

## ORGANIZING A PARENTS'/ GUARDIANS' MEETING

1. Have the meeting in a public place. If possible, have it where the troop meetings will be held.
2. Send letters, e-mails or phone parents/guardians to personally invite them to the meeting. Let each family know the importance of having some representative attending, or meeting with you at another time, before their daughter attends her first troop meeting.
3. Work with your troop organizer, troop mentor and/or service unit manager. (If you prefer, ask a member of your Service Unit team to help you set up and run your first parents'/guardians' meeting.)
4. **Ways to Involve Families:** Before the meeting, work with your co-leader to decide on what help you will want from families.
5. For your own peace of mind, outline everything you want to accomplish at the meeting. See sample agenda on the next page.
6. It is best if you can take care of things that require money at this meeting. It helps with your bookkeeping.
  - Register girls and adults including troop leaders and troop committee.
  - Ask parents for their expectation on troop funds. Tell them you will confirm this after planning activities with the girls.
  - Introduce SHARE and distribute SHARE envelopes.
7. Assemble a Girl Scout Packet for each family.
  - Agenda for the meeting (See sample agenda next page.)
  - Get-acquainted activity
  - Girl Scout Registration Form
  - Medical History Form/Authorization for Emergency Medical Care
  - Financial Assistance Request Form 200
  - Parent/Guardian Resource Survey
  - A list of those authorized to pick up the girl
8. Plan on providing simple, inexpensive refreshments.

### Parents'/Guardians' Promise

On my honor, I will try to share my daughter's new Girl Scout interests and show appreciation for her efforts to live up to the Girl Scout Promise and Law.



I will try to give her opportunities to practice her new skills at home, to attend the troop meetings to which I am invited, and to support Girl Scouting by working for and contributing to activities and funds that make Girl Scouting possible in our community.

## PARENTS'/ GUARDIANS' MEETING SAMPLE AGENDA

### 1. Introductions:

Everyone should tell something about himself or herself or pair people up as they come in and ask them to find out about each other, then share with the group.

### 2. What is Girl Scouting? (Consider making posters to visually display information.) See *Green Pages*.

- History, purpose and goals.
- Name, location and size of council.
- Area covered by your service unit.
- Training troop leaders have taken or will be taking.
- Meetings leaders will be attending.

### 3. Troop Leaders' Roles in the Troop.

- Advisor to help girls manage their troop.

### 4. Other Adult Roles in the Troop:

- Explain position responsibilities so parents know what they are volunteering to do and possible time commitment. Remember that neighbors or extended family may also be interested in becoming involved.
- Remind parents that they will be doing these particular jobs so their daughter can have the best troop experience possible.

### 5. Requirements for Girl and Adult Membership:

- Complete forms and pay the GSUSA annual registration fee.

### 6. Uniforms:

Desirable, but not required; wearing pin is "in uniform".

### 7. Forms and Finances:

- Go through each form in packet to be sure it is completely filled out. This saves phone calls later.
- Collect any monies necessary.
- Give a receipt if paid in cash.

### 8. How Troop is Financed:

- Dues: How they will be collected.
- Calendar and cookie sales.
- Money earning activities.

### 9. Troop Activities:

- Many ideas will come from program-level handbook.
- Let girls discuss ideas, then make plans.
- Be sure to welcome suggestions from families.
- Will the troop have a snack? If so, organize girls to take turns bringing it.
- Approximate date of investiture/rededication.

### 10. Date and Place of First Meeting:

- Where and when troop will meet.
- Start and finish times.
- Importance of punctuality: dropping off/picking girls up on time.

### 11. Role of Families:

- Support girls with necessary permission slips, dues, books, equipment, etc.
- Contact the leader with questions or concerns.
- Show interest in daughter's activities.
- Let girls try new skills at home.
- Encourage regular attendance.
- Share a skill or hobby.
- Help with transportation for outings.
- Care for troop leader's children while she/he takes training or attends necessary meetings.
- Help at troop meetings.
- Serve on the troop committee.

### 12. Closing:

You may want to close with Parent/Guardian's Promise.

PARENT/GUARDIAN RESOURCE SURVEY



Each job counts . . . it depends on how much time you can give and what suits you.

**Please check your interests below:**

- 1.  I will take training and be part of the troop leadership team.
- 2.  I will help at troop meetings when needed.
- 3.  I will be a strong supporter for the troop leaders by:
  - Providing babysitting for the leaders during meeting time.
  - Being the camp-qualified adult.
  - Being a first aider.
  - Providing transportation when needed.
  - Being the money manager.
  - Managing the troop paperwork.
  - Making telephone calls/e-mails.
  - Helping with shopping and errands.
  - Helping with arts and crafts.
  - Being a program consultant. (see #5 below)
  - Being a calendar, cookie, or QSP (magazine renewal program) manager. (for Brownies and above)
- 4.  I would be willing to work with the service unit team (adults representing the area troops):
  - Troop representative when the leaders cannot attend monthly meetings
  - SHARE Leader
  - Cookie Manager
  - Registrar
  - Troop Organizer
  - Public Relations
- 5.  I have interests in the following:
 

<input type="checkbox"/> Cooking	<input type="checkbox"/> Sewing	<input type="checkbox"/> Arts & Crafts	<input type="checkbox"/> Travel
<input type="checkbox"/> Dramatics	<input type="checkbox"/> Music	<input type="checkbox"/> First Aid	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Games	<input type="checkbox"/> Sports	<input type="checkbox"/> Hiking	_____
<input type="checkbox"/> Dance	<input type="checkbox"/> Computers	<input type="checkbox"/> Camping	_____
<input type="checkbox"/> Nature	<input type="checkbox"/> Science	<input type="checkbox"/> History	_____

Please list any first aid certification you hold and date of expiration. Also list if you are an RN, MD, or Paramedic.

\_\_\_\_\_

Parent's/Guardian's Name: \_\_\_\_\_ Girl's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_