TROOP LEADER
Manual

girl scouts
of utah
Welcome to Girl Scouts!

We are so excited to have you on our team! We are more than 3 million strong, in 90 countries worldwide, and over 100 years old. As a Girl Scout volunteer, you are helping to build girls of courage, confidence, and character who make the world a better place! Sounds like a lot! Not to worry – this guide will provide you with the advice, information, tips, and tools you need to feel confident and prepared to be a troop leader!

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Girl Scout Traditions

**Girl Scout Sign**
3 fingers stand for the 3 parts of the promise:
Serve God, Country
Help people
Live by the GS. Law

**Founder:**
Juliette Gordon Low
Nickname: "Daisy"

**Motto**
Be Prepared

**Slogan:**
Do a Good Turn Daily

**Cookies**
First sold in 1934

**Trefoil Ranch**
Buddy system for safety:
Buddies, (2) Truddles (3)

"Kapers" are jobs

**Important Dates:**
Feb. 22:
Thinking Day
Girl Scouts and Girl Guides think about each other
March 12 (1912):
Girl Scout Birthday
April 22:
Leader's Day
Oct. 31:
Founder's Day
Juliette's birthday

**Songs**
Silly, Touching, Campfire

**Graces**
Sung prayers before a meal

**Ceremonies**
Flag
Investiture
Awards
"Scouts Own"

**Friendship Circle**

**Camping SWAPS:**
Special
Whatchamacallits
Affectionately Pinned
Somewhere
Camp Names
Situpons
'Smores
Buddy Burners
"Girl Scouts leave a place better than they found it"
The Girl Scout Promise and Law:

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, 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.
Girl Scouts of Utah

Girl Scouts of Utah

This Girl Scout Council covers the entire state of Utah and Wendover, Nevada. The Council exists to support girls and troop leaders as they engage in the Girl Scout Movement.

What is a Community?
The Girl Scouts of Utah Council is broken up into Communities based on location. Within each of these Communities, there are volunteers who take on Community Leadership positions, in order to support and represent the troops, volunteers, and girls in their Community.

What do Communities do?
- Support volunteers, troop leaders, and girls.
- Provide guidance and help for volunteers.
- Plan and carry out events.
- Represent volunteers at the council level.
- Meet on a regular basis to discuss and plan programs and events, recognize volunteers, share ideas, and provide support.

Community Leadership Teams
Each Community team is unique according to the needs in the area. Some of the communities will have less positions filled, some have additional positions according to a unique interest in that area. Reach out to these individuals for questions and support! Community Leadership Teams are:

- Made up of volunteers.
- There for your support.
- Include the following positions:
  - **Volunteer Community Representative** – This person is the communication guru of your community. They help coordinate community meetings. You will often receive information from this individual about local events, activities, and trainings.
  - **Troop Leader Mentor** – This person will be your best friend in your first year of Girl Scouts. They can help you plan the activities (badges, fun patches, journeys, field-trips), for your troop.
  - **Finance Representative** – This person, in addition to managing the community level finances, is a great mentor for troop finances. They can answer questions about financial reports and direct you to additional training.
  - **Membership Records Representative** – This person ensures that records are correct. Please report to them for any issues with your troop rosters. They will contact you periodically to remind you to update your troop information.
  - **Cookie Program Representative** – This person will train your troop cookie manager on cookie sales. They will also coordinate the cookie pickup and distribute cookie prizes at the end of the year.
o **Event Representative** – This person organizes activities/events for the area. Usually, along with a committee, they will put on major events like: Cookie Kickoff, World Thinking Day, etc. If you want to invite other troops to an activity that you are hosting, get in contact with this individual.

o **Recognition and Delegate Representative** – This person has two primary responsibilities: to support and train delegates from your community and to cultivate volunteer appreciation through formal and informal recognition.

o **Higher Awards Representative** – This position provides information and support to girls in the Community who are working towards their Program Aid/Volunteer-in-Training Pin, Bronze, Silver, or Gold Award.

o **Juliette Representative** – This position mentors Juliette Girl Scouts and their parents, and ensures that they are up-to-date on opportunities, events, and activities throughout the Council and Community.

o **Outdoor Program Representative** – This position fosters a love and appreciation of the outdoors for girls and adults within the community by implementing, planning, and facilitating Outdoor Programs and activities (e.g. day camp, troop camping, and Never the Same Weekends).

### Staff Support

The council staff consists of over 40 professional staff members who provide support for Community Teams and volunteers in implementing the Girl Scout program. The following are our offices:

**Main Office**

445 East 4500 South Suite 125  
SLC, UTAH 84107  
Hours of Operation: Monday- Friday 8:30-5:00 pm  
Shop Hours: Monday- Friday 8:30-6pm

**North Utah Service Center**

3564 Lincoln Ave, Suite 4A  
Ogden, UT 84401  
Hours of Operation: Tuesday 10-5pm, other weekdays by appointment only.

**Central Utah Service Center**

215 N Center St  
American Fork, UT 84003  
Shop Hours  
Tuesday, Wednesday & Thursday 10 am–5 pm

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**One number, Lots of Answers!**

**Any time you have questions or need help, call Member Support:**

**801-265-8472**

**info@gsutah.org**
**What is it?**

A national outcomes-based program that guides girls along a path of leadership to achieve our ultimate goal, and mission, which is to “build girls of courage, confidence, and character to make the world a better place.”
### Leadership Progression:

![Progression Chart]

### Activities Progression:

<table>
<thead>
<tr>
<th>Girl Scout Participation</th>
<th>Daisies</th>
<th>Brownies</th>
<th>Juniors</th>
<th>Cadettes</th>
<th>Seniors</th>
<th>Ambassadors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earn Badges</td>
<td>Petals</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Earn Awards</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Earn Faith-Based Awards</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Participate in Cookie Program</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Participate in Money-Earning Projects</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Go on Field Trips</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Go on Day Trips</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Go on Overnight Trips &amp; Troop Camping 1-2 nights</td>
<td>1 night only</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Go on Overnight Trips &amp; Troop Camping 3-4 nights in Mountain West Region</td>
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<td>✓</td>
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<td>✓</td>
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</tr>
<tr>
<td>Go on National, International, &amp; Troop Camping 3 or more nights</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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</tr>
<tr>
<td>Earn Leader in Action Award</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Become a Program Aide</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Become a Volunteer in Training</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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</tr>
<tr>
<td>Participate in Day Camp</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Go to Resident Camp</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Go to Camporee (every 3 years)</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Participate in destinations travel</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Earn Scholarships</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Participate in Miss Media Program</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Earn Bronze Award</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Earn Silver Award</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Earn Gold Award</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
What Girls Do – the Girl Scout Program

We deliver the Girl Scout Leadership Experience through the National Program Portfolio, which includes:

**Journeys:** A fun and challenging experience spread over a series of sessions. The Journey, which follows a designated theme, has a clear starting point and a definite ending point. Along the way, girls are following a purposeful trail that allows them to have fun, become wiser, and experience all the joys of being a traveler (meeting new people, exploring new tastes and cultures, gathering keepsakes, making memories) while being able to carry this all in one "suitcase" – their journey book!

A girl **Discovers** her special skills and talents, finds the confidence to set challenging goals for herself and strives to live by her values. This includes being proud of where she came from as well as where she’s going.

A girl **Connects** with others, which means she learns how to team up, solve conflicts, and have healthy relationships. These skills help her in school right now and prepare her for any career she chooses in the future.

A girl **Takes Action** and makes the world a better place, learning a lot about her community and the world along the way.

**Three themes for each grade level:**

- *It's Your Story – Tell It!* (a SELF-EXPRESSION-based Journey)
- *It's Your Planet – Love It!* (a SCIENCE AND ENVIRONMENTAL-based Journey)
- *It's Your World – Change It!* (a LEADERSHIP AND ADVOCACY-based Journey)

**The Girls Guide to Girl Scouting:** A guide in which girls, and adults, can find information on badges (skills-based), history, traditions, awards, and more.

**Additional Activities & Experiences:** Girls can also participate in travel, awards, the Cookie Program, camp, and other activities that will supplement their Girl Scout experience and will allow them to collect patches (participation-based).
Cookies

Sure, selling cookies raises money for your troop...but it is so much more than that!!!!

The Cookie Program teaches the girls valuable life skills, and helps girls along the Girl Scout Leadership Experience:

- Goal Setting
- Decision Making
- Money Management
- People Skills
- Business Ethics

Building Courage, Confidence, and Character!

Check out the Cookies tab on our website at: http://www.gsutah.org/en/cookies/about-girl-scout-cookies.html

Volunteers and Policies

Guide to Volunteer Essentials and Safety Activity Checkpoints ➔ Two Essential Resources

Volunteer Essentials is just that ➔ it is a document of all of the essential information for being a Girl Scout Volunteer and/or Troop Leader. It is very important to familiarize yourself with this document, and then to use it as a reference as you need it. Because it is updated every year, it is only published online. To get this resource, go to http://www.gsutah.org/en/for-volunteers/online-support-for-volunteers.html and click on “Volunteer Essentials Guide.”

Below is a summary of each chapter to help you navigate Volunteer Essentials:

Quick-Start Guide:
This section, found at the beginning of the book, provides you with the need-to-know nitty-gritty. GS recognizes that you may not have time to sit down and read the entire book straight away. Therefore, you can read this section before your first meeting, and then move on the rest as you need it.

Chapter 1: Sharing your Unique Gifts
This chapter helps to guide you in how to share your gifts as a volunteer and also how you and fellow volunteers can appreciate each other.

Chapter 2: Girl Scouting as a National Experience
This chapter explains the Girl Scout program, Girl Scout traditions, and other aspects about Girl Scouts at a national level. Specifically, you can find information about badges, pins, awards, award ceremonies, and journeys.

Chapter 3: Engaging Girls at All Grade Levels
This chapter tells you when, where, and how to run a meeting. It is extremely helpful in knowing how to manage troops according to their grade level (understanding age-level needs and age-appropriate activities). The chapter also outlines how to create an emotionally safe environment of communication, acceptance, and sensitivity. Finally, it addresses how to include parents and resolve conflict.
Chapter 4: Safety-Wise
This chapter summarizes your safety responsibilities, for example, understanding and adhering to the Safety Activity Checkpoints, achieving appropriate adult supervision, requirements for transporting girls, what to do in an emergency, keeping girls safe during cookie sales, online safety policies, insurance requirements, and managing health.

Chapter 5: Managing Group Finances
This chapter takes you through the policies for setting up a bank account, money handling, how troop funds should be raised and spent, and information on the Cookie program.

Appendices:
- For Troop Volunteers - Forming committees, holding troop meetings, sample meeting schedule, quick references to transportation policies, girl to adult ratios, and other policies
- For Travel Volunteers – All policies and information related to troop travel requirements
- For Outdoor Volunteers – The How and Why to achieving progression in outdoor programs
- Investing in Girl Scouts
- Girl Scouts of Utah Policies → A very quick, very specific guide to policies and absolute requirements

Safety Activity Checkpoints is your second essential resource as a volunteer. It outlines the required policies for each individual activity, including required gear, required training, required applications (some activities require an application to be submitted to the GSU Council in advance) and policies regarding insurance and girl safety. You should always refer to both Volunteer Essentials and Safety Activity Checkpoints before planning your troop’s activities. To access this resource, go to http://www.gsutah.org/en/for-volunteers/online-support-for-volunteers.html and click on “Safety Activity Checkpoints.”

**The following table shows the required adult to girl ratio for any and all GS activities. This is found on Pg. 12 of Volunteer Essentials.

<table>
<thead>
<tr>
<th>Group Meetings</th>
<th>Events, Travel, and Camping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two unrelated adults (at least one of whom is female) for this number of girls:</td>
<td>Two unrelated adults (at least one of whom is female) for this number of girls:</td>
</tr>
<tr>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>20</td>
<td>8</td>
</tr>
<tr>
<td>25</td>
<td>10</td>
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<tr>
<td>25</td>
<td>12</td>
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<tr>
<td>30</td>
<td>15</td>
</tr>
<tr>
<td>30</td>
<td>15</td>
</tr>
</tbody>
</table>
Girl Scouts of Utah Emergency Procedures (found in Volunteer Essentials)

Girl Scouts of Utah (GSU) provides all volunteers an Emergency Information Card (see below), which provides a list of the basic procedures to follow in an emergency. The council’s 24-hour emergency number is (801) 483-3413. Please carry this card with you at all times. An emergency is defined as an incident that involves:

- A fatality
- A near-fatality
- Potential media attention
- An incident that brings a Girl Scouts of Utah policy into question

Should a Girl Scout member have an accident (i.e. sprain), it is not necessary to call the emergency number. Use the “Accident Report” form and mail it to GSU as soon as possible. This form can be obtained from the website by searching “Accident Report” in the search box.

*Please remember that the CEO, Board Chair, and the Director of Marketing and Communications are the only GSU council representatives who speak with the media regarding Girl Scout issues.*

**GIRL SCOUTS OF UTAH**

**EMERGENCY CARD**

**(801) 483-3413**

If you are calling long distance, please call this emergency number collect.

State your name and identify yourself as a Girl Scout volunteer.

**Procedure to be followed by the person in charge at the scene:**

- Give attention to injured person(s). Secure doctor, ambulance, police, and clergy as appropriate.

- In the event of a fatality, **ALWAYS** notify police first. Retain a responsible person at the scene, secure the area, and do not remove victim(s) or disturb surroundings until police have assumed authority.

- Call the Girl Scouts of Utah’s 24-hour emergency number (801) 483-3413.

- When you call the 24-hour emergency number, provide your name, troop number, phone number you are calling from, and your home phone number. Tell the operator if this is a serious accident or a fatality.

- The operator will relay the information to a member of the council crisis team who will then call you back.

- The CEO will make all official statements as spokesperson of the council. Do not give information on your own. Refer all media inquiries to the CEO at the Council Resource Center, (801) 265-8472.

- Do not discuss the incident, place blame, or accept liability. Make no statements to the press!

- Do not surrender parent permission slips or medical release forms to anyone except the GSU’s CEO.
Your Role as a Volunteer

As a Girl Scouts of Utah volunteer, you are a vital part of this organization and, naturally, we want you to be the best volunteer you can be! It is your opportunity and responsibility, as a volunteer, to deliver the Girl Scout program to girls in a safe, supportive, and enriching environment where girls will gain courage, confidence, and character. In order for you to do this in the best way possible, just remember to SMILE:

Safety: Your biggest responsibility is to keep the girls in your troop safe. Make sure to follow the girl-to-adult ratios, consult Safety Activity Checkpoints and help girls to progress in their Girl Scout experiences.

Mentor: You are an important figure in the life of a Girl Scout and as a mentor, you will guide her through the Girl Scout Leadership Experience. Remember to let the girls lead, learn through experiences, and work as a team to accomplish goals.

Inclusion: Girl Scouts are committed to including all girls in the Girl Scout Movement. You have an opportunity, as a leader and mentor, to foster an attitude of inclusion by welcoming all girls and “be[ing] a sister to every Girl Scout.”

Learning: Girls learn a lot about themselves and what they are capable of doing as they follow the Girl Scout Leadership Experience. There are many learning opportunities for volunteers as well. Take advantage of training, online and in the classroom, and connect with your Community Leadership Team and other volunteers to learn all you can about your leadership role and how to provide an excellent Girl Scout Leadership Experience to your girls.

Essentials: Volunteer Essentials is your helpful volunteer handbook as you navigate the world of Girl Scouts. Become familiar with this guide and consult it often as you work with girls. Look under Online Support for Volunteers on www.gsutah.org for an electronic pdf copy of this book.

Here are a few other tips that you might find useful as you get started working with girls:

- **Girl Scouts is about Progression:** You, and the girls, will not learn everything at once. It takes time to understand and become comfortable with new ideas and programs, so be patient with yourself and take it one day at a time.
- **It’s okay to make mistakes:** Let go of the idea of being perfect and allow mistakes to become a teaching opportunity for your girls. In addition, let the girls know that it is okay for them to make mistakes and that Girl Scouts is a safe environment to learn and grow.
- **You are not alone:** There is a large network of support for you as a Girl Scout leader. Ask questions, attend training, and take every opportunity to learn about Girl Scouting. Your Community Leadership Team is available to help you in many different ways on a local level and staff members are always available to answer questions, give you direction, and assist you in becoming the best troop leader you can be!
- **It’s all about the girl:** Encourage the girls to partner with you. Girls should be growing in decision-making and planning skills and the more invested they become in their activities, the happier they – and you – will be. Don’t forget to have fun – and do your best to ensure that the girls are having fun, too!
It is important to involve family members in the Girl Scout experience. This will enrich the girls’ experience and will also help you, the Troop Leader, to have a more enjoyable journey. Listed below are general tips for involving parents. To access a sample Parent Meeting Presentation and sample Parent Interest Survey, search for each in the search box at the top right corner of our website home page (www.gsutah.org).

- **Set clear expectations early – from the very beginning**
  Setting your expectations for parent/guardian involvement and the needs of the troop right from the beginning can help to offset future conflict. For example, let parents know that they need to help out with a certain number of activities a year, what time they need to pick up their girls from activities, and what the troop dues will and will not cover.

- **Encourage participation**
  Sometimes simply asking them in person is enough. Encourage participation by communicating that the more parents that are involved, the better the troop will function.

- **Use their talents/skills**
  At the beginning of the year, survey the parents to discover their interests, hobbies and hidden talents. When they return the questionnaire, discuss ways that they can teach or help plan a meeting.

- **Divide up the responsibilities - Adult Kaper Chart**
  Provide parents with a list of activities that need to be completed throughout the year (drivers, emergency contact, cooking, photographer, etc.) and ask that they select at least one item to help with during the year. As an added bonus, leave space for them to suggest other items they may want to help with. ***Make sure that parents who help out are registered volunteers.

- **Cooperative Learning**
  From the beginning, include parents in planning, setting annual goals, and asking for feedback.

- **Hold Parent Meetings**
  This is especially important at the beginning of the year, but may be held as frequently as needed. For example if the meetings are held twice a year, one meeting can plan the upcoming cookies sale and the other getting ready for summer. Offer multiple meeting times and ask parents to select all the times that work for them, in order to find a date that most or all parents can attend. If some parents are unable to attend, meet with them one-on-one by phone or in person to share your notes from the meeting. Make sure to get all the parents to sign the Parent Agreement. For more info on parent meetings, reference the New Troop Leader Training.

- **Invite parents**
  When the girls have planned an activity or event that is close to home, invite the parents to meet at the event. Parents want to see what their girls are up to and will often stay and help.

- **Stay in contact**
  Determine a regular method of communication (monthly emails, a troop Facebook page, WhatsApp messenger group, etc.) and stick to it. Get the parents to agree to check/respond to communication in the specified method as part of the agreement they sign at the parent meeting. When sharing upcoming events, be specific on how many volunteers you need and what they would do. (Don’t discourage parents by saying “I don’t need help”…always encourage their help and participation.

- **Plan a daughter/parent event**
  Plan fun daughter/parent events. The event can be a sporting event, such as a Jazz game, or a play at the local theatre. Parents pay their way, and troop funds cover the cost for the girls.

- **Celebrate!**
  Have your girls plan their Bridging Ceremony and send formal invites to the parents. Parents will attend and build community as they share in the celebration.
Addressing Conflict

How to Avoid Conflict:

1) **Set Clear Expectations:** Make sure to outline the responsibilities of the troop leader(s) and parents/guardians and ensure that these expectations are clearly communicated and agreed to by all parties. This will prevent a lot of future conflicts.

2) **Assume good faith:** Assume that the other person is making a well-intentioned effort to help.

3) **Address issues early:** Should an issue arise, address it early so that it does not grow into a larger problem. Refrain from generalities; instead, be specific when confronting someone about an issue.

4) **Be Respectful:** Different opinions and points-of-view are welcome. Understand that you may not share the same experiences and perspective as others. Try to find common ground and use the principles of the Girl Scout Promise and Law to inform your discussions.

5) **Speak only for yourself:** And allow others to do the same.

6) **Remember the girl:** The well-being of the girls and the group is always our primary concern.

7) **Show Appreciation:** A simple “thank you” can go a long way!

8) **Take a Break:** Should respectful conflict escalate into an argument, walk away and address it when all parties can approach the issue rationally and calmly. And never use social media to resolve conflicts.

9) **Be flexible:** Understand that sometimes things will not go according to plan and that people make mistakes. Girl Scouts is a lot more fun when you can “go with the flow.”

10) **Maintain a sense of humor:** Girl Scouts is about learning, growing, making mistakes, and having fun!

When handling a conflict:

- **Listen:** Listen to the issue being presented to you without giving feedback until the other party is finished speaking.
- **Acknowledge:** Acknowledge the other person’s concern and respectfully respond to it.
- **Solve:** Work together to find a solution that both parties can agree upon.
- **Thank:** Thank the other person for bringing the issue to your attention and for calmly working to address it.
Troop Finances

Bank Accounts
To open a troop bank account, your troop needs the following:
- 2 unrelated adult Girl Scout members, who have passed their criminal background check to sign on the account
- At least 5 girls in your troop
- If you have $50.00 (or more), you MUST open a Troop Bank Account.

Group/troop monies exceeding $50.00 **must be placed in a checking account** in the name of the Girl Scouts of Utah Troop #_______. **The bank account must have at least two, unrelated signers.**

Financial Responsibility
Any volunteer accepting responsibility for handling group/troop money must:
- Be a GSUSA registered adult.
- Pass a criminal background check.
- **Accept accountability for its proper use and safekeeping.**
- Not be of the same family (related) or household of other signatures on the account.
- Submit a completed annual financial report each year.

Opening a Bank Account
Please follow the steps below to set up your troop bank account:
1. Have two unrelated signers, who have met the criteria outlined above under “Financial Responsibility.”
2. Fill in the forms and send them in, according to the instructions on the form. The forms can be found by:
   b. Click on “5. Set Up a Troop Bank Account.”
   c. Click on “Click Here for paperwork.”

Wells Fargo
GSU uses Wells Fargo Banking. The following are benefits of using a Wells Fargo bank account for your troop:
- The Council will set up the account for you (see above)!
- Your troop receives debit card access and no monthly fees. We’ll set this up for you too!
- If there are any issues relating to the account, GSU’s Finance Department will be able to work it out with the bank directly.
- When a troop disbands, GSU’s Finance Department is able to work with Wells Fargo to close the account.
- Money from the Cookie sale goes into the Council’s Wells Fargo account.
*If you cannot access a Wells Fargo Bank branch, please contact Member Support at (801) 265-8472 and they will develop an alternate plan for your troop.

Annual Financial Report
This is required annually or within 30 days of a change in leadership:
1) Due by June 30th each year.
2) Download and fill in and submit the form found on the GSU website (www.gsutah.org) under the “Forms” tab (http://www.gsutah.org/en/our-council/forms-and-documents.html).
3) This must be submitted to info@gsutah.org, with a copy forwarded to your Community Finance Representative.
4) Keep original records, along with all receipts from the year, with the group/troop records in a safe place. For stewardship purposes, GSU may perform random audits throughout the year.

Note: You should keep receipts throughout the year to assist you in filling out this form (and in case of audit), but you do not need to submit them with this form.
Managing Troop Finances

- **Transparency.** Troop financial information is open for review by parents/guardians, Community Finance Representative, and Council staff at any time during the year so make sure to keep good records of girl funds so that you are comfortable opening your records. In fact, it’s a great idea to allow parents an opportunity to review your records several times throughout the year so that they know you taking good care of their girl.

- **Designate a Troop Financial Volunteer.** Find a troop volunteer (co-leader, parent, etc.) who enjoys keeping financial records, is organized, and willing to support the troop by keeping track of the troop account.

- **Ask for help.** Ask your Community Finance Representative and staff members for assistance in filling out and submitting forms. They are here to help you!

- **Let go of perfection!** You don’t have to be a perfect troop leader and we understand that mistakes happen. All we ask is that you follow the steps above and do your best to be a good steward of Girl Scout monies.

Troop Money-Earning

Girls earn money in two distinct ways:

- “Council-sponsored product sales” are council-wide sales of Girl Scout–authorized products (such as Girl Scout Cookies) in which members participate as part of the Girl Scout program.

- “Group money-earning” refers to activities organized by the group (not by the council) that are planned and carried out by girls (in partnership with adults) and that earn money for the group. These activities must be approved by the council in writing.

“Troop/Group Money Earning” refers to activities following a planned budget and carried out by girls and adults, in partnership, to earn money for the group/troop treasury.

Troops may earn money in the process of completing badges and/or patches for troop travel and other girl development programs and goals. Troop money earning projects may not be conducted solely for the benefit of individual girls, individual adults, or other organizations. Money earned may not be directly donated to individual girls, individual adults, or other organizations. Troop members must have a clear understanding of how the money earning projects also benefit their growth and development as defined by the Girl Scout mission statement and must define these benefits during the approval process with their Community. Examples include making items and selling them, putting on dances or making meals for families, providing gift-wrapping service, or working at special community events. For additional guidelines, please refer to the “Managing Group Finances” section in Volunteer Essentials.

1. Donations from corporations generated by matching cookie sales may only be distributed at the Community level. These funds must be used only for girl program at the Community level.

2. Written permission for any troop money earning project must be secured from the Community Finance Director at least two weeks before the project occurs.

2. No troop money earning projects may be conducted during the Girl Scout Cookie Program (from scheduled order-taking through booth sales). Note: Recycling is considered to be a service project, not a money-earning project.

3. Adult Troop volunteers must receive written permission from a girl’s parent or guardian before she participates in any money earning project. This includes the Girl Scout Cookie Program.

4. Individual girl participation in money earning activities/projects is voluntary.
5. Girls may not request direct cash contributions/donations.

6. If troop adults hold a money earning project for the benefit of the Girl Scout troop, the project will be considered a troop money earning project and must follow all council money earning policies.

7. Money earning activities/projects may be conducted only when there is need for additional income for a specific program activity. It should not exceed what the troop needs to support its activities/projects.

8. Money earning activities/projects must meet Utah state laws. Games of chance (e.g., raffles, bingo, and card games), direct solicitation for cash, or endorsement/sale of a non-Girl Scout commercial product are not permitted.

9. The annual Cookie Program is considered a troop money earning project. Girl Scout Daisy and Brownie troops may not participate in additional money-earning projects beyond the council-sponsored Cookie Program.

10. Girl Scout Juniors, Cadettes, Seniors, and Ambassadors may have a maximum of two annual money earning projects in addition to the Cookie Program. Special permission beyond the two additional projects must be requested 60 days in advance from the Community Finance Director (see troop money-earning form on-line at www.gsutah.org).

**Money-Earning Project Approval**

A Troop Money Earning Project form needs to be completed for any group/troop money-earning project and be secured from the Community Finance Representative at least two weeks before the project occurs. Money-earning projects may not be conducted during the council Girl Scout Cookie Program (from scheduled order-taking through delivery time).

**Donations and Sponsorships for Troops and Girl Scout Communities**

Girl Scouts of Utah is a non-profit organization and receives tax-deductible donations according to this designation. Troops and Communities operate under the Girl Scouts umbrella, but cannot receive donations directly into their checking account if the donor would like to use the contribution as a tax-deduction. In accordance with IRS regulations, any donation to a troop of $250 or greater must be receive by Girl Scouts of Utah, regardless of whether the donor request a tax-deduction. In an effort to properly thank the generous supporters of Girl Scouts, any donations to a troop must be received by the Council, which will acknowledge the contribution to the donor for his/her tax purposes and forward the donation to a troop or Community (IRS Section 170 (f)(8)). When submitting this donation, please include a notation of who should receive the check. To ensure compliance with IRS regulations, GSUSA strongly discourages accepting donations where the gift appears to be primarily for the benefit of a single individual.

**Sponsors**

Sponsors help Girl Scouts of Utah (GSU) ensure that all girls in the community have an opportunity to participate in Girl Scouting. Community organizations, businesses, or individuals can be sponsors and may provide group meeting places, volunteer time, activity materials, equipment, or financial support for troop/groups. A signed GSU Sponsorship Agreement form is highly recommended. This form lists the details of the sponsorship. It can be found here: http://www.gsutah.org/content/dam/girlscouts-gsutah/documents/Sponsorship_Agreement_Form.pdf. If a sponsorship involves financial support, the donation must be used for troop program and be entered on the Troop Annual Finance Report. If a signed agreement is requested by a sponsor, it must be approved by GSU.

**Reserve for Contact by Council**

The organizations and individuals on the “Community Partners” list provide support for Girl Scouting on a statewide level. Their impact is larger because of support of activities and programs that reach all girls and volunteers in our council jurisdiction. Almost all of the foundations and corporations on this list require a complex proposal process, as well as reports on the use of their donations. Therefore, through conversations and deliberations with volunteers, it has been determined that the Council is the best entity for making contact and requesting support from the current list featured on our web site at http://www.gsutah.org/en/our-council/community-partners.html.
If you have an interest in any of the organizations or individuals on this list, please discuss this with the Council before making contact. Meanwhile, if your presence in the community allows you to encounter any of these individuals and/or organizations, please be sure to thank them for their support of Girl Scouting.

**Suggested Uses for Girl Scout Monies**

There is no set amount that should be kept in a troop or Community bank account. However, troops and Communities are encouraged to use funds in the year in which they were earned, unless the troop or Community is saving for a particular event (e.g. Camporee, National Convention, etc.) or travel opportunity. Be sure to involve girls in decision-making regarding troop funds. Girls who helped to earn the funds in a troop or Community account should be able to enjoy the use of those funds during her time in that troop or Community.

<table>
<thead>
<tr>
<th>Troops</th>
<th>Communities</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Girls Scout activities and events</td>
<td>• Girl Scout activities and events <em>(e.g. <em>Never the Same Weekends</em>, Cookie Party, etc.</em>)</td>
</tr>
<tr>
<td>• Troop supplies</td>
<td>• Adult appreciation and recognition</td>
</tr>
<tr>
<td>• Awards and badges</td>
<td>• Adult and girl training</td>
</tr>
<tr>
<td>• Journeys books and the <em>Girls Guide to Girl Scouting</em></td>
<td>• Scholarships for camp or Gold Award projects <em>(Community decides how this will be awarded)</em></td>
</tr>
<tr>
<td>• Adult appreciation and recognition</td>
<td>• Assistance to new troops</td>
</tr>
<tr>
<td>• Travel with Girl Scouts</td>
<td>• Community “library” of Girl Scout books</td>
</tr>
<tr>
<td>• Camping</td>
<td>• Flags, banners, bridges, First Aid Kits, etc.</td>
</tr>
<tr>
<td>• Supplies for troop meetings, including treats</td>
<td>• Community camping equipment</td>
</tr>
<tr>
<td>• Service projects</td>
<td>• Attendance at Council adult events <em>(e.g. Leadership Summit)</em></td>
</tr>
<tr>
<td>• Annual member registration</td>
<td>• Administrative supplies for meetings and events</td>
</tr>
<tr>
<td>• Adult and girl training</td>
<td></td>
</tr>
<tr>
<td>• Uniform components</td>
<td></td>
</tr>
<tr>
<td>• Troop camping equipment, including First Aid Kit</td>
<td></td>
</tr>
</tbody>
</table>

**When a Troop Disbands**

Unused Girl Scout money left in accounts when groups disband becomes the property of the council. Prior to disbanding, the group may decide to spend the money on a final troop activity for the girls or donate any unused funds to a worthwhile organization or another troop.

The council will hold a disbanding troop’s funds for one calendar year in case the troop decides to begin again. After the year, the money will be used exclusively for girl programs.
Managing Your Troop

Inclusiveness
Girl Scouts embraces girls of all abilities, backgrounds, and heritage, with a specific and positive philosophy of inclusion that benefits everyone. Each girl – without regard to socioeconomic status, race, physical or cognitive ability, ethnicity, primary language, or religion – is an equal and valued member of the group, and groups reflect the diversity of the community. Inclusion is an approach and an attitude, rather than a set of guidelines. Inclusion is about belonging, about all girls being offered the same opportunities, about respect and dignity, and about honoring the uniqueness of and differences among us all.

Example: When we recruit new girl members, we reach out to all communities and promote the benefits of Girl Scouting to everyone. We want each girl to realize her own uniqueness and self-worth while learning to be aware of and able to celebrate the uniqueness of others.

Diversity
Diversity describes the many differences between people that we carefully consider as we live and work together. Diversity includes all physical, mental, emotional, and intellectual differences, differences of status, religion, culture as well as race.

Example: We consider individuals’ traits when we determine if our programs are representative of our community. We help each girl grow up to live in a world where she will encounter small or profound differences in people every day and enjoy those differences.

Pluralism
For the troop leader or volunteer, pluralism means that girls and adults from a variety of backgrounds work and play together as Girl Scouts united by a common Promise and Law. A system of pluralism allows Girl Scouts to develop and enjoy a common tradition while each member lives within and enjoys her own individual cultural heritage.

Example: Adult volunteers are sensitive to the wide range of religious beliefs and practices in the USA. In Girl Scouting, we avoid using specific graces before meals, but instead use words and songs that express our appreciation of being together. We encourage girls and adults to accept and celebrate their own personal differences and those of others.

We encourage diversity and inclusion by:

1) Use language that doesn’t stereotype, generalize, or disrespect others
2) Plan activities while keeping in mind that others may have a different point of view
3) Learn facts rather than make assumptions
4) Involve everyone when gathering information, resolving problems, and making decisions
5) Give consistent support and supervision to everyone
6) Extend opportunities for all girls to participate in leadership roles
7) Apply rules and standards consistently and fairly to everyone
8) Be flexible and adaptable to meet a variety of needs
9) Value the opinions of others
10) Learn about and respect the cultural values of others
Guiding Children in a Learning Environment

Working with a group of children around the same age can be very different from working with your own children. The following tips can help you to encourage a safe, Girl Scout learning environment:

- **Set expectations** by modeling respectful behavior.
  - Example: When the Girl Scout sign is used by anyone, make sure that you are quiet and raise your hand as well.

- When speaking to girls, **get down to their level** and look them in the eyes.

- **Be consistent** in words, actions, and expectations. Enforce clear boundaries and establish a routine – then stick with it!

- **Facilitate open and honest discussions** – create a safe environment, emotionally and physically, of peers and adults.

- **Allow for small group discussions as well as individualized work.**

- **Provide opportunities for physical fun** that help develop confidence and create social connections.
  - Example: Learn a new skill together, such as fishing or canoeing, or train for a race together.

- **Tell children the goal** that they are to achieve through the task at the beginning of the task.
  - Example: By learning to make recycled paper today, we will become better stewards of our environment and we will learn a new, useful skill!

- **Give step-by-step directions** on how to complete the task.
  - Example: First…………..Then…………..Next……………..Finally……………

- **Expect children to make mistakes** – don’t criticize and use a soft voice.

- **Encourage children to ask questions** and to put thought into what they are doing and why they are doing it.

- **Suggest alternative actions** – remember that children have short attention spans. Offer an alternative activity when a child is engaging in a negative action.
  - Example: “Why don’t we play a quick game and then we will all be ready to sit in a circle to talk about ….

- **Offer praise as a reward for good work and good behavior.** Let them know when they are doing things right and clearly communicate consequences for negative behavior.

- **Be patient!** Allow the children the time they need to think for themselves.

- **Ask, then listen, then encourage.**

- **Allow time for reflection.**
  - Example: What did you learn about yourself today? How are you feeling right now? What was the most important thing you discovered today?

- **Turn conflicts into an opportunity for growth.**

- **The most important day is day one.** **Set expectations from the beginning.**

- **Develop a thick skin.**

- **Don’t be afraid** to confront serious issues.

- **Enjoy it!**

**Resource:** watch “How to Have Fun with Purpose with Girls) at:
https://www.youtube.com/watch?v=qV2s5hJt99w
Tips to Engage Girls in Girl Scout Activities

As a Troop Leader, your main responsibility is safety. However, you might often feel like you are an *Entertainer*, trying to get girls involved in planned activities and discussions. Below are some helpful hints to remember:

1) **Talk with them.** *Juliette Gordon Low said, “Ask the girls what they want to do.” Good advice, even 100 years later!** Rather than talking at the girls, talk with them and encourage them to share their thoughts and feelings and experiences.

2) **Focus on the talents and skills of each girl.** For example, if a girl is very organized, but is very shy about speaking in front of others, try to give her tasks that use her organizational skills. Her confidence in a job well done will help build her confidence to speak up. You could also structure some activities in which she would need to speak in front of a small group of girls. A very active girl can be involved in tasks that require movement rather than more passive, “sitting still” types of activities. Rejoice with a girl when she achieves something important to her, no matter how small it may seem. Don’t hold all girls to a uniform standard of performance. Vary the amount of help and support given in a situation according to a girl’s physical, intellectual, and emotional status.

3) **Girls learn best by doing.** *As much as possible, allow the girls to experience, rather than talk or read about, a topic of interest.* Encourage girls to discover things on their own and to try new things. Do not expect every girl to participate in every activity. If a girl does not wish to participate, suggest a quiet activity that will not disturb the group.

4) **Let girls lead.** *Offer your help in small doses, but provide opportunities for girls to take on leadership roles and make decisions, even if those are not the same decisions you would have made.* Girls often need less help than you think. Ask a girl the best way to do something. She usually knows. Make full use of the “buddy system” and rotate buddies so that everyone gets the chance to know one another. Younger girls may need some extra help sharing and taking turns.

5) **Empower girls to make decisions and work with others to find solutions to problems.** *This encourages a cooperative learning environment.* Intervene only if you are really needed. However, intercede immediately if a child’s safety is at risk.

6) **Help girls to develop positive self-esteem.** *Provide constructive support without being critical.* As girls are growing, they are learning about their capabilities. Helping them to achieve positive self-esteem will be a great benefit to them now and in the future. At this age, when girls are reaching beyond their families, getting positive affirmation from others is critical. Accept each girl, as she is – strengths and weaknesses – so that she can learn to accept you and your guidance. Remember to use her name when speaking to her. Praise often; criticize never. Girls can understand that certain behaviors are unacceptable without being criticized. They need to be told clearly, and shown, which behaviors are acceptable.

7) **Ask open-ended questions.** Questions beginning with ‘how,’ ‘why,’ and ‘what’ can lead to great discussions. Make sure to allow time for girls to think and then answer the questions.

   *Examples: What are you feeling right now? Why? What did you learn about yourself today?*

8) **Allow time for reflection.** *Facilitate discussions about what they’ve learned, how they feel, and the experiences they are having.* This is the most important part of a Girl Scout activity. There are lots of creative ways to help the girls to recognize what they’ve learned and experienced, but it might be as simple as having a conversation on the car ride home or stopping for a minute mid-activity to ask the girls what they are feeling or experiencing.
Create a Team Agreement

Invite girls to make their own team agreement. While working together as a team, determine acceptable behaviors girls and adults should follow during Girl Scout activities and meetings. Once this list has been created, girls and adults (including parents/guardians) sign the document and everyone gets a copy. If a disagreement occurs, it is amazing how quickly it gets resolved when girls and adults are reminded as to what behavior is permitted. The following are suggestions for your agreement:

- Follow the Girl Scout Promise and Law
- Listen, do not interrupt
- Avoid gossiping
- Let go of mistakes
- Watch body language when talking and listening
- No texting or making phone calls

When creating the agreement, consider:

- Is this item necessary?
- Do the items apply across situations?
- Are the items fair and reasonable?
- Is it possible to review and revise the rules? Are procedures in place for this?
- Is the agreement clearly understood by all members?
- Does everyone know the purpose behind the agreement and how to live up to it?
- Are there consequences for not following the rules?
- Are the consequences realistic?
- Are the consequences enforceable? By whom?

Example: A common Team Agreement that you can use is the five finger contract. Each finger represents a guideline for the girls but is easy for them to remember. The thumb is for being positive, the pointer finger is for pointing out the good in others, the middle finger is for no negativity, the ring finger is for loyalty and respect, and the pinky finger is for safety. Each finger has an attribute that describes the finger, and you can demonstrate this to the girls with just your hand. When you have agreed on the contract you can get a big piece of paper and have everyone trace their hands and sign their names in them to say that they agree to uphold and follow the contract. This is great for Daisies, Brownies, and Juniors.

Kaper Chart

A kaper is a task that needs to be done. A Kaper Chart is a Girl Scout tradition for dividing up these responsibilities and can be a very useful way of giving each girl an opportunity to perform each function throughout the year. See the online training entitled Kaper Charts for more information and ideas.
Establish a Troop Government
The Troop Leader can help girls lead by using a troop government to involve every girl and divide the work so that everyone does her part. Democratic processes guide all troop planning and activities. Adult leaders and girls together participate in the planning process and collect activity ideas, make choices, plan what to do, carry out the activities, and evaluate experiences. Examples include creating Patrols or spotlights (Daisy or Brownie of the Day).

The Talking Stick
Whoever holds the talking stick has within her hands the sacred power of words. Only she can speak while she holds the stick; the other troop members must remain silent. The talking stick has been used for centuries by many American Indian tribes as a means of just and impartial hearing. The talking stick was commonly used in council circles to designate who had the right to speak. When matters of great concern came before the council, the leading elder would hold the talking stick and begin the discussion. When he finished what he had to say he would hold out the talking stick, and whoever wished to speak after him would take it. In this manner the stick was passed from one individual to another until all who wished to speak had done so. Some tribes used a talking feather instead of a talking stick. Whatever the object, it carries respect for free speech and assures that the speaker has the freedom and power to say anything without fear of reprisal or humiliation.

Games/Songs
Games and songs bring all girls together in order to break down traditional social barriers (such as cliques developed at school).

Leader-Daughter Survival Strategies
How do you balance being a Girl Scout leader and having your own daughter(s) in your Troop?
You have some challenges as well as many opportunities to strengthen your mother-daughter bond. Use the survival strategies below to discover ways to make the leader-daughter relationship powerful and positive.
1) Let the assistant leader be in charge of your daughter and you are in charge of her daughter. This includes talking to her about what she may be doing wrong.
2) Try to give your daughter the same amount attention as other girls.
3) Don’t always make your daughter set up or clean-up for meetings. Use some of the other girls that are there early to set up. Use Kaper charts for clean-up so everyone helps before the meeting is over.
4) Don’t let your daughter know all of the surprises that will take place in the troop meeting. Let her be just as surprised as the other girls.
5) Don’t have your daughter make the project before the meeting even if you want to know how long it will take or need a sample. Samples make the girls want to do it all the same way, so it is best to just give guidelines to allow for creativity.
6) Don’t discuss problems in the troop in front of your daughter (including on the phone).
7) Remember that girl-adult planning helps solve some problems. The girls make decisions together. Some daughters think they should make all decisions.
8) Have IT and OTHER bags with names on craft sticks so you can randomly pick a girl to help with something. You won’t favor or ignore your daughter this way.
9) Don’t personalize daughter’s behavior. She may be trying to get a rise out of you (she knows all the buttons to push!).
10) Disagreements often arise over privacy and space: Don’t make your daughter share her things if she doesn’t want to.
11) Spend time alone with your daughter outside of Girl Scouting Let her know she is special—outside of meetings.
Volunteer Training

Educational opportunities for volunteers are scheduled throughout the year to assist you in planning activities, conducting meetings, using the Girl Scout national programs, and implementing the Girl Scout Leadership Experience.

Get trained whenever you can!

Classroom Training

- **Registration:** Online at [www.gsutah.org](http://www.gsutah.org). Click on the MYGS tab. Click on ACTIVITIES. Scroll down or search for the training you would like, and click Register Now. To attend training for free, make sure to enter in the promo code TRAINFREE for most trainings (some trainings have other associated fees that TRAINFREE will not wave). If you need help registering for training, please contact our Member Support Specialists at info@gsutah.org or 801-265-8472.

- **Fees:** Most training is free with the promo code TRAINFREE (this is also found in the description of the training on the website). Without the promo code, training is $3.00 (so don’t forget to enter the code). **Some training involves a fee for special certifications (this includes Red Cross trainings, such as CPR, and training that requires special materials, such as Dutch Oven Cooking, training conferences, or PA/VIT).** When that is the case, payment must be included with registration.

- **Limits:** Most courses have a minimum (min) and maximum (max) number of participants. Trainings may be cancelled if minimum is not reached in order to respect the time and expenses of our volunteer Trainers.

- **Registration Closes:** Generally, registration will close one week prior to the training at 4:00pm to allow time to prepare supplies and notify the Volunteer Trainer.

- **Confirmation:** A confirmation will be sent by e-mail approximately one week prior to the training course date. Specific training information and any additional requirements are only listed in the confirmation, so please read them carefully!

- **Cancellations/Refunds:** Cancellation or refund requests must be received in writing (email is acceptable) at the Salt Lake office prior to the “registration closes” date.
  - You will not receive a refund if you are registered but do not show up for a course. A 100% refund is given to all registrants if a course is cancelled by Girl Scouts of Utah.
  - If a course does not meet the minimum number of participants, it may be cancelled. Only those who are registered for a course will be notified of cancellations, changes in times, site locations, or other important information.
  - Any questions on cancellations or refunds, please contact our Member Support Specialists at info@gsutah.org or 801-265-8472.

Online Training

Accessed through [www.gsutah.org](http://www.gsutah.org) by clicking the “VOLUNTEER” tab and navigating through the sub-tabs on the left hand side. Contact info@gsutah.org with questions.

Training by Request

If you are unable to attend training at a time, date, or location on the current schedule, you may request training for 5 or more participants. To request training, email info@gsutah.org with your name, phone number, Community, requested training, possible location, and several possible dates for the training. Please keep in mind that we need at
least **six (6) weeks’ notice** to schedule training and there must be a minimum of 5 participants willing to register for the training.

### Volunteer Training Catalog

<table>
<thead>
<tr>
<th>Training Title</th>
<th>Content</th>
<th>Availability</th>
<th>Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Girl Scouting 101</strong></td>
<td>Intro to GS history and traditions, GSLE, GS programs, GS grade levels</td>
<td>Online only</td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td><strong>New Troop Leader Training</strong></td>
<td>Everything you need to know to be a troop leader – about GS; policies and safety; GS program; troop finances; accessing resources; how to work with girls and parents</td>
<td>Classroom; Online interactive; or webinar</td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>(for all troop leaders and co-leaders)</strong></td>
</tr>
<tr>
<td><strong>Journeys</strong></td>
<td>How to do the Journeys with girls (and the GS National Program Portfolio)</td>
<td>Classroom only</td>
<td><strong>STRONGLY RECOMMENDED</strong></td>
</tr>
<tr>
<td><strong>CPR/First Aid/AED</strong></td>
<td>Red cross certification in CPR, First Aid, and AED</td>
<td>Classroom and online blended (There is an online component that you must complete before attending the practical skills session in person.)</td>
<td><strong>YES</strong>: at least 1 GS adult volunteer with this certification MUST be present for ANY activity outside of your regular meeting place and time. <strong>THIS TRAINING MUST BE RENEWED EVERY 2 YEARS TO REMAIN VALID.</strong></td>
</tr>
<tr>
<td><strong>Wilderness First Aid</strong></td>
<td>Red Cross certification (16 hour course)</td>
<td>Classroom (16 hour course)</td>
<td><strong>YES</strong>: for any activity located more than a 30 minute journey away from emergency medical care. <strong>THIS TRAINING MUST BE RENEWED EVERY 2 YEARS TO REMAIN VALID.</strong></td>
</tr>
<tr>
<td><strong>Troop Camping 101</strong></td>
<td>Practical outdoor skills AND camping with Girl Scouts (safety and policies); camping and travel progression</td>
<td>Classroom only</td>
<td><strong>YES</strong>: for any outdoor experience or activity lasting 1 night or more. <strong>THIS TRAINING MUST BE RENEWED EVERY 2 YEARS TO REMAIN VALID.</strong></td>
</tr>
<tr>
<td><strong>Planning Trips with Girl Scouts</strong></td>
<td>Introduces trips with GS, policies and safety requirements, and travel progression as part of the GSLE</td>
<td>Online only</td>
<td><strong>YES</strong>: for ALL travel with girls, including short day trips and field trips</td>
</tr>
<tr>
<td><strong>Planning Extended Overnight and National Trips</strong></td>
<td>How to plan and carry out trips with girls, according to GSU policies and travel progression requirements (GSLE)</td>
<td>Classroom only (online renewal available for those who have previously taken the classroom course)</td>
<td><strong>YES</strong>: for ALL overnight trips of 3 nights or more <strong>THIS TRAINING MUST BE RENEWED EVERY 2 YEARS TO REMAIN VALID.</strong></td>
</tr>
<tr>
<td><strong>Planning International Trips</strong></td>
<td>Preparing and planning for International trips (policies and requirements; travel progression as part of the GSLE; what to expect practically and emotionally in preparing for and carrying out the</td>
<td>Classroom only; by request only</td>
<td><strong>YES</strong>: for ALL international trips (both volunteers and girls MUST take the training at least 6 months prior to their trip)</td>
</tr>
</tbody>
</table>

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26
<table>
<thead>
<tr>
<th>Training</th>
<th>Description</th>
<th>Availability</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take Action to Higher Awards</td>
<td>Introduces how to plan and carry out Take Action projects (part of GSLE), which are projects that make a positive, sustainable difference in the world. Discusses how to do a Take Action project for the Higher Awards, including Bronze, Silver, and Gold.</td>
<td>Online (classroom by request only)</td>
<td>Highly recommended</td>
</tr>
<tr>
<td>Older Girls and the Volunteer Toolkit</td>
<td>Learn how to use the Volunteer Toolkit for Cadettes, Seniors, and Ambassadors, specifically in earning leadership awards and working with younger girls.</td>
<td>Online</td>
<td>Highly Recommended for Cadette, Senior, and Ambassador Troops.</td>
</tr>
<tr>
<td>Daisy Level Training</td>
<td>Learn tools, tips, ideas, and traditions for working with Daisy troops, including group management, outdoor activities, Girl Scout Daisy programming, real-life troop stories, and much more.</td>
<td>Online</td>
<td>Highly Recommended for Daisy Troop Volunteers.</td>
</tr>
<tr>
<td>Delegate Training</td>
<td>Explains the opportunities and responsibilities of delegates</td>
<td>Online</td>
<td>YES: for delegates and delegate alternates</td>
</tr>
<tr>
<td>Program Aide Training (PA)</td>
<td>This training is for Cadette girls who wish to earn their Program Aide qualification. The training is the second part of three requirements. Please contact your Higher Award Representative and the Girl’s Guide to Girl Scouting for more information.</td>
<td>Classroom only</td>
<td>YES: for all PA girls Note: Cadettes MUST have finished their LiA before taking the PA training.</td>
</tr>
<tr>
<td>Volunteer in Training (ViT)</td>
<td>This training is for Seniors and Ambassadors (must have completed 9th grade) who wish to earn their Volunteer in Training qualification. The training is the second part of three requirements. Please contact your Higher Award Representative and the Girl’s Guide to Girl Scouting for more information.</td>
<td>Classroom only (by request only)</td>
<td>YES: for all ViT girls</td>
</tr>
<tr>
<td>Resumes and Interviews</td>
<td>(For girls and parents) Building resumes, preparing scholarship applications, interview skills, and planning for the future.</td>
<td>Classroom online</td>
<td>Recommended for girls in grades 7-12, and their parents.</td>
</tr>
<tr>
<td>Songs &amp; Games</td>
<td>Songs and Games are a Girl Scout tradition that brings girls together, raises confidence, and breaks down any social barriers. This training teaches you how to teach/lead different traditional Girl Scout songs and games.</td>
<td>By request only</td>
<td>Highly recommended</td>
</tr>
<tr>
<td>Dutch Oven Cooking</td>
<td>Enhance your outdoor skills and add variety to your next Girl Scout camping trip! All materials will be provided. Girls in grades 6-12 may attend with an Adult or Troop with Adults. This is not a requirement.</td>
<td>Classroom only</td>
<td>Not required</td>
</tr>
</tbody>
</table>
**Training FAQ’s**

**When should I take a training for Troop Camping or Troop Trips?**
Council applications are due 6 weeks before departure. We recommend taking Troop Camping 101 and/or Planning Extended Overnight & National Trips (3 nights or more) at least 6 months prior to travel. Trainings are often offered in the fall and spring. We recommend taking Planning International Trips at least 18 months prior to travel. This is offered by request only.

**How often should I take training?**
We recommend renewing training every three years. Some training, such as Troop Camping 101, Planning Extended Overnight and National Trips, or CPR/First Aid/AED have an expiration date and should be renewed every two years in order to be current.
Resources

Volunteer Essentials
(See section above) The entire document can be found online at www.gsutah.org, by clicking the “volunteer” tab, then clicking “Online Support for Volunteers.”

Safety Activity Checkpoints
This guide includes all approved Girl Scouts of Utah activities and requirements for participating in these activities. You must consult this guide prior to planning any activities or events for Girl Scouts. The entire document can be found at www.gsutah.org, by clicking the “volunteer” tab, then clicking “Online Support for Volunteers.”

Website Searchbar
By going to www.gsutah.org, you can enter in items you are looking for in the search bar. Try to keep your search to 1-2 words and as simple as possible. You can find the Parent Interest Survey and the Parent Meeting Powerpoint here, as well as various forms you may need.

Volunteer Toolkit
This resource is a tool to help you plan your year! It includes all the GS programs (Journeys, Girls Guide to Girl Scouting, etc.), sample troop meetings and activities, and much more! It can be accessed at www.gsutah.org in the MY GS tab. Quick and helpful tutorials for how to use the Volunteer Toolkit can be found here: https://www.youtube.com/watch?list=PLZaWZO965rJ2_OmlsOCwnzUe0xkhTBhrG&v=jAX64BTltln

GSU Website
www.gsutah.org This is where you will sign up for events, trainings, and camp. Click on “Activities” to see the calendar of events. In addition, the website includes lots of great information for girls, parents, and adult volunteers. Spend some time getting to know the website! If you have questions concerning registrations or changing your information, please contact our Member Support at 801-265-8472.

GSU On the Go
This is GSU’s monthly email newsletter for all GSU adult volunteers. This will keep you up to date on happenings across the council and what you can look forward to in the coming weeks.

Online Training and Lunch & Learn
These online training resources can be found by going to www.gsutah.org, clicking on “volunteer,” and then clicking on either “Online Support for Volunteers” or “Lunch and Learn.”

Community Leadership Teams
Formerly called Service Unit Teams. These are volunteer leadership teams that work within specified geographic locations to support Troop Leaders, grow Girl Scouting, retain membership in their community, and to deliver Girl Scout programs for girls. Members of these teams meet throughout the year to share ideas, receive training, and discuss information from members of the team and GSU staff.
Acronyms/Terms

**Bridging:** Preparing girls for the next Girl Scout grade-level. This is usually celebrated with a Bridging Ceremony.

**Camp Cloud Rim:** GSU’s resident camp near Park City, Utah.

**Camporee:** Group camping event, usually two or three days, organized and operated by staff and volunteers. Held every 3 years.

**CIT – Counselor-in-Training:** This award is for girls who have completed 10th grade or above and have taken a Counselor-in-Training course to learn outdoor group leadership skills. This is offered at resident camp and more information can be found in the Cadette *Girl’s Guide to Girl Scouting*.

**Community:** A specific geographic location of Girl Scout volunteers and members within Council boundaries. For example, if you live in St. George you would be part of the Dixie Community.

**Community Leadership Team:** The team of volunteer leaders who provide specific services to members within a Girl Scout Community.

**Community Leadership Team Meeting:** The regular meeting held with the members of the Community Leadership Team.

**Community Meeting:** The regular meeting held with all members of a particular Girl Scout Community.

**Council Community Meeting:** The regular meeting held with all members of each Girl Scout Community and Council staff.

**Daisy:** Nickname of Juliette Gordon Low and the name for the first grade level in Girl Scouts.

**Day Camp:** Camping by day for a maximum of four consecutive days. Girls from different groups sign up as individuals and go through the camping experience in temporary groups. Day camp may be sponsored by GSU or a Community.

**Destinations:** Any travel experience, regardless of distance or length of time, which provides a girl age 11–17 with an opportunity to expand her personal experience beyond her everyday scope.

**First Aider:** An adult who has taken GSU-approved first aid training from a nationally-recognized organization.

**Friendship Circle:** A circle formed by Girl Scouts standing and clasping hands (before they reach for each other’s hands, girls cross their right hand over their left). The circle represents the unbroken chain of friendship among Girl Scouts and Girl Guides all over the world. It is often used at a Closing Ceremony.

**GSLE- Girl Scout Leadership Experience:** The engine for everything girls do in Girl Scouting. The experience identifies all elements that need to be in place for Girl Scouting to achieve its mission. When discover, connect, and take action activities are girl-led and involve learning by doing and cooperative learning, girls achieve the desired and expected short-term leadership outcomes, ultimately resulting in Girl Scouting achieving its mission.

**GSUSA – Girl Scouts of the U.S.A.**

**Investiture:** A special ceremony in which a new member makes her Girl Scout Promise and receives her membership pin.

**Juliette:** Girls who are not associated with a traditional troop/group. This includes girls who are looking for a new and/or flexible way to stay connected without making a year-long commitment.

**Juliette Gordon Low:** Founder of Girl Scouts.

**Kaper:** A task that needs to be done.
**Kaper Chart:** A chart that shows the delegation of jobs and rotation of responsibility day-by-day and/or meal-by-meal. May be used for both adults and children when distributing tasks.

**PA – Program Aide:** The title of a Cadette who has met the requirements to be pinned as a mentor for younger Girl Scouts and an aide for Girl Scout programs/events.

**Rededication:** A formal ceremony at which a girl or adult who was previously invested renews his/her Girl Scout Promise and Law.

**S.M.I.L.E. - Safety, Mentor, Inclusion, Learning, Essentials:** Five basic roles of a Girl Scout volunteer.

**SWAPS - Special Whatchamacallits Affectionately Pinned Somewhere:** These are small items, usually handmade, used in trading at Girl Scout events.

**Tagalong:** Anyone who is not a registered Girl Scout who participates in an activity/event. For insurance purposes, tagalongs are not allowed at some program activities and troop/group trips.

**Trefoil Ranch:** GSU’s resident camp in Provo Canyon.

**VIT – Volunteer-in-Training:** The title of a Senior or Ambassador who has met the requirements to be pinned as a mentor for younger girls and a volunteer for Girl Scout programs/events.

**WAGGGS – World Association of Girl Guides and Girl Scouts:** An international educational association of Girl Scouts and Girl Guides. WAGGGS serves approximately eight million members in 144 countries.

### The Girl Scout Calendar

<table>
<thead>
<tr>
<th>October</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Juliette Gordon Low’s Birthday! (31st)</td>
<td>● Troop Annual Financial Report due June 30th</td>
</tr>
<tr>
<td>● Recognition of Excellence</td>
<td>● Community Annual Financial Report due July 31st</td>
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<tr>
<td></td>
<td>● Adult Award nominations due July 31st</td>
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<td></td>
<td>● Camp! 😊</td>
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<td>● Cookie Celebration</td>
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<tr>
<td>January</td>
<td>● Leadership Summit (July and August)</td>
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<tr>
<td>● Cookie Order Taking</td>
<td>September</td>
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<tr>
<td>● Cookie Booth Reservations</td>
<td>● Back to Troop</td>
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<tr>
<td>February</td>
<td>● Annual Meeting</td>
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<tr>
<td>● Thinking Day! (22nd)</td>
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<tr>
<td>March</td>
<td></td>
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<tr>
<td>● Cookie Deliveries</td>
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<tr>
<td>● Girl Scout Birthday</td>
<td></td>
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<tr>
<td>● Girl Scout Week</td>
<td></td>
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<tr>
<td>● Girl Scout Cookie Booths</td>
<td></td>
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<tr>
<td>Spring</td>
<td></td>
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<tr>
<td>● Renew your membership!</td>
<td></td>
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<tr>
<td>● Girl Scout Leader’s Day (April 22nd)</td>
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<tr>
<td>● Volunteer appreciation events throughout April</td>
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<tr>
<td>Girl Scout Community</td>
<td>Cities within Community</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Alta - 604</td>
<td>Dimple Dell, Draper, Sandy (parts of), Suncrest</td>
</tr>
<tr>
<td>Box Elder - 602</td>
<td>Bear River, Bothwell, Brigham City, Collinston, Corinne, Deweyville, Elwood, Etna, Fielding, Garland, Grouse Creek, Honneyley, Howell, Kelton, Lucin, Lynn, Mantua, Park Valley, Perry, Plymouth, Portage, Riverside, Snowville</td>
</tr>
<tr>
<td>Cache - 601</td>
<td>Amalga, Benson, Clarkston, College Young Ward, Cornish, Cove, Garden, Garden City, Hyde Park, Hyrum, Laketown, Lewistong, Logan, Mendon, Millville, Newton, Nibley, North Logan, Paradise, Providence, Randolf, Richmond, River Heights, Smithfield, Thatcher, Trenton, Wellsville, Willard, Woodruff</td>
</tr>
<tr>
<td>Carbon - 640</td>
<td>Carbonville, Castle Dale, Cleveland, Clawson, East Emery, Ferron, Helper, Huntington, Kenilworth, Lawrence, Moore, Orangeville, Price, Spring Glen, Sunnyside, Wellington</td>
</tr>
<tr>
<td>Copper Meadows - 649</td>
<td>Bennion, Kearns, Taylorsville</td>
</tr>
<tr>
<td>Crystal View - 607</td>
<td>Eden, Farr West, Harrisville, Huntsville, Liberty, Marriot-Slaterville, Nordic Valley, North Ogden, Ogden (parts of), Plain City, Pleasant View, Warren, West Weber</td>
</tr>
<tr>
<td>Fish Lake - 624</td>
<td>Austin, Annabella, Aurora, Bicknell, Burriile, Caineville, Circleville, Freemont, Glenwood, Greenwich, Grover, Hanksville, Joseph, Junction, Kingston, Koosharem, Loa, Lyman, Marysville, Monroe, Pittsburg, Redman, Richfield, Salina, Teasdale, Torrey</td>
</tr>
<tr>
<td>Four Valley - 622</td>
<td>Charlestone, Coalville, Daniel, Heber, Hideout, Independence, Kamas, Midway, Oakley, Park City, Timberlakes, Walisburg</td>
</tr>
<tr>
<td>Francis Peak - 661</td>
<td>Centerville, Farmington, Fruit Heights, Kaysville</td>
</tr>
<tr>
<td>Frontier - 662</td>
<td>Clearfield, Clinton, Sunset, Syracuse, West Point</td>
</tr>
<tr>
<td>Hunter Valley- 659</td>
<td>Hunter, Magna, West Valley City</td>
</tr>
<tr>
<td>Jordan - 643</td>
<td>West Jordan</td>
</tr>
<tr>
<td>Juniper – 663</td>
<td>Sugarhouse</td>
</tr>
<tr>
<td>Lakeview - 609</td>
<td>Hill Air Force Base, Layton</td>
</tr>
<tr>
<td>Millcreek - 665</td>
<td>East Millcreek, Millcreek, South Salt Lake</td>
</tr>
<tr>
<td>Mount Olympus - 664</td>
<td>Holladay, Midvale, Millcreek, Murray</td>
</tr>
<tr>
<td>Nebo Shadows - 623</td>
<td>Callao, Elberta, Eureka, Faust, Genola, Goshen, Levan, Mammoth, Mapleton, Mills, Mona, Nephi, Payson, Rock Ridge, Salem, Santequin, Silver City, Spanish Fork, Spring Lane, Springville, Tintic, Trout Creek</td>
</tr>
<tr>
<td>Oquirrh - 644</td>
<td>Bluffdale, Copperport, Herriman, Riverton, South Jordan</td>
</tr>
<tr>
<td>Red Rocks - 639</td>
<td>Blanding, Bluff, Brendel, Apple Valley, Cisco, Green River, Halls Crossing, La Sal, Moab, Monticello, Monument Valley, Spanish Valley, Teslaka, White Mesa</td>
</tr>
<tr>
<td>Sandy - 633</td>
<td>Midvale, Sandy</td>
</tr>
<tr>
<td>Sanpete - 653</td>
<td>Austin, Centerfield, Elsinore, Ephraim, Fairview, Fountain Green, Gooseberry, Grame, Gunnison, Manti, MT, Pleasant, Sanpete, Spring City,</td>
</tr>
<tr>
<td>Scenic View - 667</td>
<td>Big Cottonwood Canyon, Cottonwood Heights</td>
</tr>
<tr>
<td>South Davis - 610</td>
<td>Bountiful, North Salt Lake, West Bountiful, Woods Cross</td>
</tr>
<tr>
<td>Suncrest - 608</td>
<td>Hooper, Roy, West Haven</td>
</tr>
<tr>
<td>Sunnyside – 668</td>
<td>Salt Lake City, (Avenues, Downtown, University of Utah)</td>
</tr>
<tr>
<td>Sunrise - 654</td>
<td>Alpine, American Fork, Eagle Mountain, Highland, Lehi, Saratoga Springs</td>
</tr>
<tr>
<td>Timpanogos - 635</td>
<td>Cedar Hills, Lindon, Orem, Pleasant Grove, Sundance, Trefoil Ranch</td>
</tr>
<tr>
<td>Tooele - 614</td>
<td>Dugway, Erda, Grantsville, Ibabah, Lake Point, Ophir, Rush Valley, Stansbury Park, Stockton, Tooele, Vernon, Wendover, West Wendover (NV)</td>
</tr>
<tr>
<td>Trefoil - 651</td>
<td>Provo</td>
</tr>
<tr>
<td>Uintah Basin - 625</td>
<td>Altamont, Duchesne, Dutch John, Jensen, LaPoint, Linwood, Manila, Myton, Naples, Roosevelt, Vernal</td>
</tr>
<tr>
<td>Wasatch - 606</td>
<td>Morgan, Mountain Green, Ogden, Petersen, Porterville, Riverdale, South Ogden, Uintah, Washington Terrace</td>
</tr>
</tbody>
</table>
Purpose: Girl Scout meetings provide an opportunity to discover, connect, and take action in a safe learning environment. Successful Girl Scout meetings incorporate the 3 processes: girl-led, learning by doing, and cooperative learning (teamwork).

It is important to be consistent in the format of your meetings so that the girls understand what to expect and will be less likely to get “out of control.” Use songs and games and the Quiet Sign to settle the girls down for more serious discussions or activities.

Elements of a Meeting

- **Start-Up:** 10-15 min. Simple activity that girls can participate in as they arrive and does not require the troop leader to help them accomplish.
  
  **Examples:** Puzzles, Bingo, coloring pages, or use a parent volunteer to supervise a simple craft.

- **Opening:** 5-10 min. This helps the girls to understand that a Girl Scout meeting is starting. Make sure to allow the girls to participate in planning and carrying out these activities as much as possible.
  
  **Examples:** Flag Ceremony, reciting Promise and Law, Girl Scout song

- **Business:** 10 min. This can be done before the activity or between clean-up and the closing when parents are arriving and can receive the same instructions and information that the girls receive. If the girls are enjoying a snack, they will also be quieter while you are discussing upcoming events, need for permission forms, etc.
  
  **Examples:** What to bring for next meeting, upcoming events, troop dues, permission forms, etc.

- **Program:** 45 min. This is the “meat” of the meeting. Use this time to work on Journeys and badges, take field trips or participate in events. Make sure to focus your activities around the GSLE!
  
  **Examples:** Journeys, badges, events, trips, guest speakers, crafts, games, etc.

- **Snack/Clean-up:** 5 min. Have the girls help clean-up supplies and the meeting space.
  
  **Examples:** Use Kaper Charts for clean-up and snack.

- **Closing:** 5-10 min. Be consistent in closing your meetings so that girls will be prepared to settle down and participate in reflection prior to leaving. Some Journey sessions include a closing that you can use.
  
  **Examples:** Friendship Circle, Girl Scout song, Ceremony, recognize birthdays, reminders, etc.
**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 want to be your friend.
Here is my hand, and here is the other
Let’s put them together and we have each other.

**Down by the Banks**

**Lyrics**

Down by the banks of the Hanky Panky
Where the bullfrogs jump from bank to banky
Singin’ Eep, Op, Soda Pop
Skip-skoppa-doodley and a
KER-PLOP!

**Directions**

1 – Make a circle.
2 – Put your hands out with palms facing up.
3 – Place your right hand on top of the left hand of the person on your right.
4 – As you sing, pass a slap to the left.
5 – Keep passing the slap around the circle.
6 – Whoever’s hand gets slapped on “plop” is out (or re-starts the game).

**Laugh In**

Throw a handkerchief in the air (or another object that will float down). Players must laugh loudly as long as it is in the air, and become totally quiet the instant it touches the ground.

**Wiggle Bug**

Players stand in a circle. A small object is passed around the circle from hand- to-hand as music plays. The leader starts the object saying, "This is a Wiggle Bug. If you get caught with it, it bites – and it gives you the wiggles." When the music stops, the girl caught with the Wiggle Bug must choose some kind of motion, and must continue doing that motion for the duration of the game. If she is caught another time, she chooses a new motion and adds it to the first one. (If no music is available, let someone close her eyes and call "stop!")
Girl Scouts History

The Story of Juliette Gordon Low

Divide into groups. These will be Little Girls, Juliette Low, Georgia, Horses, London, Lord Baden-Powell, Boy Scouts, and Girl Scouts. As the leader reads the story, groups perform the sound effects and actions for their particular identity.

Sound Effects:

- Little Girls - Stand and giggle
- Juliette Low - Curtsy and say, "Be my friend"
- Georgia - Wave and say, "Hey y'all"
- Horses - Say, "Neighhh"
- Lord Baden-Powell - Bow formally and say, "How d'ya do"
- London - Sing first line of "London Bridge is Falling Down"
- Boy Scouts - Make Boy Scout sign and say, "Be Prepared"
- Girl Scouts - Sing first line of "Girl Scouts Together"

Once upon a time there was a little girl named Juliette Low who lived in Georgia and loved to ride horses. After she grew up she went to London where she met Lord Baden-Powell, who founded the Boy Scouts. She was fascinated by the work he was doing. She studied with him awhile, and decided to start a troop of Girl Scouts for little girls in Georgia who also liked to ride horses. So, Juliette Low said good-bye to the Boy Scouts in London, and came home to Georgia with the idea that Lord Baden-Powell gave her. She formed a group of little girls, who liked to ride horses and do other interesting things, into a troop of Girl Scouts. They all loved it so much that the idea spread and now there are Girl Scouts all over the United States.

(Speed up here)

Aren't we glad that a little girl named Juliette Low from Georgia, who liked to ride horses and do other interesting things, went to London and met Lord Baden-Powell, founder of the Boy Scouts, and came home to start the wonderful world of Girl Scouts!
Checklist for New Troop Leaders:

- Register as a Girl Scout member.
- Complete your Criminal Background Check.
- Take New Troop Leader Training.
- Pick and customize your Year Plan in the Volunteer Toolkit. (From our website (www.gsutah.org), click on MY GS and log in to the Volunteer Toolkit.)
  - Bonus: Need help customizing your Year Plan? Watch the tutorial videos found at:
    - http://www.gsutah.org/content/dam/girlscouts-gsutah/documents/New_Troop_Bank_Account_Setup_.pdf
    - You can always go in to update your year plan at ANY TIME!
- After you have at least 5 girls in your troop, open up your troop bank account by completing the Wells Fargo documents (see Troop Finances on pg. 16 of this document), and submit to info@gsutah.org, fax to 801-261-1213, or mail to Girl Scouts of Utah 445 E. 4500 S. #125 Salt Lake City, UT 84107
- Hold your Parent Meeting!
- Set up the time and location for troop meetings.
- Start meeting with your girls!

Now that your feet are wet, jump right in!

- Check out the Training Catalog and watch the Activities Calendar on our website for extra support and training opportunities.
- Connect with your Community Leadership Team (info provided at New Troop Leader Training) and go to a Community Meeting!