

**More choices.
More reasons to volunteer.**



*Become a
Girl Scout Troop Leader*

girl scouts 
of the colonial coast

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

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*Whenever asked about what the girls should be doing
Juliette Low’s response was “ask the girls.”*

Juliette Gordon Low, Founder of Girl Scouts



Dear Prospective Volunteer,
Thank you for your interest in exploring what's involved in being a Girl Scout troop leader. Leading a Girl Scout troop involves mentoring girls, understanding them and being willing to work toward their growth and development. It is a rewarding responsibility.

This booklet contains information that will help acquaint you to the Girl Scout Leadership Experience and the

role of a Girl Scout troop leader. This is only a brief overview. Once you have decided to become a volunteer, you will have an opportunity to get better acquainted through our orientation process.

If you are ready to take the next step, complete and return the volunteer application and background check authorization to your recruiter. An interview to determine how we can best utilize your skills and meet your interests, along with a reference check, will be completed before an appointment is made.

If the position of Girl Scout troop leader is not a good match for your time, skills and energy, we invite you to consider getting involved in another capacity. Ask your recruiter to recommend other possible positions or contact the volunteer services specialist at (757) 410-0213.

Thank you for your interest in helping build girls of courage, confidence, and character, who make the world a better place.

Girl Scout Council of Colonial Coast

Girl Scout Fundamentals

There are three important guiding principles in Girl Scouts:

The Girl Scout Mission

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

The Girl Scout Promise

On my honor, I will try
To Serve God and my country,
To help people at all times,
And to live by
the Girl Scout Law.

The Girl Scout Law

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



The Girl Scout Leadership Experience

Millions of girls across the nation benefit each year from being a Girl Scout – the largest organization dedicated solely to girls. Through the Girl Scout Leadership Experience, they are gaining skills that will last a lifetime. They are being engaged to discover their talents and interests, connect with others in meaningful ways and take action in their communities.

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.

=

LEADERSHIP

Membership in Girl Scouting

Girl Scouts is open to all girls in grades K through 12 and adults 18 and over, regardless of race, religion, national origin, physical ability or socioeconomic factors who accept the Girl Scout Promise and Law (members may substitute their own faith's word in the Promise) and the principles and beliefs of Girl Scouting.

In addition, members must pay the annual membership dues of \$12 per person. Annual membership dues are received by Girl Scouts of the USA - not your local council, and helps fund :

- Program activities for girls and adults
- Books about Girl Scouting
- Advocacy of public support of Girl Scouting
- Maintenance of the Girl Scout headquarters, the Girl Scout Research Institute and other national centers

Registered members of Girls Scouts of the USA:

- May participate in Girl Scout activities and events
- May wear the appropriate uniform and insignia
- Are covered by Girl Scout accident insurance

There are several membership levels in the Girl Scout Leadership Experience. Each grade level has a choice of three leadership journeys and a Girls Guide to Girl Scouting, which includes a handbook and all the awards and badges girls can earn.

**girl scout
daisies
grades K - 1**

**girl scout
cadettes
grades 6 - 8**

**girl scout
brownies
grades 2 - 3**

**girl scout
seniors
grades 9 - 10**

**girl scout
juniors
grades 4 - 5**

**girl scout
ambassadors
grades 11 - 12**

Criteria for Troop Leadership

The Girl Scouts value diversity and embrace inclusiveness.

Qualifications

- At least 18 years old
- Girl focus
- Personal integrity
- Good communication skills
- Adaptability
- Because we believe female role models are especially important to young girls during their developing years, men working directly with girls may only serve as co-leaders with women leaders in troops.

Responsibilities

- Complete volunteer application process, including required references, background check authorization and interview
- Attend volunteer classes and volunteer support meetings
- Register the troop (girls and at least two adults*) each membership year
- Schedule and conduct regular troop meetings and activities
- Comply with all council and national policies
- Keep the troop members and parents informed of all Girl Scout events
- Sign and submit a position agreement annually
- Complete and submit an annual troop financial report



Preparing for Your Role

The *GO! Great Opportunities* publication makes members aware of program activities for girls, and volunteer courses for adults. It also includes a calendar of activities and a course schedule. The Girl Scout Council of Colonial Coast policy requires each volunteer to be willing and available to complete classes for the primary position(s) she/he assumes.

Volunteer Essentials provides information about volunteer and safety guidelines, procedures and policies and includes a complete guide to Girl Scout Council of Colonial Coast properties.

New Leader Courses

Girl Scouting 101

After completing the volunteer application process, *Girl Scouting 101* is the first step in learning about Girl Scouts. This user-friendly online class introduces new volunteers to Girl Scouts' inspiring national leadership experience, from Journey resources and *The Girl's Guide to Girl Scouting* to cookie sales, safety guidelines, and much more.

Quick Start

Provides tools necessary to get started with a troop. Reviews & explains Girl Scout materials, forms, *Volunteer Essentials*, policies and guidelines.

Pre-requisite: Girl Scouting 101

Getting Started for New Troop Leaders

A more in-depth guide to starting a troop. Learn how to set up a troop resource notebook, communicate with parents and navigate all the resources available to volunteers.

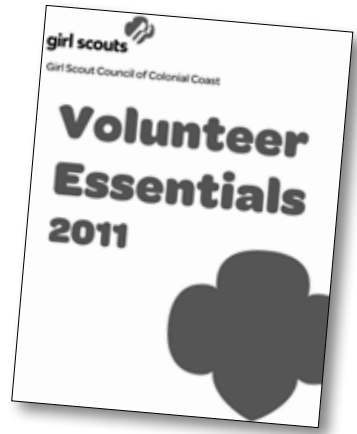
More Opportunities

Classes are offered throughout the year to help make your volunteer experience successful. New troop leaders must also complete *Troop Paperwork & Trip Planning* before accompanying girls on activities away from their troop meeting place. Learn how to organize paperwork and create safe plans for great grade-appropriate adventures.

There are also opportunities to attend outdoor classes, become certified in American Red Cross CPR/AED/First Aid, learn about ceremonies and special awards, and participate in enrichment events.

We encourage you to take advantage of all learning opportunities. Much of your learning will come from:

- Volunteer classes
- Discussions with other troop leaders/advisers
- *Volunteer Essentials* and other GSUSA resources
- Support team meetings
- Monthly volunteer newsletter
- The Council website - gsccl.org



New to Girl Scouts?

We believe it is essential that leaders/advisers and volunteers have rewarding experiences and are given the resources to achieve their goals. Also, Girl Scouts has a support system that provides assistance at every level and for a multitude of situations.

Troop Committee

The troop committee gives the troop whatever support it needs in planning activities and fund-raising during the year. The committee includes parents as well as interested members of the community, such as teachers or sponsor representatives.

Service Units

When you need help, there are a number of places to turn. A good place to begin is with your service unit. A service unit is a group of administrative volunteers and troop leaders like yourself. The service unit is your best resource and link to your local Girl Scout Council. They can help you with:

- Troop management
- Volunteer courses
- Finding consultants for special activities
- Finding mentors or “leaders’ buddies”
- Getting feedback or reaching someone who can act as a sounding board
- Interpreting national and council policies, standards and procedures
- Supplying special equipment (for camping, bridging, games and ceremonies)

Council Structure

Your local Girl Scout Council is the entity that ensures that the Girl Scout Leadership Experience Program is available within its jurisdiction. Structurally, the chief executive officer holds the highest paid position in the Council and is hired by the Council's elected governing body, the board of directors. She or he, in turn, hires the staff (membership specialists) and oversees the appointment of the operational volunteers who provide service to girls. The Council can help with:

- Interpretation of the organization's mission
- Information on Council facilities
- Names of community facilities, such as bus companies and horseback riding stables, approved for Girl Scouts
- Resources
- Opportunities for you to express your needs and make suggestions
- Information on opportunities beyond the service unit

Troop Information

Girl Scouts is a membership organization. All volunteers and girls participating in the Girl Scout Movement must be registered as members through the Council. The troop leader is responsible for registering all girls and adult members of the troop, and collecting the national membership dues each year. The membership year is October 1 to September 30. Registration forms are available within the service unit.

Troop Finances

Troop income is a combination of troop dues, parental support and Council fall product and cookie sales proceeds. Troops determine the amount of their dues and other income based on their budgeted expenses. Troops are required to have an established bank account and submit an annual troop financial report to the Council.

Troop Sponsorship

Sponsorship from the community can be obtained. A troop sponsor can be a community organization (places of worship & schools) or a business that assumes defined responsibilities for maintaining and supporting your troop. A sponsor usually provides a meeting place or a service to the troop. In exchange, the troop may do a service project during the year to benefit their sponsor.

Financial Assistance

Financial assistance for girls is available based on need through the Girl Scout Council of Colonial Coast Opportunity Fund. Financial assistance can be requested for membership registration, council events and activities.

Troop Size

A Girl Scout troop should be small enough to allow for individual development, yet large enough to accommodate group activities based on recommended adult/girl ratios. Recommended ratios of adults to girls for meetings are two adults to every:

12 Girl Scout Daisies

20 Girl Scout Brownies

25 Girls Scout Juniors

25 Girl Scout Cadettes

30 Girl Scout Seniors

30 Girl Scout Ambassadors

The troop leader makes the final decision as to the size of the troop.

Meeting Day & Time

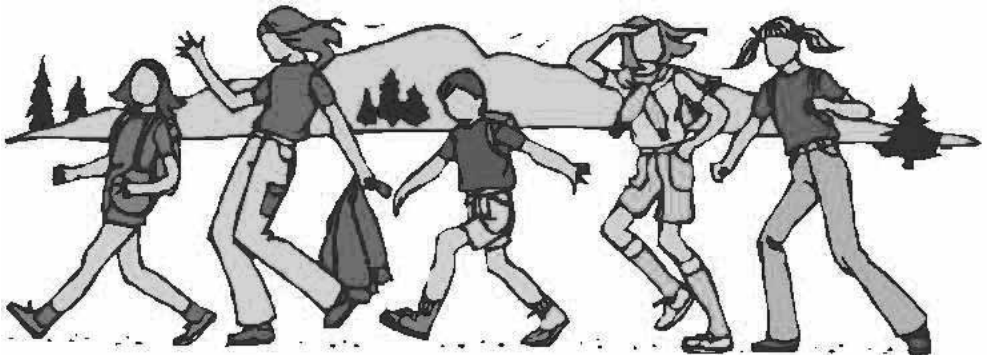
Take into consideration: the availability of the meeting place; the troop leader's and assistant troop leader's personal time schedule; and the girls' transportation to and from the meeting. Troops may meet directly after school, in the evenings or on weekends. The actual time spent working with a troop can be as flexible (yet consistent) as the adult leadership needs it to be.

Meeting Place

Troops meet in schools, churches and public buildings. A good meeting place must conform to health and safety standards, permit group games without disturbing others and, if possible, have outdoor facilities nearby.

Meeting Activities

Girl Scout journeys make meeting planning easy. Each journey adult guide provides 6 - 8 sample meeting sessions that can be adapted to the interests of the girls and resources available. There are three journeys to choose from for each grade level: *It's Your Planet - Love It!*, *It's your World - Change It!* and *It's Your Story - Tell It!* Girls should choose the journey they want to work on, and meetings, field trips, community service and additional activities can be planned accordingly. The Girls Guide to Girl Scouting (available October 2011) provides information on badges and awards that can be earned in addition to the journey series awards.



“I’m on my way” Checklist

- Reviewed this pamphlet and became acquainted with the role of troop leader.
- Talked with the person who recruited me and asked her/him any follow-up questions I may have concerning the Girl Scout leader position or organizing a troop.
- Became a Girl Scout member and completed the volunteer application and background check authorization, and returned them to the Girl Scout Council of Colonial Coast.
- Received an appointment letter from the Council indicating that my application process has been successfully completed.
- Have taken steps to find an assistant troop leader. (Most troops have a leader and one or more assistants. All leaders must be 18 years of age or above.) Contact the person who recruited you or the Girl Scout Council of Colonial Coast if you need help finding an assistant troop leader.
- Began recruiting girl members. (Your service unit recruiter/organizer and staff membership specialist can best advise you on girl recruitment or may have names of girls waiting for a troop. Girl members are usually recruited through area schools. However, you may recruit girls in your own church, school or community.)
- Completed online Girl Scouting 101 (available at gscoc.org) and attended a Quick Start session with a member of my volunteer support team or membership specialist (you will receive contact information once your application process is completed).





girl scouts

1912-2012

celebrating 100 years of girl scouting

A Place For Girls

912 Cedar Road
Chesapeake, VA 23322
(757) 547-4405

Elizabeth City Field Center

214 N. Dyer St.
Elizabeth City, NC 27909
(252) 335-2291

Peninsula Service Center

813 Forrest Dr., Ste. B
Newport News, VA 23606
(757) 547-4405

Manteo Field Center

211 Budleigh St., Ste. 104
Manteo, NC 27954
(252) 305-8113

(800) 77SCOUT • (757) 547-4405



Contact Info:



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