like to take your girls camping. Trainings are held fall and spring and are an overnight commitment. They can be found in the Training section of gsema.org when offered.

Scouting Year

Troop Meetings:

Most troops meet once a month, although some meet more frequently. Find what works best for your troop & families by surveying parents/guardians about times and weekdays that work for them. Start by looking at your own schedule and choosing the options that work best for yourself & your co-leader then let the parents choose from those limited options. In addition to the meetings, there are Service Unit (town) events, and Council events you and your girls can sign up for.

Approximate troop meeting length:

Daisies: about an 1 hour to 1 hour 15 minutes

Brownies: 1.5 hours

Juniors: 1.5 hours to two hours

Parent Meetings:

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

At the start of every Girl Scout year you want to have a parent meeting where you and your co-leader meet with parents/guardians in your troop (at least one representative per family). Also some troops decide to run as a co-op with different parents running each meeting and planning different activities. Do what works best for you.

The purpose of parent meetings is to set expectations: what you and your co-leader are responsible for, and how you expect families to support and participate in Troop activities. It's also important to discuss what your goals are as a leader, what you hope the girls experience, and what you expect of the girls.

Parent meeting agendas usually cover the following items: annual permission forms, health history forms, dues, meeting days/times, key dates (events, product sales, etc), volunteer opportunities.

Make sure you and your co-leader are not doing it all! It's ok to lay out the expectation that each family contributes in some way. There are many ways they can volunteer without exceeding their capacity. From first aider to emergency phone tree contact to product manager, to driver there's something for everyone to help with big or small.

Parents, friends and other family members can provide time, experience and ideas to a new troop, so get them involved from the very beginning. All families are expected to volunteer in some capacity.

This is your chance to:

- ✓ Get to know your Girl Scouts and their families
- ✓ Ask each family to register for a volunteer role to assist with troop activities
- ✓ Set clear expectations for the troop including girl-led activities and budgeting, meeting/activity schedule, parent involvement, etc.

Meeting Preparation Checklist:

- ✓ Arrange for a meeting time and place such as your home, local school, church or library.
- ✓ Use your troop roster in MyGS in the Volunteer Toolkit to invite all parents and girls.
- ✓ Print out copies of the Annual Permission Form for each girl who is registered with the troop. (Completed copies stay on file with you as the troop leader.)
- ✓ Have a sign-up sheet with each volunteer role and have parents register for those roles when they register their daughter for the troop. (See Volunteer Essentials for descriptions.)
- ✓ Arrange for another adult to do a craft or activity with the girls while you talk with the parents (if girls will be accompanying their parents to the meeting).
- ✓ Practice what you want to say and the information you want to share.
- ✓ Remember – this will be their first experience with Girl Scouts! Make sure you have fun as you help girls on their journey to discover, connect and take action in the world around them.

- ✓ Be sure to ask for help - email sudburygs@gmail.com remember many experienced leaders

have been through this before, and for many years, that's what we're here for.

The six basic parts of a Girl Scout Troop meeting are:

Start-up 5 minutes:

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 or an active game for everyone to get some energy out before the girls have to sit down for the meeting.

Opening 5-10 minutes:

Each troop decides how to open their own meeting—most begin with the Girl Scout Promise and Law, and then add a simple flag ceremony, song, game, story, or other activity designed by the girls.

Business 5-15 minutes:

Taking attendance, collecting dues, making announcements, or planning an upcoming event or trip are all things you might do during this step of the meeting. This is a great time for girls to lead, especially as they get older!

Activity 30-60 minutes:

Use the meeting plans found on the Volunteer Toolkit (VTK), pinterest, and Facebook to find activities that are designed to help you or create your own. This is when your girls will spend time earning Petals, Badges and Journeys!

Clean up 5-10 minutes:

Girl Scouts should always leave a place cleaner than they found it!

Closing 5-10 minutes:

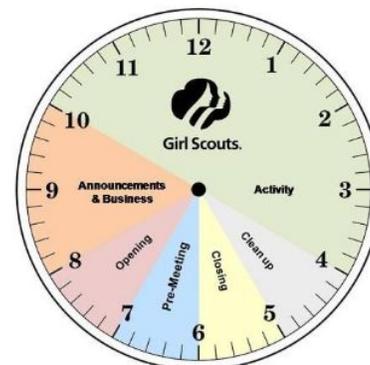
Just like the opening, each troop can decide how to close with a song, game or story. Many troops end the meeting with a friendship circle.

Snack: Some Troops opt to add a snack to Troop meetings. Some find it is better to have it at the end of the meeting or at the very beginning before the meeting really gets going as it can take up a lot of precious meeting time. Others find success is excluding snack all together or utilizing discussion time as snack time too.

Kapers

A kaper is a chore or job. There are many ways of assigning girls regular kapers so that they can help in the facilitation of troop meetings. You can find lots of ideas for types of kapers and how to assign them on pinterest and google.

If you use this structure from the beginning, your girls will soon learn the routine and by the time they are Junior Girl Scouts, they will run the meetings without much assistance from the leader.



Uniforms

Uniforms can be an important part of the Girl Scout experience, connecting girls to Girl Scout traditions, displaying their accomplishments and creating memories to last a lifetime. The only required insignia is the membership pin. Most troops choose for their Girl Scouts to purchase a tunic or vest to display their badges and patches. Vests are recommended, as they are easier to put over clothing, have enough room for all the badges, and look more standardized. Use your parent meeting to discuss which uniform elements are available for purchase, and costs. Troop leaders may opt to collect money from parents and purchase tunics, vests and insignia from any Girl Scouts of Eastern Massachusetts shop, or ask parents to purchase items on their own. Financial Assistance is available for tunics/sashes only.

Leaders tend to wear a Girl Scout shirt, with their insignia (the little green tab with the pins). We will give you one at the first meeting.

Visit one of our shop locations to purchase uniforms, starter kits and more. Our shop staff are here to help! Shop anytime at www.gsema.org/shop.

Before visiting our shops be sure to check www.gsema.org for hours and special closures

Where to Go for Help:

Local leaders want to help! Please connect with your school coordinator, service unit leaders, or just email sudburygs@gmail.com if you aren't sure who to talk to we welcome questions about any and all topics.

If local support can't answer your questions, please email your question to CustomerCare@gsema.org or call us at **844-306-GSEM (4736)**.

Ideas and Support:

- Monthly SU meetings provide support and information about upcoming events and activities.
- The Girl Scout Girls Guide has great ideas for meeting activities
- The Girl Scout newsletter also has great ideas for activities.
- Visit GSEMA.org for upcoming events in the council.



Troop Finances

Troop Money Manager

A Troop Money Manager who is not a leader is a must! Ensure all parents are kept in the loop on troop

finances at least three times a year and informed that the troop money does not belong to any individual.

Bank Account

All troops must establish a bank account with two unrelated adult signers that include a troop leader, and a troop money manager. You must request a letter to officially open the account using Council's Federal Tax ID. All money in the account belongs to the troop and not to any individual.

Financial Assistance

Financial difficulties shouldn't stand in the way of a Girl Scout's participation. Any member needing financial assistance for membership can request it as part of the online membership registration process.

Other financial assistance is available for books, badges, and uniforms. Go to www.gsema.org for more information on financial aid. The SU is also able to provide financial aid if the troop can't cover a girl expense. Please request to the SU Treasurer with as much notice as possible. We don't want any girl not to be able to participate due to costs.

Troop Dues

The leaders should determine if they wish to collect troop dues, in addition to participating in Council sponsored product sales. We strongly recommend troop dues be limited to \$40.00 per year, per girl. It's not unusual for a leader to request a portion of this from the parents, at the beginning of the year, while the girls are working on their plans and budget. Girls' families who are unable to afford troop dues can request Financial Assistance from Sudbury Girl Scout Council (a maximum of \$25.00) which will be sent to the troop leader. Keeping in mind that a tenet of the Girl Scout Program is for girls to learn how to pay for what they decide to do, please make sure troop dues are reasonable. The decision to take dues or not is made on a troop by troop basis.

Share with your troop girls and parents where and how dues are being used.

Money-Earning Activities

The cookie program and fall product program are the primary money-earning activities for a troop. If a troop participates in both programs, they may also opt to participate in additional approved, money earning activities. See Volunteer Essentials for details.

Tax Exemption

As a 501 (c)3 nonprofit, volunteers can utilize our tax exempt numbers when purchasing supplies and materials.

Tips of Managing Troop Funds

- Use your Troop Debit Card not your personal one, whenever possible. When purchasing for Girl Scouts, make sure to have all of those items on a separate order –don't have personal purchases on the same receipt.
- Save all receipts, and monthly bank statements.
- Do a monthly reconciliation of receipts/account
- Have mini-troop management meetings during the year and especially during product sales to keep track of what money comes in and what money goes out between the money manager and the troop leaders
- Utilize the GSEMA Troop Finance Report excel spreadsheet to track all transactions and make filling out your TFR at the end of the year a little easier.
- This is troop money, so use it wisely.
- Trade snack duties so the troop -or troop leader- doesn't have to purchase snacks for every meeting.
- Teach budgeting, recycling and money management by not purchasing craft or activity items for every meeting. Use recycled items, have meetings that don't require 'stuff' every time, and use what you already have on hand.
- Share the status of your troop account with your troop girls and parents on a regular basis. If you do newsletters, add an 'FYI' section with income and expenses on it to show your girls where their hard earned candy/cookies sales are going.
- Try to make deposits and payments in a timely manner.
- Remember, Girl Scouts is designed to be girl-led. Remind parents that this is the girls' program and they will be budgeting and earning funds to pay for their plans.

Reporting and Receipts

At the end of each year the Troop Money Manager is responsible for completing a Troop Finance Report by June 30th each year. To make your life simpler at the end of the year, you are strongly encouraged to keep the record current each month when you balance the troop checking account.

The Service Unit treasurer will remind you of this date and send you the form that needs to be completed.

In June, every troop needs to turn in a copy of the most current statement and the Troop Financial Report to the Service Unit Treasurer

Troops do not need to turn receipts into the service unit, but are required to keep receipts and bank statements for at least 3 years. The end of the year is a good time to put all of that year's papers in an envelope or file so your troop can start fresh the following year.

Fundraisers:

Fall Sales Program

- Fall Product sales training is in Sept, and sale runs through October.
- Fall Products involves the sale of candy, nuts, and magazine subscriptions.
- Troops keep 15% of proceeds.

- Girls earn fun prizes, and patches

The Fall Sales coordinator will be contacting all troops about participation, it is not mandatory to participate.

Cookie Sales Program

- Cookie training will be offered in Nov/Dec.
- Sale begins in early December, no orders may be taken before given date.
- Cookie booth sales begin in December. The Service Unit Cookie Coordinator will be in touch with your troop regarding important cookie training information, dates and sales as well as booth sales that are set up at local grocery stores and other locations in Sudbury.
- **It is important that the parents of your troop know that's it's NOT ALLOWED to take orders before the opening date or to set up a booth sale before the booth sale open date. These activities are not "honest and fair" and could cause us to lose our cookie privileges. Leaders are responsible to make sure parents know and understand all cookie procedures.**

Additional Fundraisers:

Troops that participate in both the Fall Product and the Cookie Programs may have extra fundraisers. If the money-earning project your troop would like to do is on the list below, submit the Money-Earning Project application to the SU Coordinator at least two weeks prior to event. Forms can be found on GSEMA.org, under Girl Scout Activity Form.

Garage sales	Baked goods/homemade candy sales
Arts and Crafts exhibits/sales	Troop dramatic productions
Flower shows/sales	Serving banquets/special dinners/tea parties
Doll, pet, or hobby shows.	Car Washes
Household/community services	
Bake sales at Sudbury Town Meeting	

Avoid fund raising for other organizations:

Girl Scouts are not allowed to solicit money on behalf of another organization. This includes participating in a walkathon or telethon while in uniform. Your troop can support other organizations through take-action projects (donate and hand out water instead!)

How to Speak “Girl Scout”

Overheard a conversation about Juniors? Wondering what in the world a WAGGGS might be? Here's a helpful translation of some of the most common Girl Scout terms and traditions.

How Girl Scouts is organized:

Levels: Girl Scouts are sorted into levels based on grade level.

Daisy K – 1

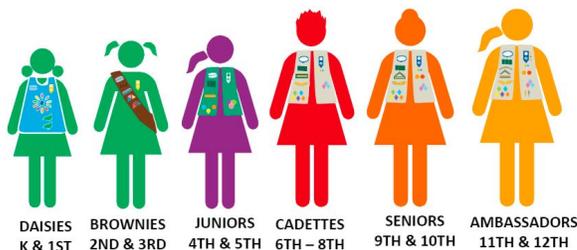
Brownie 2-3

Junior 4-5

Cadette 6-8

Senior 9-10

Ambassador 11-12



Troop: Girls are formed into troops with no less than 2 leaders/co-leaders. Troops can be based on geographic location, school, or age level.

Leader : An adult in the leadership role for the troop.

Assistant leader: An adult on the leadership team for the troop. Troops are required to have at least 2 registered adults in leadership roles. The actual division of the responsibilities falls to the people involved with the troop.

Service Unit: A geographically organized group of troops, individual members, etc. that are led by a volunteer team.

Service Unit Coordinator / Team: Volunteers of the Service Unit (SU) are the SU Team. The leader of the Service Unit Team is the Service Unit Coordinator.

GSEMA: Girl Scouts of Eastern Massachusetts, our council.

GSUSA: Girl Scout of the United States of America, our national organization.

WAGGGS: World Association of Girl Guides and Girl Scouts. An association of Girl Scout and Girl Guide national organizations around the world. WAGGGS serves approximately eight million Girl Scouts and Girl Guides in 144 countries. The WAGGGS mission is to enable girls and young women to develop to their fullest potential as responsible citizens of the world.

Badges: Term for earned awards that Girl Scouts earn at the Brownie, Junior, Cadette, Senior, and Ambassador levels. Requirements for badges can be found in the Girl's Guide for the appropriate level, or in the Skill Builder inserts. Badges are worn on the front of the vest/sash.

Fun Patch: A patch a girl may wear on the back of her vest or sash. The patches are intended to recognize special events and occasions as a remembrance.

Membership Star: A pin which signifies a year of membership in the Girl Scouts. Each grade level

has a different colored disc that is placed behind the pin. Membership pins and discs move up with each new uniform.

Petals and Leaves: Petals are the awards earned by Daisy Girl Scouts for learning about the different parts of the Girl Scout Promise and Law. The petals are placed around the Promise Center, the award a Daisy earns for learning the Girl Scout Promise. The leaves are earned in areas of Financial Literacy and Cookie Business and are placed below the petals.

Volunteer Toolkit (VTK): A web app that will allow you to manage your troop roster and contact information, communication, dates and plans, dues, attendance, and finances. For Daisy, Brownie, and Junior troops, the Volunteer Toolkit comes with pre-populated plans for everything—a full year of Girl Scouts right there on your device! Cadette, Senior, and Ambassador troops don't get pre-populated meetings yet (coming soon), but can still access the great planning features.

Important Traditions

There are many great traditions shared amongst millions of Girl Scouts—and the huge network of Girl Scout alumnae who came before them—continuing these traditions helps remind girls they belong to a big, powerful sisterhood and are incorporated into Troop Meetings.

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.

Girl Scout Law:

I will do my best to be honest and fair,
friendly and helpful,
considerate and caring, courageous and strong,
responsible for what I say and do.
and to
respect authority,

respect myself and others, use resources
wisely,
make the world a better place,
and be a sister to every Girl Scout.

Troop Ceremonies

Ceremonies play an important part in Girl Scouts, from your Girl Scout Promise that opens your troop meeting to the Friendship Circle that closes it. An online search for Girl Scout Ceremonies will provide lots of resources and ideas.

Girl Scout Sign:



Girl Scouts make the Girl Scout sign—raising three fingers of the right hand with the thumb holding down the pinky. The three fingers represent the three parts of the Promise. The Sign is given when saying the Promise or Law, receive a pin, patch, or award, give the GS handshake, or greet another Girl Scout.

Quiet Sign: Girl Scouts use the quiet sign when everyone is talking and it's time to

be quiet. Some raises her right hand with all fingers extended and stops talking. As others see her hand in the air, they raise their right hands and stop talking, too.

Motto: The Girl Scout motto is "Be prepared." In the 1947 *Girl Scout Handbook*, the motto was explained this way: "A Girl Scout is ready to help out wherever she is needed. Willingness to serve is not enough; you must know how to do the job well, even in an emergency." The same holds true today.

Slogan: The Girl Scout slogan, which has been used since 1912, is "Do a good turn daily." The slogan is a reminder of the many ways girls can contribute positively to the lives of others.



Greeting: Girl Scouts can greet one another with the Girl Scout handshake, used by Girl Scouts and Girl Guides all over the world. The handshake is made by shaking hands with the left hand and making the Girl Scout sign with the right. The left hand is nearest to the heart and signifies friendship.

involves Girl Scouts standing in a circle, crossing their right arms over their left, and clasping hands with their friends on both sides. Everyone then makes a silent wish as a friendship squeeze is passed from hand to hand around the circle.

Friendship Circle: Representing the unbroken chain of friendship among Girl Scouts and Girl Guides around the world, the Friendship Circle



SWAPS: Girl Scouts often make small tokens of friendship to exchange with the Girl Scouts they meet while traveling. These little gifts are called "SWAPS," which stands for "Special Whatchamacallits Affectionately Pinned Somewhere."

Buddy system: A safety practice that groups two or three girls together to keep watch over each other in an activity such as hiking, swimming, etc. The system places girls with equal ability in the same grouping.

Circle time: A circle formed by members of troops at any age level for discussing troop business, planning, and sharing of information.

Friendship circle: A circle formed by Girl Scouts standing and clasping hands with right arms crossed over the left. The circle represents the unbroken chain of friendship among Girl Scouts and Girl Guides all over the world. Typically done as part of a closing of a meeting or ceremony.

Friendship squeeze: A hand squeeze that travels around a friendship circle from one person to another after someone starts it. Some troops opt to put a foot into the circle to show that the squeeze has passed them.

Kaper: A job or task to be done.

Kaper chart: A visual way of organizing the work (kapers) to show who does what and to keep the distribution of tasks fair.

Trefoil: Three-leaf shape, traditional symbol used worldwide by all members of WAGGGS.

International Girl Scout Special Days and just a tiny bit of History

Bridging Ceremony: A ceremony that celebrates the transition from one grade level in Girl Scouting to the next. We generally do this in Wayland at our Court of Awards.

Girl Scout Birthday: March 12th is the anniversary of the beginning of Girl Scouts. Girl Scouts was founded in 1912.

Girl Scout Leaders Day: A day of appreciation for adult volunteers in Girl Scouting is held on April 22nd every year.

Girl Scout Week: The week in March in which the Girl Scout Birthday occurs.

Investiture Ceremony: A ceremony in which an individual becomes a member of Girl Scouts by making the Girl Scout Promise and receiving a membership pin.

Juliette Gordon Low: Founder of the Girl Scout movement in the USA. Held the first Girl Scout meeting in Savannah, Georgia in March of 1912. Also known as Daisy.

Juliette's Birthday: October 31

World Thinking Day: February 22nd, the birthday of both Lady Baden-Powell, World Chief Guide, and her husband Lord Baden-Powell, founder of the Boy Scouts. first celebrated in 1927, Girl Scouts and Guides all over the world use the day to think of each other and exchange greetings and learn about other countries.

Songs

Why Do We Sing?

- It's a Girl Scout tradition!
- It signals the beginning or end of an event or ceremony.
- It creates long-lasting memories.
- It fosters a sense of togetherness.
- It helps everyone to focus.
- It sets the mood – exciting songs to pump up enthusiasm and quiet songs to help calm.
- It helps girls build confidence.
- It connects us culturally. Songs are passed down through generations and teach us about the history of our communities and our world.
- It's fun!

A few songs to get you started... there are many more on YouTube just search Girl Scout Songs.

The Brownie Smile Song *

I've something in my pocket (put hands in pocket);
that belongs across my face (point to your face).

I keep it very close at hand (put both hands over
your heart)
in a most convenient place.

I'm sure you couldn't guess it
(put your arms out like your
asking "what?") If you
guessed a long, long while.

So I'll take it out and put it on –(take
it out of your pocket and put smile on
mouth) It's a great big Brownie Smile
(smile)!

*Traditionally, sung as a Brownie Song. You
can replace "Brownie" with "Daisy" to sing as
the Daisy Smile Song!

Make New Friends

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

A circle is round, it has no end,
that's how long I'm going to be your friend.

Games

Games for Groups:

Games can be a big part of the Girl Scout experience. Games help girls connect with each other and make new friends. Games can teach teamwork, fair play, cooperation, and so much more.

Try to incorporate many kinds of games (quiet games, active games, team building games, etc.) to keep it fun and interesting for the girls. A few games to try:

Rabbit Without a House

Arrange all but one (IT) of the players in groups of three around the play area. Two girls in each of the groups face in and hold hands high to form a house. The third stands inside the raised hands and becomes the rabbit. (If there are two leftover girls, you can have two rabbits) IT wanders among the "houses." IT shouts "rabbit without a house!" and all the rabbits and IT must run to get into a new house. The one left out becomes IT. And the game continues. Rabbits must find new houses, they cannot return to a house they just left. After several rounds allow the rabbits and houses to change places.

Scout to scout aka Daisy to Daisy

All girls are scattered around the room / field. “to” and the girls need to follow instructions. “Head to elbow” - one girl’s head must touch the others elbow. Continue using several different body parts, give two or three commands before shouting “scout to scout” or “Daisy to Daisy” - when they have to find new partners. If you have an odd number of girls then one can be the caller – switch out every few rounds.

Toss the String (circle game)

One girl holds an end of a ball of yarn, says the name of another girl and throws the yarn to that girl. She holds on to the string, calls another name and throws it to that girl. Keep going until all

the girls are holding the string. Have one girl pull on her string, ask if anyone else can feel it. A good way to start a discussion about working together and group cooperation.

Teamwork Stand Up

Two people sit on the ground back to back, knees bent and elbows linked. Try to stand up together. Try variations with 3, 4 or more people to see if you can stand up together.

There are links for many other songs, games, and activities online.

Get Acquainted Games:

Name Train

Form a circle. One becomes “locomotive”. Locomotive “chugs” around inside of circle and stops at a person. “Hi! I’m Alice”. “I’m Kathy” the other girl responds. Locomotive leads the group to cheer 5 times “Kathy!, Kathy!, Kathy!, Kathy!, Kathy”. Kathy puts hands on hips of Alice and off they go to another girl. Repeats until all the girls are part of the train.

Linda Lemon

Girls make up a circle. Tell the girls they are going shopping to purchase something they like but it must begin with the same letter as their first name. First girl might say, “My name is Linda and I’m going to the store to buy a lemon.” Next in line says, “My name is Marnie and I’m going to the store to buy a lemon and a mango.” Third girl might say, “My name is Patty and I’m going to the store to buy a lemon, a mango and pajamas.” And so on.

Reference Documents

Certificate of Exemption from Sales Tax

Certificate of Exemption

This Certificate of Exemption enables you to purchase supplies for the troop tax free. Make photocopies of this certificate and give it to the volunteers who purchase supplies for your troop. Be sure to keep one with your troop check book (or debit card), too. Please note: some stores may want to keep a copy on file, so it is good to carry an extra one.

-----Cut here-----

	Form ST-2 Certificate of Exemption	Massachusetts Department of Revenue
<p>Certification is hereby made that the organization herein is an exempt purchaser under General Laws, Chapter 64H, section 6(d) or (e). All purchases of tangible personal property by this organization are exempt from taxation under said chapter to the extent that such property is used in the conduct of the business of the purchaser. Any abuse or misuse of this certificate by any tax-exempt organization or any unauthorized use of this certificate by any individual constitutes a serious violation and will lead to revocation. Willful misuse of this Certificate of Exemption is subject to criminal sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines.</p>		
GIRL SCOUTS OF EASTERN 95 BERKELEY ST SUITE 404 BOSTON MA 02116	EXEMPTION NUMBER 042 703 281 ISSUE DATE 01/02/16 CERTIFICATE EXPIRES ON 01/02/25	
NOT ASSIGNABLE OR TRANSFERABLE	COMMISSIONER OF REVENUE	

ST-2

SAMPLE PARENTS MEETING AGENDA

Welcome

- Introduce troop
- Parent introductions
- Recite or review the Girl Scout Promise and Law – this is a great time to reference the values Girl Scouts cultivates in girls
- Review the section of Volunteer Essentials on Letting Girls Lead and discuss opportunities the girls may decide to do

Our Troop

- Overview – our troop, our service unit, our council (Structure of who can support the troop)
- Discuss and establish your meeting dates, time and location
- Finances
 - GSUSA annual membership dues (\$25.00 for October 1 – Sept. 30) – financial assistance is available when registering – www.gsema.orgclick on Join!
 - Local troop dues - (\$25-\$40 per girl maximum is recommended) how the girls will plan to use funds and earn future funds
 - Troop uniform/insignia; direct to GSEMA shop locations to purchase
 - Financial assistance for troop dues, uniform pieces and books requested on www.gsema.org
- Events – troop events, service unit events and council events; payment and permission forms requirement and troop expectation of commitments and timelines
- A rough calendar – the girls haven't yet set the agenda for the year but the troop leader might say “we've blocked the first weekend in April in case the girls decide to do an overnight event”
- Troop communication - how will caregivers be informed of troop happenings
- Emergency communication (late pick-up, cancellations, etc.)

Troop Leader Responsibilities

- See Volunteer Essentials and the Troop Leader Volunteer Agreement
- Liaison with Service Unit (A parent volunteer may attend the leader meetings for the troop.)
- Troop bank account – along with Troop Money Manager who is not a troop leader
- Take additional enrichment training as needed to be awesome

Parent/Guardian Responsibilities

- Support and engage with your daughter in this family activity
- Register with GSUSA for a volunteer role in the troop - every family is expected to volunteer
- Volunteer Roles: Troop Leader (2), Troop Cookie Manager, Troop Money Manager, Camp Qualified Adult, First Aider (these roles require online registration, adult membership paid through GSUSA and a background check). “Friends and Family Volunteer” also requires a background screening and should be selected for duties such as “snack parent” or a service project coordinator, etc.