



New Leader Guide

YOUR GO-TO RESOURCE FOR
STARTING YOUR TROOP

Contents

Introduction to Girl Scouts

- 1 - Promise & Law
- 3 - Governing Structure
- 7 - Your Support Team
- 8 - GSLE
- 13 - Journeys & Badges
- 15 - Volunteer Toolkit
- 19 - Uniforms

Safety First

- 21 - Emergency Card
- 23 - Highlighted Policies
- 24 - Additional Training
- 25 - Important Paperwork

Working with Families

- 27 - Family Meetings
- 30 - Parent Interest Survey
- 32 - Conflict Management

Managing your troop

- 33 - Organizing your troop
- 34 - Troop Meetings
- 35 - Tools for Your Troop
- 40 - Traditions

Managing Finances

- 41 - 5 tips for Finance
- 43 - Bank Account Paperwork
- 54 - Finance Report

Programs for Girls

- 57 - Product Programs
- 59 - Camps & Events
- 60 - Mini Camp Calendar
- 62 - Badges, Journeys, and Awards
- 65 - Example Calendar



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.

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

Girl Scout Law

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

Contact Us!

Girl Scouts of Utah
445 E 4500 S Suite #125
Salt Lake City, UT 84107
(801) 265-8472
info@gsutah.org



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



**Girl Scouting is made possible through
trusted, caring adults who girls look to for
guidance, inspiration, and support as they grow.**

Governing Structure

Troops

Adult leader-supervised groups of girls who participate in the Girl Scout Leadership Experience.

Girl Scout Service Units

Adult leaders who support the work of troops within a given territory.



Girl Scouts of Utah (GSU)

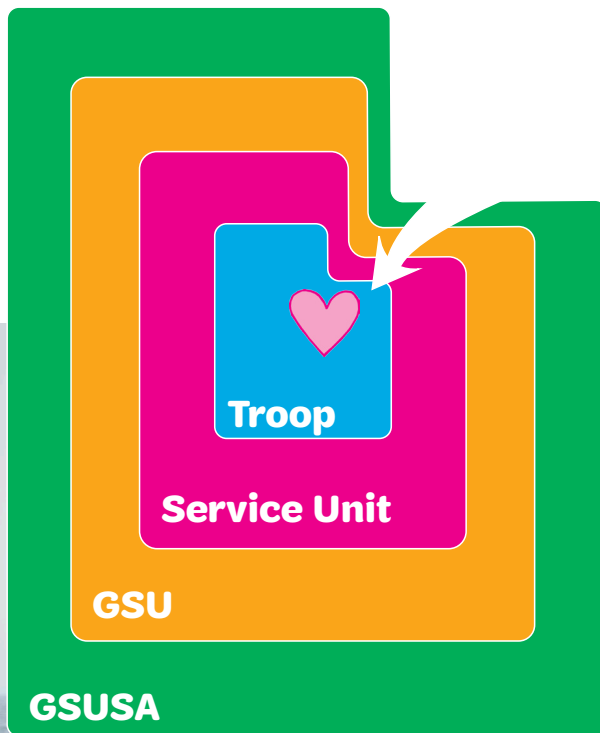
Independent 501(c)3 nonprofit chartered by GSUSA operating under the direction of a local board of directors and overseeing all service units and troops within a given territory.



Girl Scouts of the USA (GSUSA)

A national organization supporting the work of more than 100 councils across the U.S. for more than 100 years. Headquartered in New York City.

Adult leaders are the heart of our organization!



What is a Service Unit?

The Girl Scouts of Utah Council is broken up into Service Units based on location (see map to left). Within each of these Service Units, there are volunteers who take on Service Unit Leadership positions, in order to support and represent the troops, volunteers, and girls in their Service Unit.



What do Service Units do?

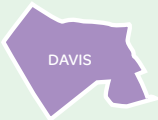
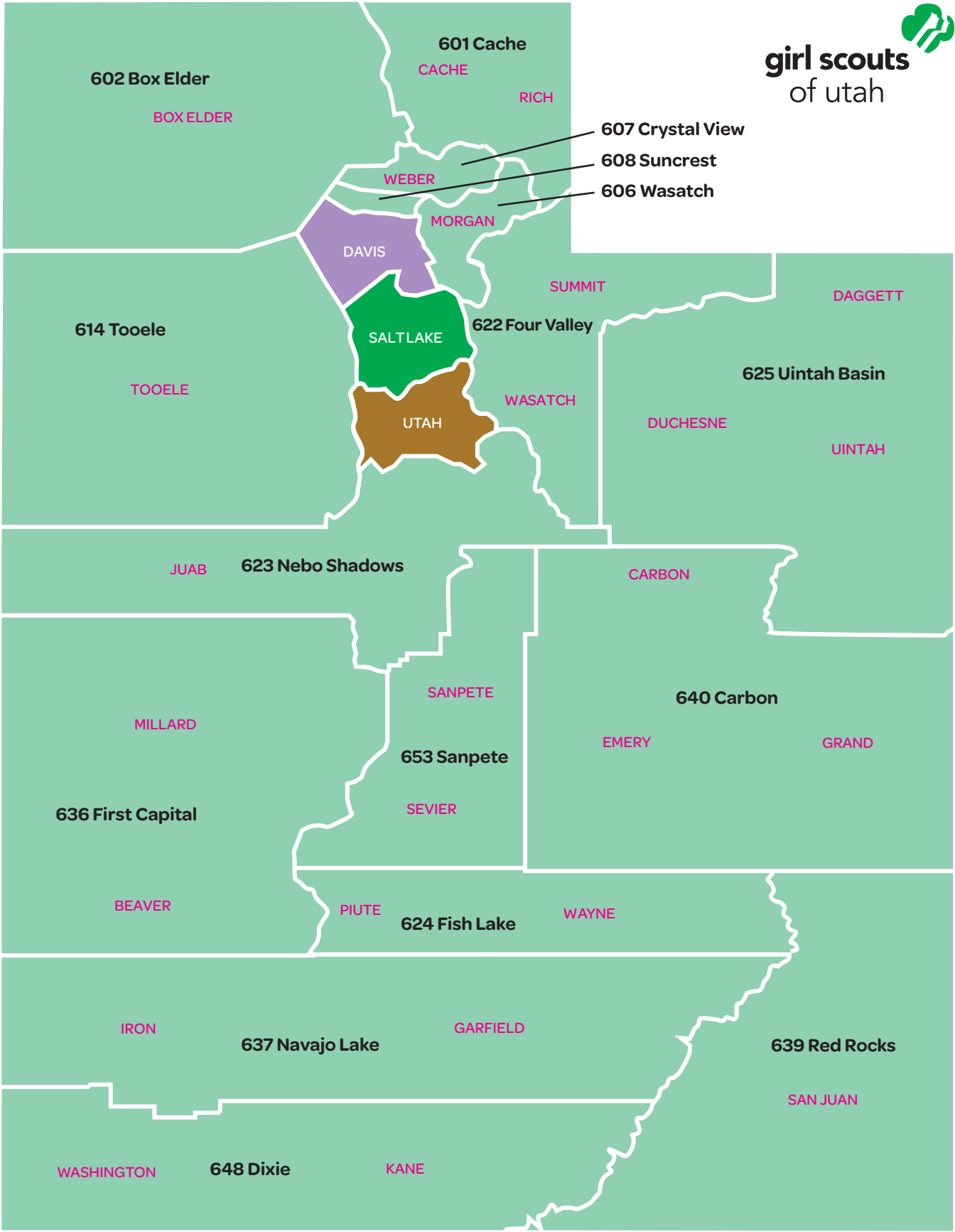
- Support volunteers, troop leaders, and girls.
- Provide guidance and help for volunteers.
- Plan and carry out events for girls.
- Represent volunteers at the council level.
- Meet on a regular basis to discuss and plan programs and events, recognize volunteers, share ideas, and provide support.

Service Unit Leadership Teams

Each Service Unit team is unique according to the needs in the area. Some of the Service Units 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! Service Unit Leadership Teams are:

1. Made up of volunteers.
2. There to support you.
3. Include the following positions:
 - **Service Unit Director:** Service Unit Director is key to helping girls find success in the Girl Scout program, according to our council purpose.
 - **Assistant Director:** Service Unit Assistant Director is key to helping Girls find success in the Girl Scout program by supporting the Service Unit Team.
 - **Product Sales Manager:** The Service Unit Product Sales Manager coordinates the annual Cookie Program and/or the annual Fall Product Program for Girl Scouts of Utah at the Service Unit level.
 - **Delegate Representative:** The Delegate Representative supports girl and adult delegates in their Service Unit. Delegates provide a vital information link between local girls and volunteers, and the GSU governing Board.
 - **Event Representative:** The Event Representative oversees the creation, marketing, and execution of high-quality Girl Scout events designed to meet the needs and interest of girls and further the Girl Scout Mission.
 - **Finance Representative:** The Finance Representative oversees the Service Unit bank accounts and monthly finance reporting at Service Unit meetings. The Finance Representative is responsible for keeping financial records of Service Unit and troops' finances.
 - **Recognition Chair:** The Recognition Chair cultivates an atmosphere of appreciation through formal and informal volunteer recognition within the Service Unit.
 - **Recruiter:** The Service Unit Recruiter leads the Service Unit in exciting and inspiring girls to become Girl Scouts and adults to volunteer within the Service Unit.

SERVICE UNIT MAP



- 609 Lakeview
- 610 South Davis
- 661 Francis Peak
- 662 Frontier



- | | |
|-------------|--------------------|
| 604 Alta | 664 Mt. Olympus |
| 633 Sandy | 665 Millcreek |
| 643 Jordan | 667 Scenic View |
| 644 Oquirrh | 668 Sunnyside |
| 663 Juniper | 649 Copper Meadows |
| | 659 Hunter Valley |



- 635 Timpanogos
- 654 Sunrise
- 651 Trefoil

Girl Scout Community	Cities within Community
Alta - 604	Dimple Dell, Draper, Sandy (parts of) , Suncrest
Box Elder - 602	Bear River, Bothwell, Brigham City, Collinston, Corinne, Deweyville, Elwood, Etna, Fielding, Garland, Grouse Creek, Honneyville, Howell, Kelton, Lucin, Lynn, Mantua, Park Valley, Perry, Plymouth, Portage, Riverside, Snowville
Cache - 601	Amalga, Benson, Clarkston, College Young Ward, Cornish, Cove, Garden, Garden City, Hyde Park, Hyrum, Laketown, Lewiston, Logan, Mendon, Millville, Newton, Nibley, North Logan, Paradise, Providence, Randolph, Richmond, River Heights, Smithfield, Thatcher, Trenton, Wellsville, Willard, Woodruff
Carbon - 640	Carbonville, Castle Dale, Cleveland, Clawson, East Carbon, Emery, Ferron, Helper, Huntington, Kenilworth, Lawrence, Moore, Orangeville, Price, Spring Glen, Sunnyside, Wellington
Copper Meadows - 649	Bennion, Kearns, Taylorsville
Crystal View - 607	Eden, Farr West, Harrisville, Huntsville, Liberty, Marriot-Slaterville, Nordic Valley, North Ogden, Ogden (parts of), Plain City, Pleasant View, Warren, West Weber
Dixie - 648	Apple Valley, Beaver, Bigwater, Cannonville, Central, Enterprise, Glendale, Gunlock, Hilldale, Hurricane, Ivins, Kanab, LaVerkin, Leeds, Mt. Carmel, Orderville, Pine alley, Rockville, Santa Clara, Springdale, Saint George, Toquerville, Tropic, Virgin, Washington
Fish Lake - 624	Austin, Annabella, Aurora, Bicknell, Burrville, Caineville, Circleville, Freemont, Glenwood, Greenwich, Grover, Hanksville, Joseph, Junction, Kingston, Koosharem, Loa, Lyman, Marysville, Monroe, Pittsburg, Redman, Richfield, Salina, Teasdale, Torrey
Four Valley - 622	Charlestone, Coalville, Daniel, Heber, Hideout, Independence, Kamas, Midway, Oakley, Park City, Timberlakes, Walisburg
Francis Peak - 661	Centerville, Farmington, Fruit Heights, Kaysville
Frontier - 662	Clearfield, Clinton, Sunset, Syracuse, West Point
Hunter Valley- 659	Hunter, Magna, West Valley City
Jordan - 643	West Jordan
Juniper - 663	Sugarhouse
Lakeview - 609	Hill Air Force Base, Layton
Millcreek - 665	East Millcreek, Millcreek, South Salt Lake
Mount Olympus - 664	Holladay, Midvale, Millcreek, Murray
Navajo Lake - 637	Adamsville, Alton, Antimony, Beryl, Boulder, Bryce, Canyon, Cedar City, Desert Mound, Duck Creek, Enoch, Escalante, Hamilton Fort, Hamlin Valley, Hatch, Henrieville, Iron Springs, Kanarraville, Lake Powell, Long Valley, Lund, Manderfield, Manderville, Modena, New Castle, New Harmony, Panguitch, Paragona, Parawon, Pinto, Ticaboo, Tropic, Zane
Nebo Shadows - 623	Callao, Elberta, Eureka, Faust, Genola, Goshen, Levan, Mammoth, Mapleton, Mills, Mona, Nephi, Payson, Rock Ridge, Salem, Santaquin, Silver City, Spanish Fork, Spring Lane, Springville, Tintic, Trout Creek
Oquirrh - 644	Bluffdale, Copperton, Herriman, Riverton, South Jordan
Red Rocks - 639	Blanding, Bluff, Brendel, Apple Valley, Cisco, Green River, Halls Crossing, La Sal, Moab, Monticello, Monument Valley, Spanish Valley, Teslaka, White Mesa
Sandy - 633	Midvale, Sandy
Sanpete - 653	Austin, Centerfield, Elisnore, Ephraim, Fairview, Fountain Green, Gooseberry, Grame, Gunnison, Manti, MT. Pleasant, Sanpete, Spring City,
Scenic View - 667	Big Cottonwood Canyon, Cottonwood Heights
South Davis - 610	Bountiful, North Salt Lake, West Bountiful, Woods Cross
Suncrest - 608	Hooper, Roy, West Haven
Sunnyside - 668	Salt Lake City, (Avenues, Downtown, University of Utah)
Sunrise - 654	Alpine, American Fork, Eagle Mountain, Highland, Lehi, Saratoga Springs
Timpanogos - 635	Cedar Hills, Lindon, Orem, Pleasant Grove, Sundance, Trefoil Ranch
Tooele - 614	Dugway, Erda, Grantsville, Ibapah, Lake Point, Ophir, Rush Valley, Stansbury Park, Stockton, Tooele, Vernon, Wendover, West Wendover (NV)
Trefoil - 651	Provo
Uintah Basin - 625	Altamont, Duchesne, Dutch John, Jensen, LaPoint, Linwood, Manila, Myton, Naples, Roosevelt, Vernal
Wasatch - 606	Morgan, Mountain Green, Ogden, Petersen, Porterville, Riverdale, South Ogden, Uintah, Washington Terrace

Your Support Team

Service Unit	Service Unit #	Volunteer Support Specialist	Service Unit Director
ALTA	604	Amy Roberts	Brooke Temby
BOX ELDER	602	Gloria Bircher	Jeni Sevilla
CACHE	601	Gloria Bircher	Anna Lisa Davidson
CARBON	640	Amy Roberts	Balynda Scovill
COPPER MEADOWS	649	Sadie Fowers	Christine Peasley
CRYSTAL VIEW	607	Gloria Bircher	Mary Heslop
DIXIE	648	Mary Shipley	
FISH LAKE	624	Mary Shipley	Sharron Adams
FOUR VALLEY	622	Amy Roberts	Kayley Cassity
FRANCIS PEAK	661	Gloria Bircher	Becky Jorgensen
FRONTIER	662	Gloria Bircher	Melissa Lund
HUNTER VALLEY	659	Sadie Fowers	Michelle Christensen
JORDAN	643	Sadie Fowers	Laura Pedersen
JUNIPER	663	Sadie Fowers	Lisa Zumbado
LAKEVIEW	609	Gloria Bircher	Steve Yarbor
MILLCREEK	665	Sadie Fowers	Katie Peterson
MT OLYMPUS	664	Sadie Fowers	Edith Gates
NAVAJO LAKES	637	Mary Shipley	Marge Cipkar
NEBO SHADOWS	623	Amy Roberts	Bonnie Brown
OQUIRRH	644	Sadie Fowers	Natalie Erskine
RED ROCKS	639	Mary Shipley	Michele Hill
SANDY	633	Sadie Fowers	
SANPETE	653	Mary Shipley	Sara Calderas
SCENIC VIEW	667	Sadie Fowers	
SOUTH DAVIS	610	Sadie Fowers	Amy Nielsen
SUNCREST	608	Gloria Bircher	Charity McClain
SUNNYSIDE	668	Sadie Fowers	
SUNRISE	654	Amy Roberts	Mary Nikols
TIMPANOGOS	635	Amy Roberts	Stephanie Martinez
TOOELE	614	Gloria Bircher	Linda Neff
TREFOIL	651	Amy Roberts	Mary Nikols
UINTAH BASIN	625	Amy Roberts	Molly Cummings
WASATCH	606	Gloria Bircher	Anna Bravard

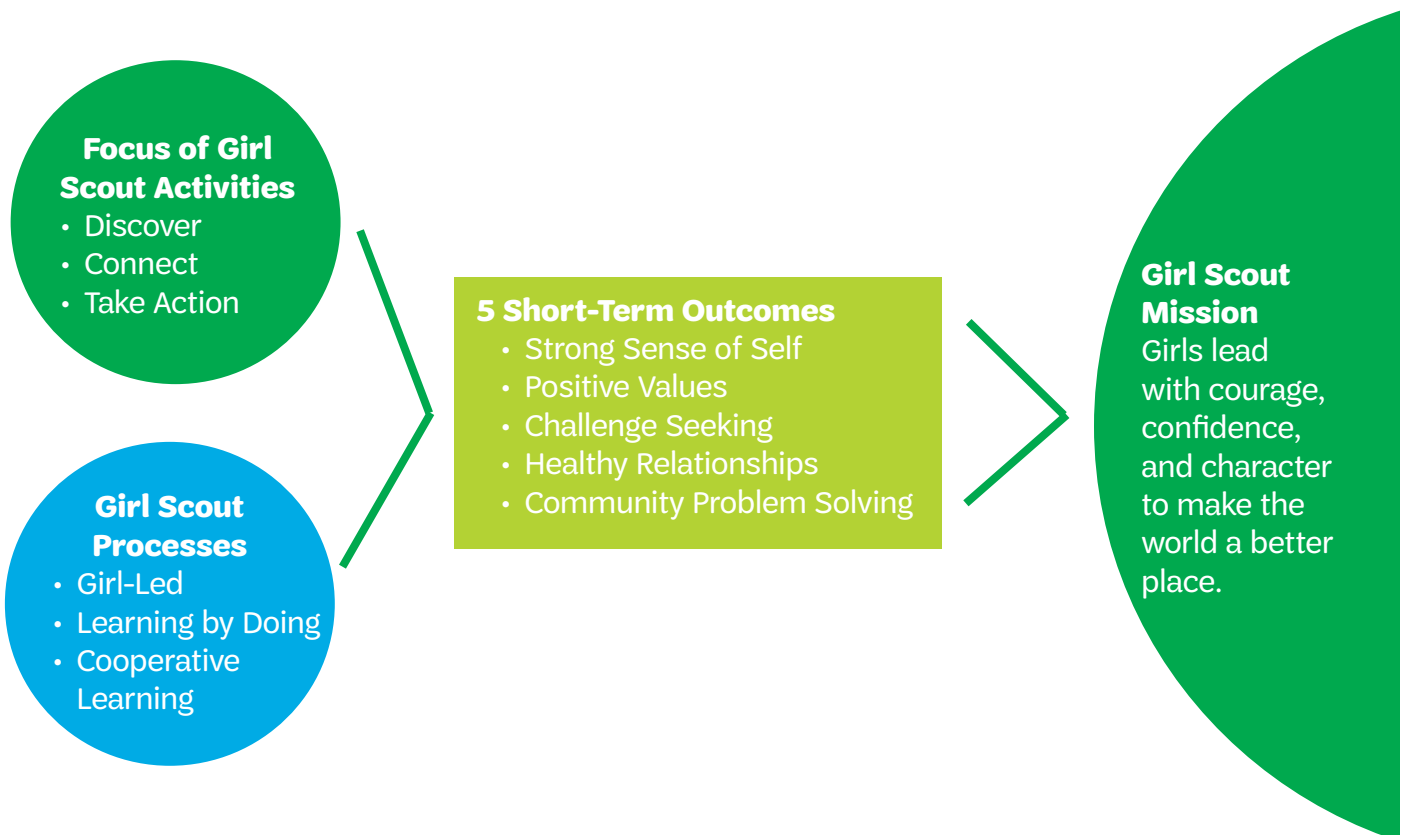
Gloria Bircher 801-716-5134 gbircher@gsutah.org	Amy Roberts 801-716-5114 aroberts@gsutah.org	Sadie Fowers 801-716-5138 sfowers@gsutah.org	Mary Shipley 801-716-5158 mshipley@gasutah.org
---	--	--	--

The Girl Scout Leadership Experience

Delivering Fun with Purpose!

The Girl Scout Leadership Experience (GSLE) encourages girls to Discover themselves, Connect with others, and Take Action to make the world a better place. Guided by supportive adults and peers, Girl Scouts engage in age-appropriate activities that are girl-led, cooperative, and hands-on.

Participating in the GSLE helps girls develop important leadership skills they need to become successful adults. Girls who engage in the GSLE are more likely to enjoy and attribute their leadership skills to Girl Scouts. The GSLE delivers “fun with purpose” by helping girls gain valuable life skills and amazing new experiences while having fun and building lifelong friendships!



Girl Scout leadership elements consist of activities, processes, and outcomes. In Girl Scouts, it's not just what girls do, but also how adults engage them in a girl-adult partnership that ensures all participants have a high-quality experience. Girls should be engaged in **discovering** themselves and their values, **connecting** with others in local, state, national, and global communities, and **taking action** to make the world a better place.

3 Keys of Leadership

Program activities are organized around the three leadership keys (Discover, Connect, and Take Action) and are based on the values of the Girl Scout Promise and Law.



DISCOVER

Girls understand themselves and their values and use their knowledge and skills to explore the world.



CONNECT

Girls care about, inspire, and team with others locally and globally.



TAKE ACTION

Girls act to make the world a better place.

3 Processes

The processes of girl led, learning by doing, and cooperative learning are integrated into each Girl Scout activity. These processes create an environment of fun and friendship for girls, determine the quality of an experience, and make Girl Scouts unique, while also allowing for further development of leadership skills.

Girl-Led

Girl-Led means that girls of every age take an active and grade-appropriate role in figuring out the what, where, when, why, and how of what they do. They lead the planning and decision making as much as possible. This process ensures that girls are engaged in their learning and experience leadership opportunities as they prepare to become active participants in local and global communities.

In this process, adults provide:

- Age-appropriate facilitation.
- Structure that ensures that the planning, organization, setup, and evaluation of all activities is done in partnership with girls.

Learning by Doing

This hands-on learning process is something Girl Scouts has incorporated for years. It is not new! This engages girls in an ongoing cycle of action and reflection. When girls actively participate in meaningful activities and later reflect on them, they get a deeper understanding of concepts and mastery of skills. Adults need to ensure that girls are able to engage in the process and are given time to reflect on their experiences. As girls participate in meaningful activities, they will explore their own questions, discover answers, gain new skills, and share ideas and observations with others. Throughout this process, it is important that girls are able to connect their experiences to their lives and apply what they have learned to future experiences.

Examples of learning by doing activities:

- Designing and planting a neighborhood flowerbed
- Developing a play or TV commercial script
- Reflecting on an activity by having girls write in their journals or talk about their experiences in a group setting

Cooperative Learning

Through cooperative learning, girls work together toward common goals in an atmosphere of respect and collaboration that encourages the sharing of skills, knowledge, and learning. Working together in all-girl environments encourages girls to feel powerful as well as emotionally and physically safe. It also allows them to experience a sense of belonging, even in the most diverse groups.

Examples of cooperative learning:

- Brainstorming as a group
- Setting a group goal
- Assigning team roles and working together to complete a project

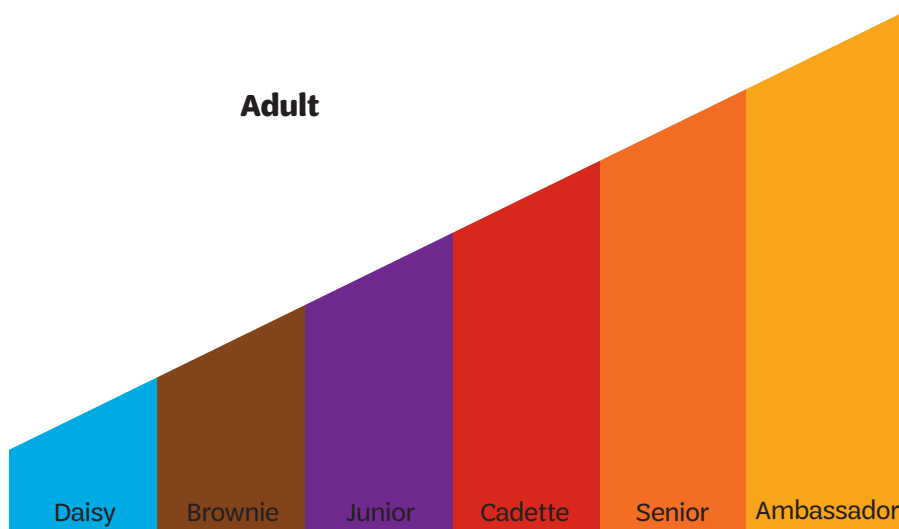
After completing a cooperative learning activity, evaluate as a group what worked well and what to do different next time.

Progression

Progression is also an important part of Girl Scouts. We follow a progression model in all that we do – from Journey programs and badges, to travel and camping. Progression simply means that we help girls build experience upon experience as they get older and learn more about themselves and the world.

When the girls are younger, the adult will play a large role in planning and carrying out activities. However, even a Daisy can still make decisions and lead in her troop. As the girls get older, the adult will take on more of a mentor role so that by the time the girls are Ambassadors, they should be choosing their Journeys, badges, and activities, planning out their own meetings, setting and following budgets, and ultimately running their own troop. In all experiences in Girl Scouts, girls start out small and simple and then progress to more complex ideas and experiences as they gain maturity and ability.

Progression Chart



5 Ways Girl Scouts Builds Girl Leaders

As girls take part in Girl Scouts, adults can review the outcomes—and the results of those outcomes—to gauge the benefits of the experience. The signs of the outcomes are reflected in what girls may think, say, or do during and after a leadership experience. These results help adults determine the success of a particular experience. Each Girl Scout program should be planned according to outcomes that will be achieved through the program.

Each girl is different, so don't expect them all to exhibit the same signs to indicate what they are learning. What matters is that you are guiding them toward leadership skills and qualities they can use right now - and in the future. Girls will lead with courage, confidence, and character to make the world a better place.

New research shows that Girl Scouts is linked to success! Girl Scouts shine above their peers in leadership, academics, career aspirations, and hope for the future.

Girl Scouts are more likely than non-Girl Scouts to:



Have a strong sense of self (80% vs. 68%)



Have positive values (75% vs. 59%)



Seek challenges and learn from setbacks (62% vs. 42%)



Develop and maintain healthy relationships (60% vs. 43%)



Exhibit community problem-solving skills (57% vs. 28%)



Why do these five outcomes matter?

When girls exhibit these attitudes and skills, they become responsible, productive, caring, and engaged citizens. But don't take our word for it! Studies show that the development of attitudes, behaviors, and skills like confidence, conflict resolution, and problem solving are critical to well-being and rival academic and technical skills in their capacity to predict long-term positive life outcomes.¹

Youth who develop these five outcomes...



Are happier, healthier, and less likely to engage in problem behaviors or be victimized.

Youth who develop competencies such as perseverance, positive self-esteem, and sociability have lower rates of obesity, depression, and aggression, and show greater life satisfaction and well-being than those who do not develop such attributes/skills.



Achieve more academically and feel more engaged in school. Youth who participate in programs that promote the attributes and skills linked with our five outcomes show stronger academic performance and school engagement compared to those who do not. When students are more self-aware and confident about their learning capabilities, they try harder and persist in the face of challenges.



Become strong job applicants. While employers want new hires to have technical knowledge related to a given job, those skills are not nearly as important as good teamwork, decision-making, and communication skills. Yet many employers around the world report that job candidates lack these attributes.



Become successful, well-adjusted adults. Kindergarteners who learn how to share, cooperate with others, and be helpful are more likely to have a college degree and a job 20 years later than youth who lack these social skills. They are also less likely to have substance-abuse problems and run-ins with the law.

What Do Girl Scouts Do?

Journeys

Each Journey has a series of activities that get girls working together to solve problems and make the world a better place! Through these activities, girls grow in confidence and leadership! They also earn awards along the way.



Take Action

Every Journey involves a Take Action project. This is where girls identify a problem they want to do something about, come up with a creative solution that will make a difference, create a team plan to make that solution a reality, put that plan into action, and finally, talk about what they learned!

Journey Themes

Girls can pick a Journey theme that they are passionate about! The themes include:

- It's Your World – Change it! (leadership and advocacy)
- It's Your Planet – Love it! (environment and science)
- It's Your Story – Tell it! (self-expression and self-esteem)
- New! STEM Journeys (materials available online only in the Volunteer Toolkit)
- New! Outdoor Journeys (materials available online only in the Volunteer Toolkit)

Journey books for girls and leaders can be found in the GSU shop. Most Journeys are also accessible in the Volunteer Toolkit.

Badges

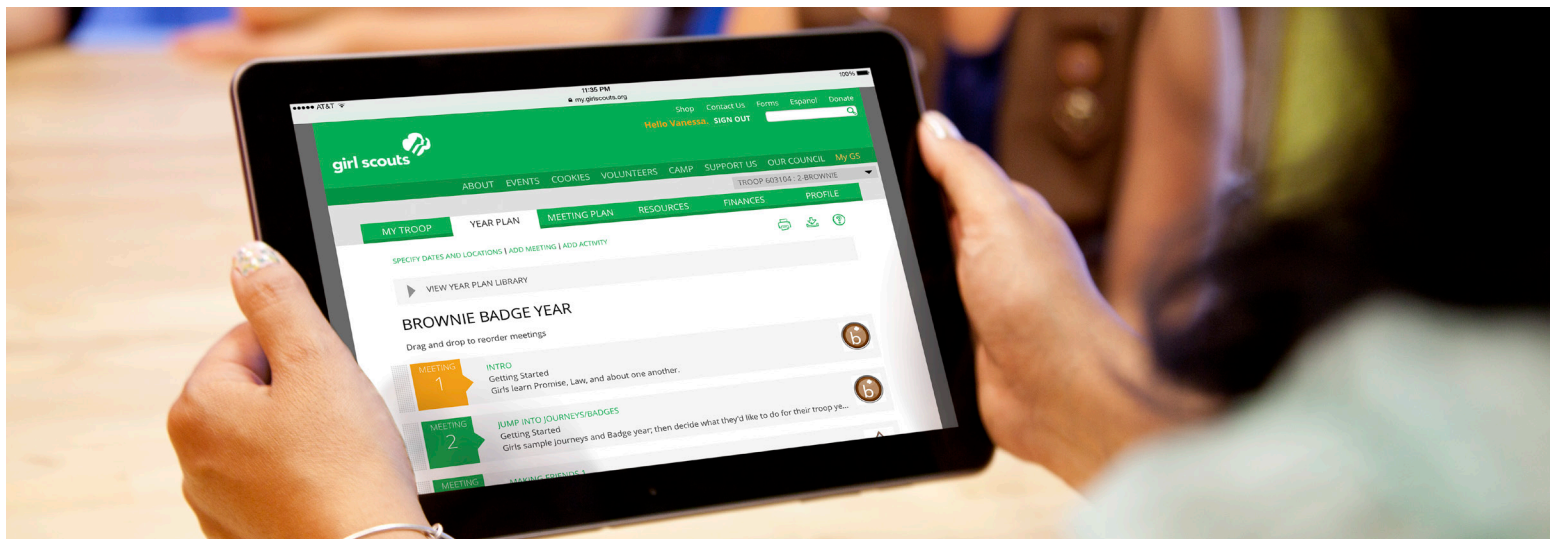


Through earning badges and other Girl Scout awards, girls can pick any interest area in which to build their skills! Badges should be placed on the front of a sash or vest. Badge activities can be found in the Girls Guide to Girl Scouts and on the Volunteer Toolkit.

Patches

Patches symbolize participation as a troop or individual in a Girl Scout program or activity. Patches are worn on the back of the sash or vest.





Volunteer Toolkit Overview

The Girl Scout Volunteer Toolkit (VTK) is a comprehensive digital tool accessible on your computer, smartphone, or tablet. Affectionately called the “Administrative Assistant” to the troop leader, this addition to Girl Scouts will make it easier to help girls put their plans into action!

Who can access the Volunteer Toolkit (VTK)?

All troop leaders and parents can access the VTK. Leaders can use the VTK for troop management and meeting planning. Parents can view their child’s information and meeting plans only. If you need assistance accessing the VTK, please contact Member Support at info@gsutah.org. We ask leaders to login and get familiar with the functionality and available materials. It will make it much easier to manage your troop and engage parents.

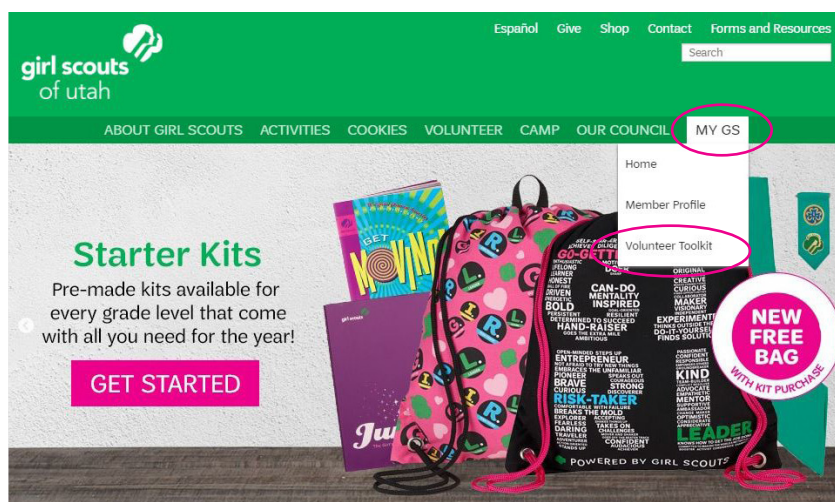
Accessing the VTK

As an approved troop volunteer, you may visit our website and click on the yellow MY GS tab, where you will enter your login to gain access. The VTK may be used from any computer or electronic device with internet capability. You can print meeting plans or download them to your personal computer using remote internet access.

Using the VTK to manage your troop

Leaders will have access to a variety of full-year plans. These pre-made plans provide everything you need to get started. You can set your meeting calendar to include locations, dates, and times. You can customize activities, delete ones that your girls don’t want to do, and replace them with new ones. The VTK also allows leaders to keep attendance and track the badges each girl earns.

Leaders can also use the *Select Your Own* year plan function to plan meetings, choosing specific badges and meeting plans that the girls are interested in completing.



Using the Volunteer Toolkit

You must be a currently registered adult and an approved Troop Leader/Co-Leader for your troop to access and make changes to the Volunteer Toolkit (VTK) functions. To access the Volunteer Toolkit, go to www.gsutah.org and click on the MY GS tab. Enter your login information. If you need help logging in, please contact our Member Support team.

The following five tabs make up the Volunteer Toolkit:

My Troop

Manage troop contacts, track awards and badges, track attendance, and communicate with parents/guardians.

- Click on a girl's name to see detailed information like her address, birthday, and phone number.
- You can see a list of awards, badges, and attendance in each girl's record.
- Click on email contacts to email all the families in your troop.

Explore

When logging into the VTK for the first time, you will have the option to *Select Your Own* year plan, or choose *Pre-Selected Tracks*. Each grade level includes at least one badge year plan and three or more journey year plans. Year plans are also available for multilevel troops. Using these tools, girls can be more involved in planning their troop year.

Year Plan

Once you've chosen your year plan, use the *Year Plan* tab to customize the dates, locations, and order of meetings.

- Use the *Specify Dates and Locations* tab to set your meeting dates/times and troop meeting location. Under *Calendar*, you can set meeting dates, frequency, and times (make sure to add in any holidays that will change your regular meeting times). Click *Update Calendar* to save your changes. Under *Location*, you can add your meeting location and address. Click *Add* to save your changes.
- To combine troop meetings, you can organize multiple meetings on the same date. To do this you need to click on the troop meeting date in your year plan. In the pop up box, click on the calendar and choose to combine meeting dates. Choose one date for both meetings and click save.
- Look for *Milestones* in orange to remind you of upcoming dates for council events, product sales, and other important dates you need to know.
- You can access last year's year plans by clicking on the *See Past Years* tab.
- In each meeting where there are outdoor links, you will see an evergreen tree symbol you can click on to see a choice between doing the activity inside or outside. Depending on what you choose, the activity will be customized to the setting (and if you choose to do the activity outside, the tree turns green).



Meeting Plan

Customize activities, delete ones your girls don't want to do, and replace them with new ones.

- Choose a meeting by clicking on the colored meeting date box. You must specify your meeting dates and location under the *Year Plan* tab to see your *Meeting Plans*.
- In each meeting you will see:
 - **Overview** - Click on the overview to see a quick summary of the meeting you are viewing.
 - **Activity Plan** - Gives you details of each meeting's activities.
 - **Materials List** - Tells you everything you need for that meeting.
 - **Edit/Send Meeting Email** - Gives you a scripted email for families that you can edit as needed to remind them of what the girls will be doing at that meeting.
 - **Record Attendance and Achievements** - This is where you can keep track of what badges girls have earned and who was at each meeting. It is populated into each girl's information in the My Troop tab.
 - **Meeting Aids** - Includes worksheets, songs, and other types of reference materials you will need for meeting activities. If there are outdoor components to the meeting, you may also see videos to help you get girls outdoors.
 - **Meeting Agenda** - Lists all the activities for the meeting with the recommended times for each activity. You can change the order of activities by "dragging and dropping," or delete activities by clicking on the activity title. You can also edit the times allowed for each activity. Activities with an outdoor component will have an evergreen tree you can click on to get girls outside with the activity.
 - **Add Agenda Item** - This is where you can customize your meeting by adding additional activities (like celebrating Juliette Low's Birthday) to customize your troop meeting.
 - **Add a Note** - you can leave notes to the other leaders in your troop to see. Parents cannot view notes.
 - **Select Year Plan** to return to your troop's year plan.

Resources

Use the *Resources* tab to explore the large variety of resources the VTK has to offer. These include online trainings, guides to trips and travel, and Girl Scouts of Utah Volunteer Essentials and Safety Activity Checkpoints.

Finances

The VTK finance tab is not currently used. All the finance forms you will need are located on our website at:

<http://www.gsutah.org/en/our-council/forms-and-documents.html>

What if I am leading multiple troops or a multilevel troop?

- If you manage more than one troop, the Volunteer Toolkit has a drop down tab located above the Finance tab that allows you to switch back and forth between your troops.
- If you are a multilevel troop, when you go to *Year Plan Library* you will have the option of plans for K-5 or 6-12. You can also *Select Your Own Plan*.



Using the Member Profile

As a currently registered adult and an approved Troop Leader, the Member Profile section under the MY GS tab allows you to manage your membership, view troop information, and edit your personal information.

The following tabs make up the Member Profile section:

MEMBERSHIP

View your household membership.

TROOPS

Renew your role as a leader, view your girl and adult troop members, re-register your troop members and view/edit your troop meeting information.

FAMILY PROFILE

Edit your personal information, including email preferences.

ACTIVITIES

Use the Activities tab to search and register for both girl activities and adult volunteer training.

MY ACTIVITIES

Click on the My Activities tab to view activities that you are currently registered for, or that you have placed in your cart.



Volunteer Toolkit Frequently Asked Questions

You probably have a lot of questions about the Volunteer Toolkit. We've put together a list of frequently asked questions to help you get started. Don't see what you're looking for? Contact our Member Support team at info@gsutah.org or (801) 265-8472 with any additional questions.

What can parents/caregivers view in the VTK?

- Parents/caregivers can log in to their online account using the MY GS tab on our website and view parts of the VTK, although they cannot make any changes.
- Using the Troop tab, parents can view their girl's membership, but cannot see other girls' information.
- They can view the Year Plan and Meeting Plan, and search for Resources.
- Parents/caregivers can use their online account to make changes to their Girl Scout's information (contacts, membership, family profile), but cannot change the troop information.

If I don't have internet at my meeting place, how will I access the VTK?

- You can download and save your VTK plans into any digital device, laptop, tablet, or smart phone.
- You can also print VTK plans to take with you to your meeting.

What about volunteers who don't have internet access at home?

- The VTK can be accessed from any electronic device – tablet, smart phone, or laptop – with internet capability. Libraries are a great resource for those who don't have access to internet at home. You can print meeting plans or download them onto an electronic device to use without internet access at your meeting.

Still have questions or need support? Have a look at the VTK tutorials found at under the volunteer tab on www.gsutah.org for additional support, contact us anytime at info@gsutah.org or call (801) 265-8472.

How to Dress for Success!

Uniforms connect me to Girl Scout traditions displaying my accomplishments and creating memories to last a lifetime.

The only required insignia is the membership pin.

I may choose to purchase a vest or sash to display my badges and patches.

My troop will discuss which uniform elements we want to purchase so we all look the same.

My troop leader may collect money from parents to purchase uniforms.

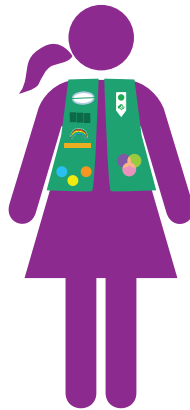
Or, they may ask parents to purchase our own items from the GSU shop.



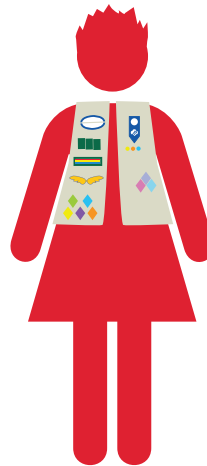
DAISIES
K & 1ST



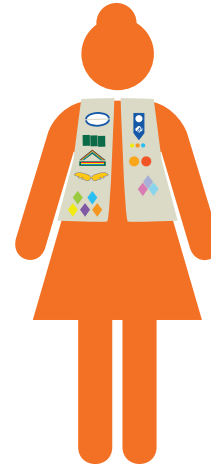
BROWNIES
2ND & 3RD



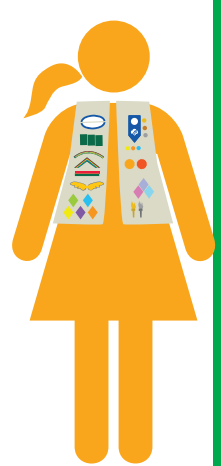
JUNIORS
4TH & 5TH



CADETTES
6TH - 8TH



SENIORS
9TH & 10TH



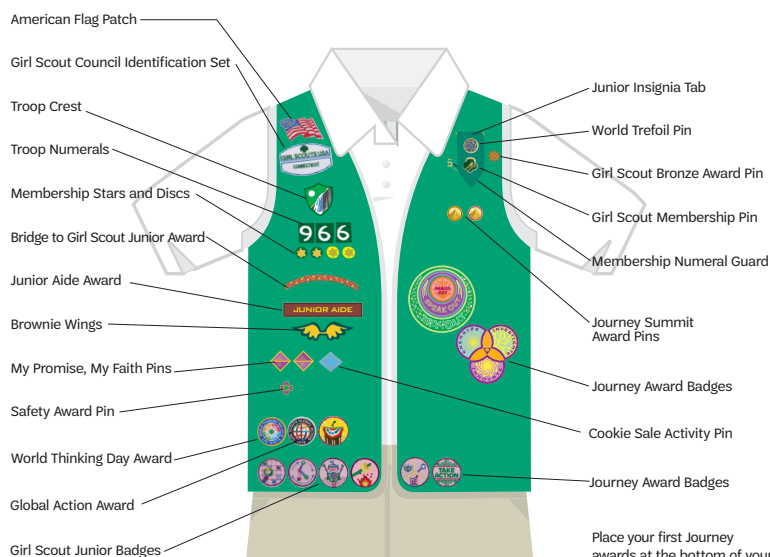
AMBASSADORS
11TH & 12TH

Visit one of our shop locations to purchase uniforms, starter kits and more. Our shop staff are here to help! You can also shop anytime at: <http://www.girlscoutshop.com/UTAH-COUNCIL>

Girl Scout Junior Vest & Sash

Click on the name or image of insignia to find out more information and to purchase.

Visit www.girlscoutshop.com for all your Official Girl Scout merchandise needs.



Place your first Journey awards at the bottom of your vest. As you earn additional Journey awards, work your way up.

If your Journey awards and badges don't fit on the front of your vest or sash, you can wear them on the back.



Girl Scouts of Utah Emergency Card Information

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 Phone Number (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 line 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.

Highlighted Policies

Girl to Adult Ratios

	Group Meetings		Events, Travel, and Camping	
	Two unrelated adults (at least one of whom is female) for this number of girls:	Plus one additional adult for each additional number of this many girls:	Two unrelated adults (at least one of whom is female) for this number of girls:	Plus one additional adult for each additional number of this many girls:
Daisies (Grades K-1)	12	6	6	4
Brownies (Grades 2-3)	20	8	12	6
Juniors (Grades 4-5)	25	10	16	8
Cadettes (Grades 6-8)	25	12	20	10
Seniors (Grades 9-10)	30	15	24	12
Ambassadors (Grades 11-12)	30	15	24	12



First Aider Requirements

A First Aider is a registered adult member of Girl Scouts with a certification in CPR, First Aid, and AED. This certification may be attained from the American Red Cross or another recognized organization. At least one First Aider must be present for any activity outside of normal troop meeting times/places!



Training Requirements

Activities such as taking day trips, camping, and traveling require special training from Girl Scouts of Utah. See the training catalog on the next page to see training offerings. Make sure to check Volunteer Essentials and the Training Catalog to find out what training you need before carrying out an activity.



Emergency Procedures

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.

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.

Classroom Training

Registration: Online at www.gsutah.org. If you need help registering for training, please contact our Member Support Specialists at info@gsutah.org or (801) 265-8472.

Cancellations: Most courses have a minimum (min) and maximum (max) number of participants. Trainings may be canceled if minimum is not reached in order to respect the time and expenses of our volunteer Trainers. A 100% refund is given to all registrants if a course is canceled by Girl Scouts of Utah.

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

Refunds: 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. Any questions on cancellations or refunds, please contact our Member Support Specialists at info@gsutah.org or (801) 265-8472.

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 (three nights or more) at least six 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.

Training by Request

If you are unable to attend training at a time, date, or location on the current schedule, you may request training by emailing info@gsutah.org. To hold a training by request you must have:

- 5 or more committed participants
- A location where the training can be held
- 3 possible dates for the training that are at least 6 weeks after the training request

Note: if there is not at least 5 participants registered for the training one week in advance the training will be canceled.

Training

Check out our website to find a variety of trainings we offer. Just go to www.gsutah.org/training

To find upcoming in-person trainings, go to the Activities Tab on our website.



Important Troop Paperwork

In order to keep your girls safe and ensure you are prepared for any contingency, Girl Scouts of Utah asks that you retain the following forms.

For Each Girl

To be renewed at the beginning of each year

- Health History and Consent Form
- Single or Family Program Release Form
- Epi-Pen Authorization (if applicable)

When leaving the troop meeting time or space

- Parent/Guardian Permission Slip (for each activity)

For Overnight activities

- Medication Log (if applicable)



Your Initial Family Meeting

Hold a Parent/Caregiver/Family Meeting as your chance to:

- Get to know your Girl Scouts and their families
- Ask for support and help at troop meetings and outings
- Set clear expectations for the troop including troop dues, meetings/activity schedule, financial obligations, uniforms, etc.
- Brainstorm all of the exciting things your troop wants to do this year

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 (login found in the top right corner of www.gsutah.org) to invite all parents/caregivers/family and the girls
- ☐ Print out copies of the Health History Forms for each girl and adult registered with the troop. Completed copies stay on file with the troop leader (http://www.gsutah.org/content/dam/girlscouts-gsutah/documents/Health_History_and_Consent%20Form_12.21.15.pdf)
- ☐ Arrange for another adult to do an activity or craft with the girls while you talk with the parents/caregivers
- ☐ Practice what you want to say and the information you want to share. Utilize the Family Meeting PowerPoint (<http://www.gsutah.org/content/dam/girlscouts-gsutah/documents/Parent%20Meeting%20Training%20%2813%29.pptx>)
- ☐ Remember – this will be the first experience with Girl Scouts for many families. Make sure you have fun!



Example of a Family Meeting Agenda

TONIGHT'S AGENDA

WELCOME

- ☐ Introduce troop leader and assistant troop leader
- ☐ Parent introductions
- ☐ Recite the Girl Scout Promise and Law - this is a great time to reference the values Girl Scouts cultivates in girls

OUR TROOP

- ☐ Overview - our troop, our community, our council
- ☐ Discuss and establish your meeting dates, time and location
- ☐ Finances
- ☐ GSUSA membership fee (\$25)
- ☐ Local troop dues and how they are used
- ☐ Troop uniform/insignia; purchase for parents or direct to GSU shop location and purchase on own
- ☐ Financial assistance is available through GSU?? WHERE??
- ☐ Events - troop events, community events, and council events; payment and permission forms requirement
- ☐ Troop communication - how will caregivers be informed of troop happenings
- ☐ Emergency communication (late pick-up, cancellations, etc.)

TROOP LEADER RESPONSIBILITIES

- ☐ Liaison with community
- ☐ Troop bank account
- ☐ Take additional enrichment training as needed (gsutah.org/events)

FAMILY RESPONSIBILITIES

- ☐ Volunteer roles: Troop Leader*, Troop Cookie Manager*, Treasurer, Troop Volunteer, and Friends and Family Volunteer

(*These roles require online registration, adult memberships paid through GSUSA, and a background check)

The Parent Meeting

We ask that all troop leaders host a parent meeting at least once per year. This is your first step for parent involvement. It will set the tone for communication, and provide an opportunity for the parents to offer their help and support.

What do I need to discuss?

- 1 Intro to Girl Scouts** - the parents should know what Girl Scouts is all about! Use the PSA (<https://vimeo.com/295383000>) to give them an idea!
- 2 The Promise and Law** - parents should understand what we commit to as Girl Scouts.
- 3 About you** - Who you are, what your background is, and why you have taken on the role of Troop Leader.
- 4 Dates and times** - when will your meetings be? Will there be any special trips or activities this year?
- 5 Troop Communication** - this is one of the most important pieces of your Parent Meeting. How will you communicate with parents (Facebook, Text Message, Email, etc.)? What kind of response do you expect? Avoid conflict by setting communication expectations from the very beginning!
- 6 Costs** - will the troop collect dues? Will parents be expected to purchase their daughter's membership or will the troop fund this from Cookie sales?
Note: Girl Scouts of Utah will provide financial aid to any girl who cannot afford her membership. Finances should not present a barrier to a girl becoming a Girl Scout.
- 7 Uniforms** - you do not need to require that girls wear uniforms; however, it is preferred. If cost is a barrier, girls may decide to spend their Cookie earnings on uniforms. If parents will be responsible for purchasing uniforms, you should tell them what to buy and how much it will cost.
- 8 Parent Involvement** - how would you like parents to be involved? Keep in mind that different parents may be able to be involved in different ways.
- 9 Safety and Policies** - parents want to know if their daughter will be safe.
Note: Membership fees cover insurance for each girl when at a Girl Scout event. Make sure policies and requirements are followed, such that the insurance cover remains intact.

Am I allowed to set requirements for parents?

Troops may decide to set certain requirements for parents. If you choose to do so, please keep the following in mind:

- The economic feasibility for parents
- Sensitivity to parent work schedules
- Strengths, weaknesses, and knowledge base of different parents

Examples of different requirements troops may choose to set:

- Family snack rotation (each week and different family organized snack)
- Troop dues (each girl brings a specified amount of dues)
- Meeting host rotation/Troop Co-op (some troops balance the parent load by rotating who will host and lead each meeting)

Parent Interest Survey

Our troop/group family will serve as our best resource in developing meaningful program activities for our girls. Please share a little about your interests, hobbies, or professions so that we may know a little about you!

Name: _____

Phone: _____

E-mail: _____

Certifications:

- ☐ Standard First Aid
- ☐ CPR for
_____ infant/child
_____ community
_____ basic life support
- ☐ Lifeguard
- ☐ Water Safety Instructor
- ☐ Licensed Driver
- ☐ Archery Instructor
- ☐ GSNC Core Leadership Training/Experience
- ☐ GSNC Troop Camping Certification
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____

My job, business or profession would be of interest to the girls:

I am affiliated with the following community groups:

List other ways you could help:

- ☐ Lend a yard, playroom, or kitchen for an occasional meeting
- ☐ Provide a place to store troop/group equipment
- ☐ Other ways I could help:

Areas of Special Interest:

- ☐ Architecture
- ☐ Arts & crafts
- ☐ Astronomy
- ☐ Audio visual
- ☐ Auto maintenance
- ☐ Bicycling
- ☐ Boating
- ☐ Bookkeeping
- ☐ Camping
- ☐ Career planning
- ☐ Chemistry
- ☐ Child care
- ☐ Community service
- ☐ Computers
- ☐ Cooking/nutrition
- ☐ Dental health
- ☐ Dramatics
- ☐ Drawing, painting
- ☐ Ecology
- ☐ Environmental issues
- ☐ First aid, health & safety
- ☐ Games
- ☐ Gardening
- ☐ Global issues
- ☐ Health & fitness
- ☐ Hiking
- ☐ Homemaking
- ☐ Horseback riding
- ☐ Human relations skills
- ☐ Knitting/crocheting
- ☐ Literacy - helping others read
- ☐ Mathematics
- ☐ Music
- ☐ Photography
- ☐ Sciences
- ☐ Sculpting
- ☐ Sewing
- ☐ Singing
- ☐ Special needs issues
- ☐ Sports
- ☐ Storytelling
- ☐ Swimming
- ☐ Woodworking
- ☐ Women's issues
- ☐ Other talents, hobbies, or skills:

Other General Tips for Involving Parents



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.



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" and always encourage their help and participation.)



Celebrate! Appreciate!

Have your girls plan their Bridging Ceremony and send formal invites to the parents. Parents will attend and build a community as they share in the celebration. Get a sample parent meeting presentation on our website here:

<http://www.gsutah.org/en/for-volunteers/online-support-for-volunteers.html>

When Conflict Arises

How to avoid it:

- 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.

Organizing Your Troop

Before you hold your first troop meeting, consider the support and resources you will need throughout the year. We recommend holding a Family Meeting to rally additional adult volunteers.

Tips for Structuring Your Troop:

Troop Formation

Troops may be assigned by grade level or leaders may choose to facilitate multilevel troops with girls of all ages combined in one troop.

Meetings

Determine the frequency of your meetings and the meeting/ activity schedule. Use the online Volunteer Toolkit (VTK) to help you through this process.

- Most troops meet twice per month, but you can choose a schedule that works best for you.
- Your meeting space should be somewhere safe, clean, and secure and that allows all girls to participate. Some great meeting space ideas include: schools, churches, places of worship, libraries, or community centers.

Meeting Structure

Girl Scouts is designed to be girl-led. Talk to the girls and parents about what they'd like to get out of Girl Scouts this year.

- Think about how you want to lead. Do you want to run every troop meeting? Consider rotating the responsibility with different members of your troop. Parents and girls can team up to lead one meeting each.

Cost

Consider supply costs – does your troop need to charge monthly or annual dues to help off-set costs? Will you charge families per activity? It's important to talk with families about financial expectations up front. Assign a parent or adult volunteer to help manage the troop finances.

Communication

Keep everyone in the loop. Make sure families know when and where your activities will be and how they can help!

Make Sure You're Having Fun!



Now You are Ready to Meet

There are Six Parts of a Troop Meeting

Organizing your meeting is easy with the Volunteer Toolkit (VTK) – your one-stop resource to planning your entire year as a troop leader (login on MYGS at gsutah.org). This simple guide will give you the framework for how a typical meeting runs. The VTK will help you fill in the holes with specific activities and timelines.

Most important – your meetings should be fun!

- 1 Start Up** – Plan activities for girls as they arrive at the meeting so they have something to do until the meeting starts. It could be as simple as coloring pages, journaling, or talking with each other (5 minutes)
- 2 Opening** – Girls decide and lead their meetings opening – most begin with the Girl Scout Promise and Law, a simple flag ceremony, song, game, story or other activity (5-10 minutes)
- 3 Business** – This is the time to let girls plan their upcoming meetings or decide what council events they want to attend as a troop, collect dues, and make announcements (5-10 minutes)
- 4 Activities** – Support your troop as they complete their per-selected activities to work towards badges and journeys. This portion of the meeting should be heavily girl-led with the troop leader aiding on the side (30-45 minutes)
- 5 Clean up** – Girl Scout should always leave a place cleaner than they found it! (5 minutes)
- 6 Closing** – Just like opening, each troop can decide how to close – with a song, a game, or a story (5-10 minutes). As caregivers arrive, provide any important updates or reminders about upcoming meetings and activities.



Tools for 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 Service Units and promote the benefits of Girl Scouts 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 Scouts, 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

Encouraging an Atmosphere of Sisterhood and Respect

(a.k.a. What to Do Instead of Screaming)

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.



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.

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 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>

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 co-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). Remember that girl-adult planning helps solve some problems. The girls make decisions together. Some daughters think they should make all decisions.
- 7 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.
- 8 Don't personalize daughter's behavior. She may be trying to get a rise out of you (she knows all the buttons to push!).
- 9 Disagreements often arise over privacy and space: Don't make your daughter share her things if she doesn't want to.
- 10 Spend time alone with your daughter outside of Girl Scouts. Let her know she is special—outside of meetings.



Traditions



Bridging

Bridging is a way to recognize girls as they move up from one level of scouts to the next, for example, from Brownies to Juniors.



Games & Songs

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



Investiture & Rededication

Investiture is a ceremony where new Girl Scouts commit to the Girl Scout Mission and to live by the Promise and Law. A Rededication is when a Girl Scout re-commits to Girl Scouts and is often held at the beginning of the Girl Scout Year.



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.



Scout's Own

Scout's Own is a ceremony planned by the girls that gives them a chance to reflect on something meaningful. It's often held around a campfire at the end of a campout.



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 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. 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.



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).



Great Things to Know About Troop Finances

Bank Account

All troops should establish a bank account with two unrelated adult signers for collection of optional troop dues, payment of troop supplies and activities, and the Cookie Program proceeds. Staff will help you through this process!

Troop Dues

Many troops decide to collect troop dues as a way to help provide start-up funding for troop activities and supplies. These could range from \$1-\$2 per meeting to \$30-\$40 for the entire school year paid all at one time. It's completely up to each troop to decide what works best for them.

Money-earning Activities

The Cookie Program is the primary money-earning activity for a troop. If a troop participates in the Cookie Program, they may also opt to participate in a limited number of additional fundraising activities. Check Volunteer Essentials for guidelines on money-earning activities.

Financial Reporting and Receipts

To stay organized, troop leaders should use receipts to help track any incoming funds, outgoing expenses, and cookie activities. Every Girl Scout troop should report out to parents about finances at least three times per year. Troop Leaders should complete and turn in their Annual Troop Finance Report to their Girl Scout Service Unit Finance Representative by June 30th. Go to www.gsutah.org and click of *Forms and Resources* to find the Troop Annual Finance Report.

Financial Assistance

Financial difficulties should not stand in the way of a Girl Scout's participation. Any member needing financial assistance for membership may request it. Members may also request Activity Scholarships for programs and camp. Go to www.gsutah.org and click of *Forms and Resources* to find the Activity Scholarship Application.

Troop Bank Accounts

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 signers on the account.
- Submit a completed Annual Financial Report each year.

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.

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:
 - Go to the New Troop Leader Support page of our website (<http://www.gsutah.org/en/for-volunteers/new-troop-leader-resources.html>)
 - Click on “5. Set Up a Troop Bank Account.”
 - 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 sales go into the Council's Wells Fargo account.

Note: 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.



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

Visit our website:
www.gsutah.org

**Utah Council
Resource Center**

445 East 4500 South, Suite 125
Salt Lake City, UT 84107
84157-0280
Tel (801) 265-8472
Fax (801) 261-1213

**Central Utah
Service Center**

215 North Center Street
American Fork, UT 84003
Tel (801) 716-5116

**Northern Utah
Service Center**

3564 Lincoln Ave. Suite 4A
Ogden, UT 84401
Tel (801) 716-5111

TO: NEW TROOP LEADERS AND CO-LEADERS

Re: Establishment of new troop checking accounts

Welcome to Girl Scouting! This paperwork will help you to establish a checking account for your troop as you begin your journey in Girl Scouts. The following documents are attached in order to set up the new account:

1. Addendum to Certificate of Authority
2. Information needed for signers—2 copies

On Document #1, the Addendum to Certificate of Authority, write your troop number on the top of the form. Both the leader and co-leader must sign where indicated. There are two lines with the boxes checked “ADD.” In the first column print the first/last name of the leader and co-leader. In the second column, both the leader and co-leader must sign.

On Document #2, Information Needed for Signers, both the leader and co-leader must fill out this document and attach a copy of their driver’s license. (Must be readable)

Please return the Addendum to Certificate of Authority and both copies of the Information Needed for Signers to:

Girl Scouts of Utah
Attn: Finance Dept
445 East 4500 South, Suite 125
Salt Lake City, UT 84107-2639

Be sure to include your troop number with the documents.

As soon as the paperwork is received, you will be issued an account number and sent temporary checks. Within 2–3 weeks you will receive debit cards from Wells Fargo Bank for your use.

If you have any questions regarding setting up your account, feel free to contact me at (801) 265-8472 or email info@gsutah.org

Sincerely,

The Finance Team at Girl Scouts of Utah

Addendum to Certificate of Authority

Deposit Accounts Only

Use this form to update documentation supporting changes to Authorized Signers on the original Certificate of Authority/Business Account Application currently on file. This addendum may not be used to add or delete those persons authorized to engage in credit transactions.

Bank name	COID	Date
WELLS FARGO BANK, N.A.	119	
	Branch #	AU (Cost Center)
	04061	74670
Officer name	Officer number	Phone #
PILAR SCHMIDT	U9892	(801) 246-1180

Addendum to Certificate of Authority

Dated	Customer Name (Tax responsible individual or non-individual on the account(s) listed)
Account Number(s) Attach a separate page if necessary.	

Authorized Signer names: This section is used for reference only. Authorized Signers remain the same excluding those listed in the Authorized Signer Changes section below. Listing all Authorized Signers is recommended but not required. Attach a separate page if necessary.

Print name	Print name
Print name	Print name
Print name	Print name
Print name	Print name

Authorized Signer changes: Use this section to indicate all Authorized Signers that should be added or deleted. A radio button must be selected for each name to avoid a Technical Exception. Attach a separate page if necessary.

Action required Choose one	Print Authorized Signer name	Enterprise Customer Number (ECN)	Signature(s) (Required only for Authorized Signers added)
<input checked="" type="radio"/> Add			Signature 1
<input type="radio"/> Delete			
<input checked="" type="radio"/> Add			Signature 2
<input type="radio"/> Delete			
<input type="radio"/> Add			Signature 3
<input type="radio"/> Delete			
<input type="radio"/> Add			Signature 4
<input type="radio"/> Delete			
<input type="radio"/> Add			Signature 5
<input type="radio"/> Delete			
<input type="radio"/> Add			Signature 6
<input type="radio"/> Delete			
<input type="radio"/> Add			Signature 7
<input type="radio"/> Delete			



FO01-000000W18Q47-01

Information Needed for Signers

Full Name: _____

Residence Address: _____

Date of Birth: _____

Country of Citizenship: _____

Social Security Number: _____

Home Phone Number: _____

Business Phone Number: _____

Occupation: _____

Driver's License Number: _____

Iss: __/__/__ Exp: __/__/__

Credit Card Name: _____ (i.e. Wells Fargo)

Type: _____ (i.e. Visa)

ATTACH A COPY OF DRIVER'S LICENSE BELOW

Information Needed for Signers

Full Name: _____

Residence Address: _____

Date of Birth: _____

Country of Citizenship: _____

Social Security Number: _____

Home Phone Number: _____

Business Phone Number: _____

Occupation: _____

Driver's License Number: _____

Iss: __/__/__ Exp: __/__/__

Credit Card Name: _____ (i.e. Wells Fargo)

Type: _____ (i.e. Visa)

ATTACH A COPY OF DRIVER'S LICENSE BELOW

TROOP BANK ACCOUNT ACKNOWLEDGMENT

All signatories on troop bank accounts must complete the below acknowledgement in order for the troop to remain in good standing. Please return form to info@gsutah.org or mail to Girl Scouts of Utah, attn: Finance, 445 East 4500 South, Salt Lake City, UT 84107. If you have any questions, please contact the Council at 801-265-8472.

By my signature below, I acknowledge that I have read the Volunteer Essentials Handbook (“Handbook”) regarding the bank accounts for the troop using the Girl Scouts of Utah’s taxpayer identification number (“Troop Accounts”). I understand and agree to follow the terms and conditions in the Handbook, as may be amended from time to time, in addition to the following requirements:

1. Signatories on a Troop Account are responsible for the proper use and safekeeping of troop funds.
2. Funds in Troop Accounts may only be used for purposes related to Girl Scouts.
3. Girl Scouts of Utah reserves the right, at any time, to require any signatory on a Troop Account to provide bank statements and supporting information regarding such Troop Account. Failure to comply may result in the signatory being released from service with the Girl Scouts of Utah.
4. Girl Scouts of Utah may pursue criminal prosecution and/or civil action against a signatory in the event of misappropriation of funds for personal use or for purposes unrelated to Girl Scouts.

Troop #; _____ Community Name: _____

Print Name of 1st Account Signer

Print Name of 2nd Account Signer

Signature

Signature

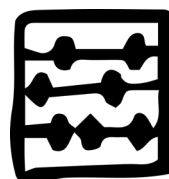
Date

Date

Highlighted Finance/Money Policies:

Make sure to check the *Money* chapter in Volunteer Essentials to get the full policies on troop finances and money-earning!

- Girls earn money in two distinct ways:
 - “Council-sponsored product sales” are council-wide sales of Girl Scout–authorized products (such as the Girl Scout Cookie Program) 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 money-earning projects must be approved by the Service Unit Finance Representative at least 2 weeks in advance of the project.
- No troop money-earning projects may be conducted during the Girl Scout Cookie Program.
- Girls may not request direct cash contributions/donations.
- 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.
- Girl Scout Daisy and Brownie troops may not participate in additional money-earning projects beyond the council-sponsored Cookie Program.
- Any donations or sponsorship received should use the Sponsorship Agreement Form, found on the Forms page of our website (www.gsutah.org).
- Any donation of \$250.00 or more must be received by the GSU Council, and will then be transferred directly to the troop account. This is a tax requirement.
- Any donors found on the Community Partners page of our website should not be contacted for sponsorship unless the Council has granted permission to do so.
- If 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.
 - If the girls choose to make a donation to a charitable organization, they should use the funds to purchase an in-kind donation and deliver it to the chosen organization.
 - 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 by the GSU Council for girl programs.



Troop Finance Report

Submit the following to Girl Scouts of Utah at info@gsutah.org by June 30 each year:

- Transaction Register
- Parent Report
- Last month's bank statement

Go to www.gsutah.org to find these forms.

Troop 1912

Transaction Register

Date	Payee	Categories	Description	Payments/ Withdrawals	Deposits	Balance
Month/Day	from/to whom?	Select from the drop-down	The reason for this transaction (i.e.: what was purchased?)			
					Starting Balance:	\$ 782.31
7/7	Walmart	Camping	Misc snacks and supplies for camping	\$ 326.74		\$ 455.57
7/7	Chevron	Camping	Gasoline for troop camping	\$ 85.00		\$ 370.57
8/11	GSU	Travel	Brownie Quest journey book	\$ 7.00		\$ 363.57
8/23	Jenna Wilcox	Crafts	Box of misc GS books/supplies from disbanding troop 19	\$ 45.00		\$ 318.57
8/31	GSU	Badges and Patches	Utah Girl patches	\$ 8.00		\$ 310.57
10/4	Ream's	Food	Sandwiches for day hike	\$ 33.43		\$ 277.14
10/24	Michael's	Supplies	Misc badge supplies	\$ 62.72		\$ 214.42
11/11	Maverik	Travel	Gasoline for troop trip	\$ 8.96		\$ 205.46
12/13	Papa Murphy's	Parties	Pizza for Christmas Party	\$ 15.40		\$ 190.06
12/15	Office Depot	Supplies	Cute notebook for Amanda	\$ 5.35		\$ 184.71
1/26	GSU	Camping	Troop Camping Deposit	\$ 145.00		\$ 39.71
3/12	Cookie Deposit	Cookies Income	Cookie \$		\$ 1,512.80	\$ 1,552.51
3/23	Cookie Deposit	Cookies Income	Cookie \$		\$ 88.00	\$ 1,640.51
4/15	Bed Bath and Beyond	Appreciation Gifts	Lotion gift set for Amanda (Thanks for being TCM this year!)	\$ 16.20		\$ 1,624.31
5/20	GSU	Camping	Troop Camping Balance	\$ 855.00		\$ 769.31
6/2	Fresh Market	Food	Food for bridging night	\$ 48.44		\$ 720.87
6/4	Nora (Parent)	Troop Dues Income	Registration and Troop Dues (Izzie, Carrie and Eva)		\$ 195.00	\$ 915.87
6/7	Evan (Parent)	Troop Dues Income	Registration and Troop Dues (Dani and Grace)		\$ 130.00	\$ 1,045.87
6/9	GSU	Memberships	Membership Registration (Izzie, Carrie, Dani, Eva and Grace)	\$ 125.00		\$ 920.87
6/14	GSU	Books and Learning	Troop Camping 101 (Amanda, Evan, Nora)	\$ 9.00		\$ 911.87
6/14	GSU	Books and Learning	First Aid (Amanda and Nora)	\$ 50.00		\$ 861.87
6/23	Delilah (Parent)	Troop Dues Income	Registration and Troop Dues (Tina, Jenny and Sarah)		\$ 195.00	\$ 1,056.87
6/27	GSU	Memberships	Membership Registration (Tina, Jenny and Sarah)	\$ 75.00		\$ 981.87
6/27	GSU	Memberships	Membership Registration (Nora, Amanda and Evan)	\$ 75.00		\$ 906.87
6/28	Walmart	Camping	Misc supplies and food for camping	\$ 412.47		\$ 494.40
						\$ 494.40

- Add the starting balance for this membership year
- Add the details of each purchase and deposit

Troop Finance Report

Date	Payee	Categories	Description	Payments/ Withdrawals	Deposits	Balance
Month/Day	From whom?	Select from the drop-down	The reason for this transaction (i.e.: what was purchased?)			
						Starting Balance: \$ 782.31
7/7	Walmart	Camping	Misc snacks and supplies for camping	\$ 326.74		\$ 455.57
7/7	Chevron	Camping	Gasoline for troop camping	\$ 85.00		\$ 370.57
8/11	GSU	Books and Learning	Brownie Quest journey book	\$ 7.00		\$ 363.57
8/23	Jenna Wilcox	Crafts	Box of misc GS books/supplies from disbanding troop 19	\$ 45.00		\$ 318.57
8/31	GSU	Badges and Patches	Utah Girl patches	\$ 8.00		\$ 310.57
10/4	Ream's	Food	Sandwiches for day hike	\$ 33.43		\$ 277.14
10/24	Michael's	Supplies	Misc badge supplies	\$ 62.72		\$ 214.42
11/11	Maverik	Travel	Gasoline for troop trip	\$ 8.96		\$ 205.46
12/13	Papa Murphy's	Parties	Pizza for Christmas Party	\$ 15.40		\$ 190.06
12/15	Office Depot	Supplies	Cute notebook for Amanda	\$ 5.35		\$ 184.71
1/26	GSU	Camping	Troop Camping Deposit	\$ 145.00		\$ 39.71
3/13	Cash Deposit	Cash	Cash		\$ 1,613.80	\$ 1,653.51

At the end of each month, the final number in the gray column should add up to your ending bank balance (except for any uncleared checks or deposits).

Categories

Crafts

- Cookies Income
- Donations Income
- Troop Dues Income
- Other Income
- Appreciation Gifts
- Badges and Patches
- Books and Learning
- Camping
- Crafts**
- Day Camp
- Events
- Field Trips
- Food
- Memberships
- Parties
- Supplies
- Take Action
- Travel
- Uniforms
- Other Expenses

Troop 1912 Parent Report

\$ 782.31 Starting Balance
\$ 2,120.80 Income
\$ (2,408.71) Expenses
\$ 494.40 Ending Balance

Income

Categories	Net Amount
Cookies Income	\$ 1,600.80
Donations Income	\$ -
Troop Dues Income	\$ 520.00
Other Income	\$ -
Total	\$ 2,120.80

Expenses

Categories	Net Amount
Appreciation Gifts	\$ 16.20
Badges and Patches	\$ 8.00
Books and Learning	\$ 59.00
Camping	\$ 1,824.21
Crafts	\$ 45.00
Day Camp	\$ -
Events	\$ -
Field Trips	\$ -
Food	\$ 81.87
Memberships	\$ 275.00
Parties	\$ 15.40
Supplies	\$ 68.07
Take Action	\$ -
Travel	\$ 15.96
Uniforms	\$ -
Other Expenses	\$ -
Total	\$ 2,408.71



For your convenience, print and share troop finance information with parents

The Girl Scout Product Programs



When Girl Scouts participate in the Cookie Program or Fall Product Program, their troops earn proceeds from each package sold. Troops decide how their funds are spent, from funding a troop camping trip to their Bronze Award. Product Programs also give Girl Scouts the opportunity to earn badges. Participation in the Cookie Program and Fall Product Program is optional, but highly encouraged.

When girls sell cookies they also earn Activity Credits. These can be redeemed for items in the shop, program fees, camp fees, and membership fees.

One of the most important parts of a successful Cookie or Fall Product Program is asking for help. Be sure to reach out to parent ahead of time to help with delivery, booth sales, finances, and more. Every troop that participates in Cookies or Fall Product should have a Troop Product Program Manager.

For additional information about Product Programs, including dates, trainings, and how to get involved, visit the Cookies+ tab at gsutah.org.

Cookies+



5 SKILLS GAINED THROUGH THE GIRL SCOUT COOKIE PROGRAM



GOAL SETTING:

how to develop a business plan.



DECISION MAKING:

think critically and solve problems.



MONEY

MANAGEMENT:

directly handle customer money.



BUSINESS ETHICS:

develop positive values like honesty and integrity.



PEOPLE SKILLS:

engage with members of the community and develop confidence.

Have a Successful Product Program

When girls participate in the Girl Scout Product Programs, they develop important life skills – goal setting, decision making, money management, people skills, and business ethics – that will set them up for success beyond anything they can imagine.

Quick Steps to Getting Started:

- 1 Confirm that your troop consists of a minimum of the following:
 - Two (2) currently registered adults
 - Five (5) currently registered girls
 - One Troop Leader
 - One Co-Leader
- 2 Verify your troop bank account and submit a canceled troop check to Girl Scouts of Utah's Finance Department (445 E 4500 S #125, Salt Lake City, UT 84107) by December 10, 2018.
- 3 Talk with an adult volunteer about becoming a Troop Product Program Manager and helping girls succeed as entrepreneurs.

If your troop forms after the Fall Product or Cookie Program deadline, contact Customer Care to see if you can still get involved.

Quick tips for becoming a successful Troop Product Program Manager:

- 1 Purchase a Girl Scout membership
- 2 Pass GSU's background check. If you have done this within the last three years, take a look to see that it doesn't expire within the Cookie or Fall Product season.
- 3 Have no outstanding debt to GSU
- 4 Complete the Troop Cookie/Fall Product Manager Agreement form.
- 5 Join us for Training. Your Service Unit Product Program Representative will contact you with training dates

If you need help at any time during this process, we're here for you!
Contact Customer Care at (801) 265-8472 or info@gsutah.org

Council and Service Unit Events

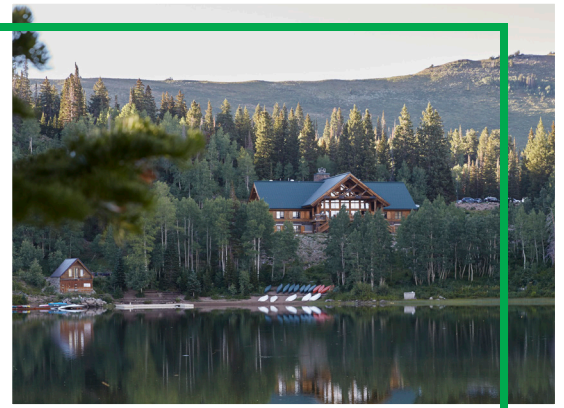
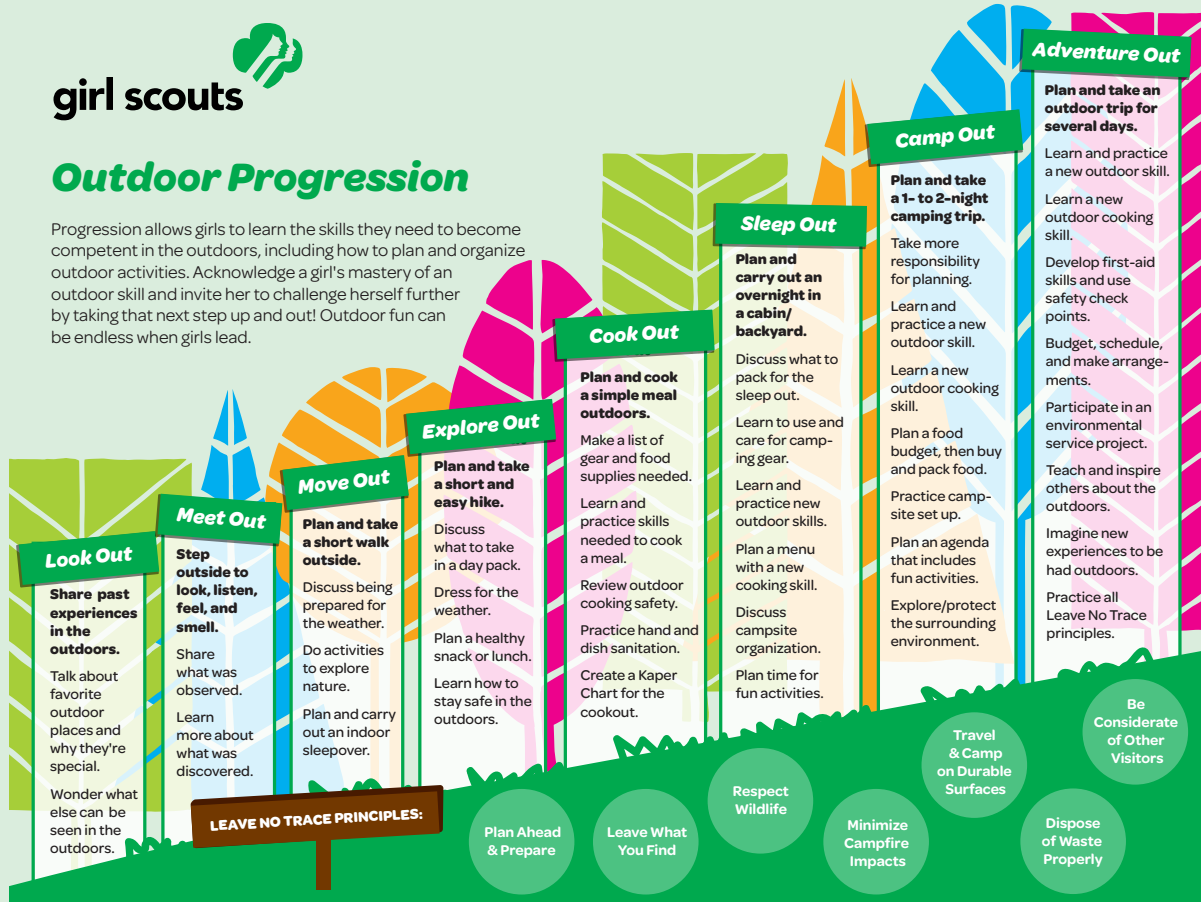
Girl Scout volunteers and staff host numerous events throughout the year where girls can step out of their comfort zones to take risks and build confidence, learn by doing, solve problems, cultivate their creativity, and of course, have fun! Some examples of Council and Service Unit Events include:

- Day Camps (games, badge work, leadership, team-building, outdoor skills, etc.)
- STEM and Research (Lego League, robotics, museum tours, etc.)
- Cultural events (The Nutcracker, theater, etc.)
- Parties (dances, bbqs, amusement parks, cookie parties, etc.)

Camp

Girl Scouts of Utah owns two camps – Camp Cloud Rim and Trefoil Ranch. Camp programs are run year-round, and range from horseback riding, to water sports, to winter camping and more!

Troops are also encouraged to take camping trips, following the Girl Scout Outdoor Progression:





MINICAMP CALENDAR

2019-2020

Program	Date	Registration Closes	Grade Level	Attendance	Location	Girl Fee	Adult Fee
September 2019							
Art-a-Rama	Sep 7-8	8/15/2019	K-12 Grade	Girl Only or Girl w/Adult or Troop	Cloud Rim	\$45	\$45
Women of the Wilderness	Sep 13-15	8/15/2019	K-12 Grade	Girl w/Adult or Troop	Cloud Rim	\$45	\$45
Biking Day Trip	Sep 14	9/3/2019	4-8 Grade	Girl Only	Wasatch Front	\$35	N/A
Love Your Planet Journey	Sep 20-21	9/9/2019	K-8 Grade	Girl w/Adult or Troop	Cloud Rim	\$50	\$30
American Girl	Sep 21-22	9/9/2019	2-5 Grade	Girl w/Adult or Troop	Cloud Rim	\$40	\$30
Wilderness Warriors	Sep 27-29	9/16/2019	K-12 Grade	Girl w/Adult	Cloud Rim	\$45	\$45
October 2019							
Fall Break Backpacking Trip	Oct 17-20	9/30/2019	6-12 Grade	Girl Only	Southern Utah	\$210	N/A
November 2019							
Outdoor Discovery	Nov 15-16	11/4/2019	K-5 Grade	Girl w/Adult or Troop	Trefoil Ranch	\$40	\$40
December 2019							
Elf Academy	Dec 6-7	11/25/2019	K-5 Grade	Girl w/Adult or Troop	Trefoil Ranch	\$40	\$40
New Year's Eve Bash	Dec 30-Jan 1	12/16/2019	K-12 Grade	Girl Only	Trefoil Ranch	\$85	\$85
January 2020							
Winter Camping	Jan 17-20	1/2/2020	6-12 Grade	Girl Only	Cloud Rim	\$170	N/A
Winter Festival	Jan 31-Feb 1	1/21/2020	K-8 Grade	Girl Only or Girl w/Adult or Troop	Trefoil Ranch	\$40	\$40
February 2020							
Change Your World Journey Guides	Feb 7-9	1/27/2020	6-12 Grade	Girl Only or Girl w/Adult or Troop	Trefoil Ranch	\$80	\$35
Change Your World Journey	Feb 8-9	1/27/2020	K-5 Grade	Girl w/Adult or Troop	Trefoil Ranch	\$50	\$30
Change Your World Journey Beginnings	Feb 8	1/27/2020	K-5 Grade	Girl w/Adult or Troop	Trefoil Ranch	\$35	\$10
March 2020							
Arches Girl Scout Ranger	Mar 27-29	3/16/2020	K-12 Grade	Girl w/Adult or Troop	Southern Utah	\$90	\$90



MINICAMP CALENDAR

2019-2020

Program	Date	Registration Closes	Grade Level	Attendance	Location	Girl Fee	Adult Fee
April 2020							
Rock Climbing	Apr 17-18	4/6/2020	6-12 Grade	Girl Only	Wasatch Front	\$55	N/A
Tell Your Story Journey	Apr 24-25	4/13/2020	K-8 Grade	Girl w/Adult or Troop	Trefoil Ranch	\$50	\$30
Tell Your Story Journey Beginnings	Apr 25	4/3/2020	K-8 Grade	Girl w/Adult or Troop	Trefoil Ranch	\$35	\$10
June 2020							
Rafting on the Provo River	Jun 27	6/15/2020	4-12 Grade	Troop	Wasatch Front	\$45	\$45
August 2020							
Rafting on the Provo River	Aug 8	7/27/2020	4-12 Grade	Troop	Wasatch Front	\$45	\$45
Archery and Horses	Aug 14-15	8/3/2020	2-12 Grade	Girl Only or Girl w/Adult	Trefoil Ranch	\$80	\$80
Ropes and Rafting	Aug 14-15	8/3/2020	4-12 Grade	Girl Only or Girl w/Adult	Trefoil Ranch	\$75	\$75
Blade and Timber	Aug 15-16	8/3/2020	6-12 Grade	Girl Only or Girl w/Adult	Trefoil Ranch	\$60	\$60
Archery and Horses	Aug 15-16	8/3/2020	2-12 Grade	Girl Only or Girl w/Adult	Trefoil Ranch	\$80	\$80
September 2020							
Art-a-Rama	Sep 11-12	8/31/2020	K-12 Grade	Girl Only or Girl w/Adult or Troop	Cloud Rim	\$45	\$45
Art-a-Rama	Sep 12-13	8/31/2020	K-12 Grade	Girl Only or Girl w/Adult or Troop	Cloud Rim	\$45	\$45
Women of the Wilderness	Sep 18-19	9/4/2020	K-12 Grade	Girl w/Adult or Troop	Cloud Rim	\$45	\$45
Women of the Wilderness and Fall Campout COMBO	Sep 18-20	9/4/2020	K-12 Grade	Girl w/Adult or Troop	Cloud Rim	\$80	\$80
Fall Campout	Sep 19-20	9/20/2020	K-12 Grade	Girl w/Adult or Troop	Cloud Rim	\$45	\$45
Wilderness Warriors	Sep 25-26	9/14/2020	K-12 Grade	Girl w/Adult	Cloud Rim	\$45	\$45
Wilderness Warriors and Centennial Service Warriors COMBO	Sep 25-27	9/14/2020	K-12 Grade	Girl w/Adult	Cloud Rim	\$80	\$80
Zion Girl Scout Ranger	Sep 25-27	9/14/2020	K-12 Grade	Girl w/Adult or Troop	Southern Utah	\$90	\$90
Centennial Service Warriors	Sep 26-27	9/14/2020	K-12 Grade	Girl w/Adult	Cloud Rim	\$45	\$45

Girl Scout Badges, Journeys, and Awards

Pillar	Badges	Daisy	Brownie	Junior	Cadette	Senior	Ambassador
STEM	Animals		Pets	Animal Habitats	Animal Helpers	Voice for Animals	
	Cybersecurity I	Cybersecurity Basics	Cybersecurity Basics	Cybersecurity Basics	Cybersecurity Basics 🌱	Cybersecurity Basics 🌱	Cybersecurity Basics 🌱
	Cybersecurity II	Cybersecurity Safeguards	Cybersecurity Safeguards	Cybersecurity Safeguards	Cybersecurity Safeguards 🌱	Cybersecurity Safeguards 🌱	Cybersecurity Safeguards 🌱
	Cybersecurity III	Cybersecurity Investigator	Cybersecurity Investigator	Cybersecurity Investigator	Cybersecurity Investigator 🌱	Cybersecurity Investigator 🌱	Cybersecurity Investigator 🌱
	Coding For Good I	Coding Basics 🌱	Coding Basics 🌱	Coding Basics 🌱	Coding Basics 🌱	Coding Basics 🌱	Coding Basics 🌱
	Coding For Good II	Digital Game Design 🌱	Digital Game Design 🌱	Digital Game Design 🌱	Game Development 🌱	Game Development 🌱	Game Development 🌱
	Coding For Good III	App Development 🌱	App Development 🌱	App Development 🌱	App Development 🌱	App Development 🌱	App Development 🌱
	Digital Arts		Computer Expert	Digital Photographer	Digital Movie Maker	Website Designer	
	Investigation		Senses	Detective	Special Agent	Truth Seeker	
	Mechanical Engineering I	Board Game Design Challenge	Leap Bot Design Challenge	Paddle Board Design Challenge			
	Mechanical Engineering II	Roller Coaster Design	Fling Flyer Design Challenge	Balloon Car Design Challenge			
	Mechanical Engineering III	Model Car Design Challenge	Race Car Design Challenge	Crane Design Challenge			
	Robotics I	What Robots Do	Programming Robots	Programming Robots	Programming Robots	Programming Robots	Programming Robots
	Robotics II	How Robots Move	Designing Robots	Designing Robots	Designing Robots	Designing Robots	Designing Robots
	Robotics III	Design a Robot	Showcasing Robots	Showcasing Robots	Showcasing Robots	Showcasing Robots	Showcasing Robots
	Science and Technology		Home Scientist	Entertainment Technology	Science of Happiness	Science of Style	
	Space Science	Space Science Explorer	Space Science Adventurer	Space Science Investigator	Space Science Researcher 🌱	Space Science Expert 🌱	Space Science Master 🌱
Outdoors	Adventure		Letterboxer	Geocacher	Night Owl	Traveler	
	Art in the Outdoors	Outdoor Art Maker	Outdoor Art Creator	Outdoor Art Explorer	Outdoor Art Apprentice	Outdoor Art Expert	Outdoor Art Master
	Environmental Stewardship	Eco Learner	Eco Friend	Eco Camper	Eco Trekker	Eco Explorer	Eco Advocate
	High Adventure I	Trail Adventure 🌱	Trail Adventure 🌱	Trail Adventure 🌱	Trail Adventure 🌱	Trail Adventure 🌱	Trail Adventure 🌱
	High Adventure II	Snow or Climbing Adventure 🌱	Snow or Climbing Adventure 🌱	Snow or Climbing Adventure 🌱	Snow or Climbing Adventure 🌱	Snow or Climbing Adventure 🌱	Snow or Climbing Adventure 🌱
	Naturalist		Bugs	Flowers	Trees	Sky	Water
	Outdoor Explorer		Outdoor Adventurer	Horseback Riding	Archery	Paddling	Ultimate Recreation Challenge
	Outdoor		Hiker	Camper	Trailblazing	Adventurer	
	Troop Camping	Buddy Camper	Cabin Camper	Eco Camper	Primitive Camper	Adventure Camper	Survival Camper



















































Life Skills	Artist		Painting	Drawing	Comic Artist	Collage Artist	Photographer
	Athlete		Fair Play	Practice with Purpose	Good Sportsmanship	Cross-Training	Coaching
	Citizen	Good Neighbor	Celebrating Community	Inside Government	Finding Common Ground	Behind the Ballot	Public Policy
	College Preparation						College Knowledge
	Cook		Snacks	Simple Meals	New Cuisines	Locavore	Dinner Party
	Craft		Potter	Jeweler	Book Artist	Textile Artist	
	Creative Play		Making Games	Playing the Past	Field Day	Game Visionary	
	Do It Yourself		Household Elf	Gardener	Woodworker	Room Makeover	
	First Aid		Brownie First Aid	Junior First Aid	Cadette First Aid	Senior First Aid	Ambassador First Aid
	Girl Scout Way		Brownie Girl Scout Way	Junior Girl Scout Way	Cadette Girl Scout Way	Senior Girl Scout Way	Ambassador Girl Scout Way
	Healthy Living		My Best Self	Staying Fit	Eating for You	Women's Health	
	Manners		Making Friends	Social Butterfly	Netiquette	Business Etiquette	
	Performances		Dancer	Musician	Public Speaker	Troupe Performer	
	Practical Life Skills		My Great Day	Independence	Babysitter	Car Care	
	Storytelling		My Family Story	Scribe	Screenwriter	Novelist	

Entrepreneurship	Cookie Business I	Count It Up	Meet My Customers	Cookie CEO	Business Plan	My Portfolio	Research & Development
	Cookie Business II	Talk It Up	Give Back	Customer Insights	Marketing	Customer Loyalty	P & L
	Cookie Business III				Think Big		
	Financial Literacy I	Money Counts	Money Manager	Business Owner	Budgeting	Financing My Future	On My Own
	Financial Literacy II	Making Choices	Philanthropist	Savvy Shopper	Comparison Shopping	Buying Power	Good Credit
	Financial Literacy III				Financing My Dreams		
	Innovation		Inventor	Product Designer	Entrepreneur	Social Innovator	

LEADERSHIP JOURNEYS

Journey Series	Daisy	Brownie	Junior	Cadette	Senior	Ambassador
It's Your World - Change It!	Welcome to the Daisy Flower Garden	Brownie Quest	Agent of Change	aMAZE!	GIRLtopia	Your Voice, Your World
It's Your Planet - Love It!	Between Earth and Sky	WOW! Wonders of Water	GET MOVING!	Breathe	Sow What?	Justice
It's Your Story - Tell It!	5 Flowers, 4 Stories, 3 Cheers for Animals!	A World of Girls	aMUSE	MEdia	MISSION: Sisterhood	BLISS: Live It! Give It!
Citizen Science	Think Like a Citizen Scientist	Think Like a Citizen Scientist	Think Like a Citizen Scientist	Think Like a Citizen Scientist 🍀	Think Like a Citizen Scientist 🍀	Think Like a Citizen Scientist 🍀
	MULTI-LEVEL D/B/J Think Like a Citizen Scientist			MULTI-LEVEL C/S/A Think Like a Citizen Scientist 🍀		
Engineering	Think Like an Engineer	Think Like an Engineer	Think Like an Engineer	Think Like an Engineer	Think Like an Engineer	Think Like an Engineer
	MULTI-LEVEL D/B/J Think Like an Engineer			MULTI-LEVEL C/S/A Think Like an Engineer		
Outdoors	Daisy Outdoor Journey	Brownie Outdoor Journey	Junior Outdoor Journey	Cadette Outdoor Journey	Senior Outdoor Journey	Ambassador Outdoor Journey
Programming	Think Like a Programmer	Think Like a Programmer	Think Like a Programmer	Think Like a Programmer	Think Like a Programmer	Think Like a Programmer
	MULTI-LEVEL D/B/J Think Like a Programmer			MULTI-LEVEL C/S/A Think Like a Programmer		

ADDITIONAL AWARDS

Daisy	Brownie	Junior	Cadette	Senior	Ambassador	All Girl Scout Levels
 Journey Summit Award	 Journey Summit Award	 Bronze Award	 Silver Award	 Gold Award	 Gold Award	 Bronze Cross  Medal of Honor
 My Promise, My Faith - Year 1  My Promise, My Faith - Year 2	 My Promise, My Faith - Year 1  My Promise, My Faith - Year 2	 My Promise, My Faith - Year 1  My Promise, My Faith - Year 2	 My Promise, My Faith - Year 1  My Promise, My Faith - Year 2  My Promise, My Faith - Year 3	 My Promise, My Faith - Year 1  My Promise, My Faith - Year 2	 My Promise, My Faith - Year 1  My Promise, My Faith - Year 2	 International Friendship
 Safety Award	 Safety Award	 Safety Award	 Safety Award	 Safety Award	 Safety Award	THESE AWARDS CHANGE EVERY YEAR  Global Action  World Thinking Day
 Bridge to Girl Scout Brownie	 Bridge to Girl Scout Junior  Brownie Wings	 Bridge to Girl Scout Cadette	 Community Service Bar  Service to Girl Scouting Bar	 Community Service Bar  Service to Girl Scouting Bar	 Community Service Bar  Service to Girl Scouting Bar	 Cookie Activity Pin
			 PA Program Aide	 CIT Counselor in Training Award	 CIT Counselor in Training I Award	
				 VIT Volunteer in Training Award	 CIT II Counselor in Training II Award	
					 VIT Volunteer in Training Award	
			 Bridge to Girl Scout Senior	 Bridge to Girl Scout Ambassador	 Bridge to Girl Scout Adult	

Summer-Fall

July

- Resident Camp
-
-
-
-

August

- Resident Camp
-
-
-
-

September

- Building a Better Utah
- Fall Product Sale
-
-
-

Fall

October

- Juliette Gordon Low's Birthday
-
-
-
-

November

- Recognition of Excellence
-
-
-
-

December

- Cookie Rallies
-
-
-
-

Winter

January

- Cookie Program Begins
- Camp Registration Opens
-
-
-
-

February

- World Thinking Day
-
-
-
-

March

- Girl Scout Week
- Cookie Booths
-
-
-

Spring-Summer

April

- Early Bird Renewal
-
-
-

May

- Early Bird Renewal
-
-
-

June

- Council Cookie Parties
- Early Bird Renewal
-
-



Main Office

445 East 4500 South Suite 125
Salt Lake City, Utah 84107

Ogden Office

3564 Lincoln Ave, Suite 4A
Ogden, UT 84401

American Fork Office

215 N Center St
American Fork, UT 84003

One number, lots of answers!
Any time you have questions or need help, call or email:
Customer Care
(801) 265-8472 info@gsutah.org