



Welcome!

Thank you for volunteering as a Troop Leader with Girl Scouts Nation's Capital!

Building girls of courage, confidence, and character, who make the world a better place, is all thanks to the thousands of volunteers like you who say 'yes' to making amazing experiences possible.

This guide will walk you through the first three months of being a New Troop Leader—from accessing our online training portal, to running your first troop meeting, and so much more in between.



Our Values: The Girl Scout Promise & Law

Girl Scout Promise:

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

**When making the Girl Scout Promise, individual members may substitute wording appropriate to their own spiritual beliefs for the word "God."*

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.*



For over **110 years**,
Girl Scouts has been building girls of
courage, confidence, and character, who
make the world a better place.

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Welcome to Girl Scouts Nation's Capital! This is your Troop Leader Road Map to Success! This Road Map will guide you through the steps to complete during the first 3 months of your Girl Scout year!

Week 1

- ☐ **Task:** Complete Background Check
- ☐ **Task:** Access gsLearn
- ☐ **Task:** Join New Leader Rally
- ☐ **Task:** Register for Girl Scouts Experience Box (New Daisy and Brownie Troops)
- ☐ **Task:** Find Troop Roster and Volunteer Toolkit in MyGS*
- ☐ **gsLearn Module:** Getting Started as a Troop Leader



Map Key

gsLearn Module: Required Training for Troop Leader

Task: Action Item to be completed by Troop Leader

Meeting: Meetings to attend or lead

Council Staff: Expect a Council Staff member to reach out to you to check-in

Items with Asterisk: Must be completed every Girl Scout Year*

Week 2

- ☐ **Task:** Schedule Caregiver Meeting for after you complete Caregiver Engagement module*
- ☐ **Task:** Use Troop Roster to contact families welcoming them to Troop and notifying them about Caregiver Meeting*
- ☐ **gsLearn Module:** Caregiver Engagement
- ☐ **Meeting:** Meet with co-leader*
- ☐ **Meeting:** Attend Welcome Session with Service Unit Welcome Specialist (they'll contact you with availability)
- ☐ **Meeting:** Attend first Service Unit Meeting

Week 6

- ☐ **Task:** Hold first Troop Meeting
- ☐ **Task:** Check out New Leader webinars online
- ☐ **Task:** Complete Troop Catalog Update form
- ☐ **gsLearn Module:** Program Level Essentials (i.e. Daisy Essentials, Skills for Teen Advisors)

If you have any questions along the way, please reach out to your Service Unit Team or Girl Scouts Nation's Capital staff by emailing (customer care@gscnc.org).



Week 3

- ☐ **gsLearn Module:** Troop Leader How To's
- ☐ **Meeting:** Host Caregiver Meeting
 - ☐ **Task:** Collect Girl Scout Health History Forms & Meet My Girl Scout Forms*
 - ☐ **Task:** Identify volunteers for Troop Committee
- ☐ **Council Staff:** Get connected with your staff Membership Specialist (they'll call you!)

Week 8

- ☐ **Task:** Support Troop Money Manager as they open Troop Bank Account and identify account Signers and get bank letter
- ☐ **gsLearn Module:** Register for Live Session (i.e. Daisy Live Session, Skills for Teen Advisors Session)
- ☐ **gsLearn Module:** DEIA Commitment & Inclusive Language

Week 4

- ☐ **Task:** Connect Troop Money Manager to Service Unit Money Manager
- ☐ **Task:** Schedule first Troop Meeting*
- ☐ **gsLearn Module:** Troop Money Management
- ☐ **gsLearn Module:** Troop Leader How To's (Optional Modules)

Month 3

- ☐ **Task:** Attend Live Session on Zoom or in-person (i.e. Daisy Live Session, Skills for Teen Advisors Session)



Week One

Task: Complete Background Check

Registering as a member of Girl Scouts Nation's Capital is required, as is completing a background check. The background check is prompted after you register for a volunteer role.

Steps to Register as a Volunteer:

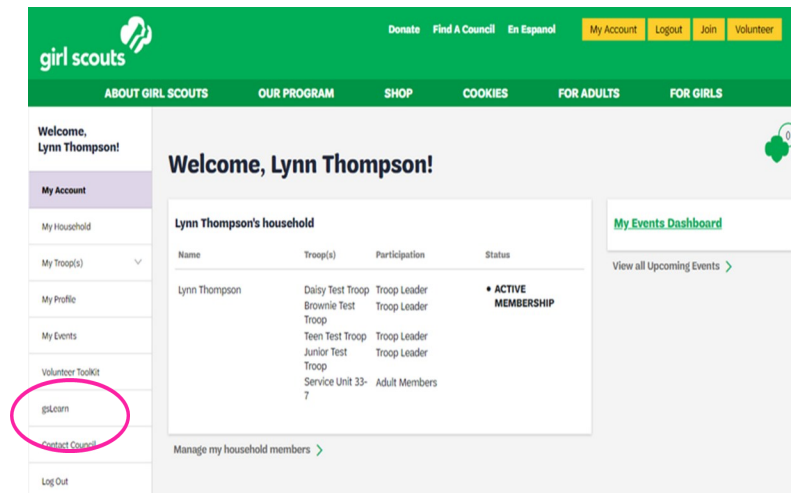
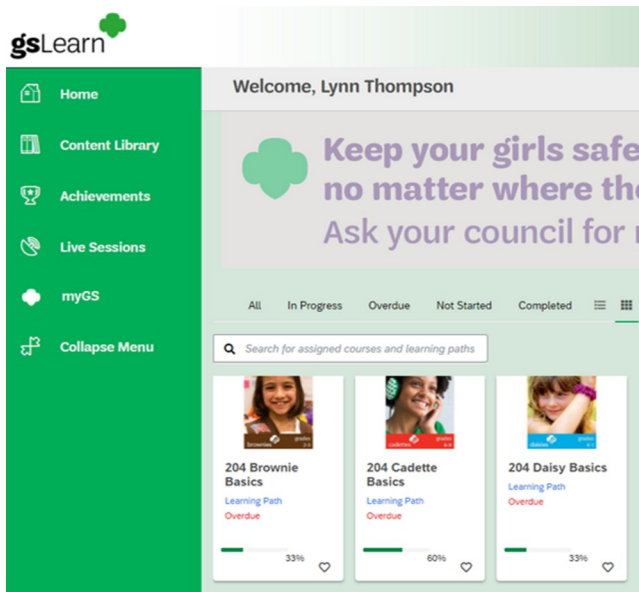
1. Go to www.mygs.girlscouts.org
2. Search for role by zip code or country, state, and city, and troop number; use additional filters if needed
3. Click 'Add Role' for the correct role in the correct troop
4. Click **Log In** to create your account or log in to your existing account Continue to through screens to enter required information and pay for an adult membership (\$30) or request financial assistance
5. Save your log-in information! You'll use your log in information to access My GS Sign In, including My Account, gsLearn and Volunteer Toolkit
6. Receive an email invitation from advocates@sterlingvolunteers.com to submit a background screening. Background screening is \$8.50; financial assistance is available.

Task: Access gsLearn

Now that you've registered as a volunteer, you can access to gsLearn to begin training.

To access gsLearn:

1. Go to www.gscnc.org
2. Click on **MYGS**
3. Log into your MY GS account
4. Click on gsLearn on the left sidebar.



This is your main dashboard. Here you can see Learning Pathways that you have started, are Overdue and are Completed. You can retake ANY Pathway or Module that you have completed if you want to review the information.

On your dashboard, you'll see a number of training modules for various program levels (Daisy, Brownie, etc). Find the one for *your* level and click on it to begin!



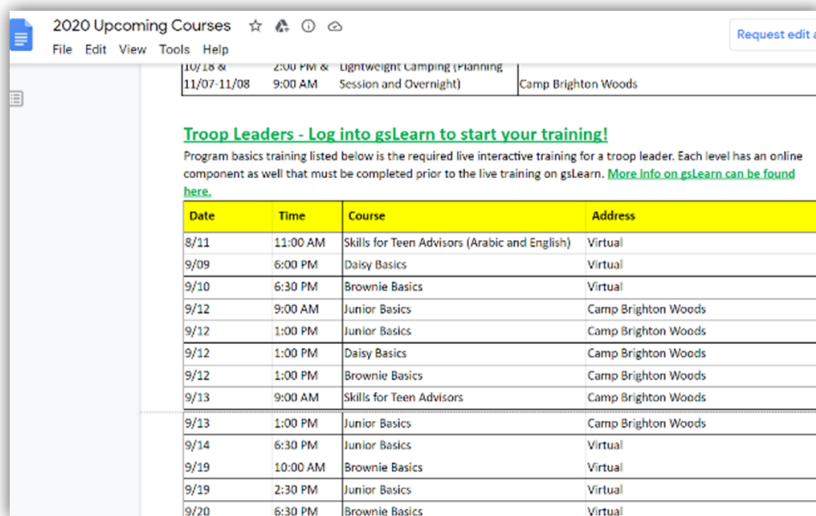
gsLearn Module: Getting Started as a Troop Leader

Training is required, free, and can be done fully online! Training gives volunteers the skills and tools to ensure youth members can have the best Girl Scout experience.

Your Welcome Session with your Service Unit Welcome Specialist will help you understand training requirements as well as the process for your local Service Unit.

Required training for Troop Leaders:

- 204 Getting Started as a Troop Leader, 204 Caregiver Engagement, How To Modules
- Program Level Essentials (ie; Daisy Essentials, Brownie Essentials, etc.) self-paced
- Program Level Live Session
- Troop Money Management
- DEIA Commitment & Inclusive Language



The screenshot shows a document titled '2020 Upcoming Courses' with a table of training sessions. The table has columns for Date, Time, Course, and Address. The sessions listed include 'Lightweight Camping (Planning Session and Overnight)' at Camp Brighton Woods, and various 'Program Basics' training sessions (Daisy Basics, Brownie Basics, Junior Basics, Skills for Teen Advisors) offered both virtually and at Camp Brighton Woods.

Date	Time	Course	Address
10/18 & 11/07-11/08	2:00 PM & 9:00 AM	Lightweight Camping (Planning Session and Overnight)	Camp Brighton Woods
Troop Leaders - Log into gsLearn to start your training!			
Program basics training listed below is the required live interactive training for a troop leader. Each level has an online component as well that must be completed prior to the live training on gsLearn. More info on gsLearn can be found here.			
8/11	11:00 AM	Skills for Teen Advisors (Arabic and English)	Virtual
9/09	6:00 PM	Daisy Basics	Virtual
9/10	6:30 PM	Brownie Basics	Virtual
9/12	9:00 AM	Junior Basics	Camp Brighton Woods
9/12	1:00 PM	Junior Basics	Camp Brighton Woods
9/12	1:00 PM	Daisy Basics	Camp Brighton Woods
9/12	1:00 PM	Brownie Basics	Camp Brighton Woods
9/13	9:00 AM	Skills for Teen Advisors	Camp Brighton Woods
9/13	1:00 PM	Junior Basics	Camp Brighton Woods
9/14	6:30 PM	Junior Basics	Virtual
9/19	10:00 AM	Brownie Basics	Virtual
9/19	2:30 PM	Junior Basics	Virtual
9/20	6:30 PM	Brownie Basics	Virtual

In gsLearn we refer to real-time trainings as Live Sessions, whether they are conducted virtually or in-person. At the conclusion of the online modules in a Program Basics learning pathway, this screen on the right will appear, showing all upcoming live sessions required to finish the learning pathway.

The best place to look for the list of upcoming Daisy/Brownie/Junior, or Cookout and Campout live sessions is the Upcoming Courses document at www.gscnc.org -> **Volunteer -> Required Training -> Upcoming Courses.**

Additional trainings may be added each month, typically during the 3rd or 4th week of the month. Keep in mind that this education is for the benefit of the volunteer AND the Girl Scouts. Attendance is mandatory.

New Volunteers have 3 months to complete the required training, including all of self-paced and real time sessions.

Did you know!

Certain activities require specialized training. For example, to have a campfire, a volunteer must complete either 204 S'mores & Fire Safety, 204 Basic Cookout, or 204 Campout & Cookout Training. For more information on training requirements for special activities, see Volunteer Essentials.

Week One

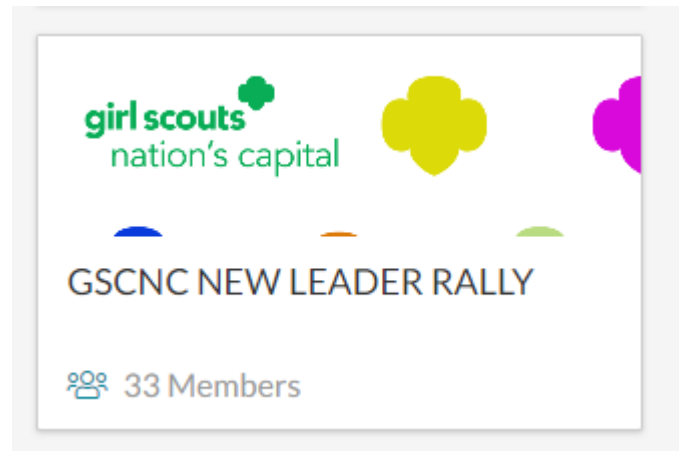
Task: Join New Leader Rally

New Leaders are invited to join our New Leader Rally! This rally is a safe space to ask questions and receive support from council staff. We also post the recording and slides from each New Leader Webinar.

Visit this link to request to join: <https://rallyhood.com/68390/messages>

Rallyhood.com is a forum with topic specific groups called Rallies. For a list of Rallies you may want to be a member of, check the GSCNC website. We recommend all Troop Leaders join the rally for their program level - either DBJ or Teen.

Rallyhood can also be used to communicate information with your troop, Service Unit or other group. You can post messages, add events and more! There is a Rallyhood app that makes it easy to access Rallyhood on a phone. **Learn more about Rallyhood in the gsLearn module in “How To: Use Rallyhood.”**



Task: Register for Girl Scout Experience Box*

**for new Brownie & Daisy Troop Leaders only*

The Girl Scout Experience Box is a new program to provide leaders of first-year Girl Scout Daisy and first-year Brownie troops with an amazing resource. Starting in August 2025, new Daisy troops AND new Brownie troops will receive a monthly supply box filled with step-by-step instructions, ready-to-go supplies, and thoughtful script suggestions. This complimentary resource will follow the First Year Troop Plan for each level and be delivered directly to troop leaders.

This is for new Daisy and Brownie troops that include Girl Scouts entering kindergarten and/or first grade in the 2025/2026 school year and are participating together for the first time. To receive your first box, each new troop must: register at least four new Daisy or four new Brownie Girl Scouts and 1 Active Troop Leader for the new membership year; and complete the required order form.

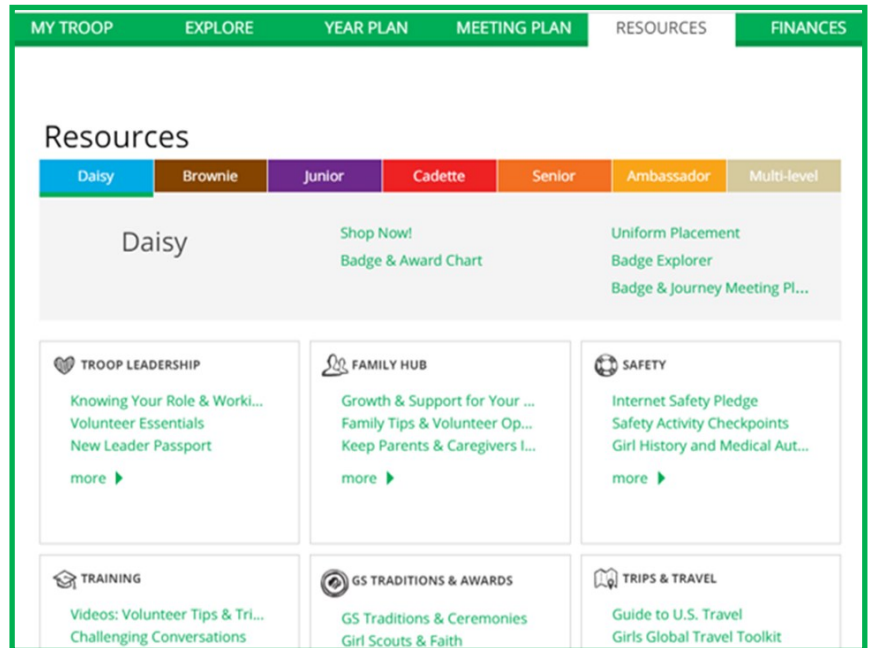


You'll hear from us when you've met eligibility requirements—be sure to fill out the form to officially request! **Haven't heard from us? Reach out to membershipsupport@gscnc.org.**

Task: Find Troop Roster & Volunteer Toolkit in MyGS

If you've completed 204 Getting Started as a Troop Leader in gsLearn, then this should look familiar to you.

The Volunteer Toolkit (VTK) is a digital resource that supports volunteers in delivering the Girl Scout Leadership Experience ensuring every Girl Scout has the opportunity to build a lifetime of leadership, success, and adventure. It has resources for volunteers to plan and implement a supported, yet girl-led program. Families can also use Volunteer Toolkit to see the troop calendar, and in the Resources section, find uniform guides, the Girl Scout Family Passport, and a list of all current badges and awards for their program level, along with much, much more.



Find your Troop Roster by going to the Volunteer Toolkit and clicking the 'My Troop' tab.

Volunteer Toolkit Functions:

- Managed by Troop Leaders—families can access and view!
- Calendar Function to plan troop year
- Scripts for badges, Journeys, and Take Action Projects to fill your troop year
- Roster of all current members with contact information
- Track Girl Scout attendance and achievements
- Communication tool– email meeting reminders, attach documents, and more!
- Resources for all Girl Scout Families such as Safety Activity Checkpoints, Volunteer Essentials & other publications



Week Two

Meeting: Meet with your co-leader

Troop Leaders together:

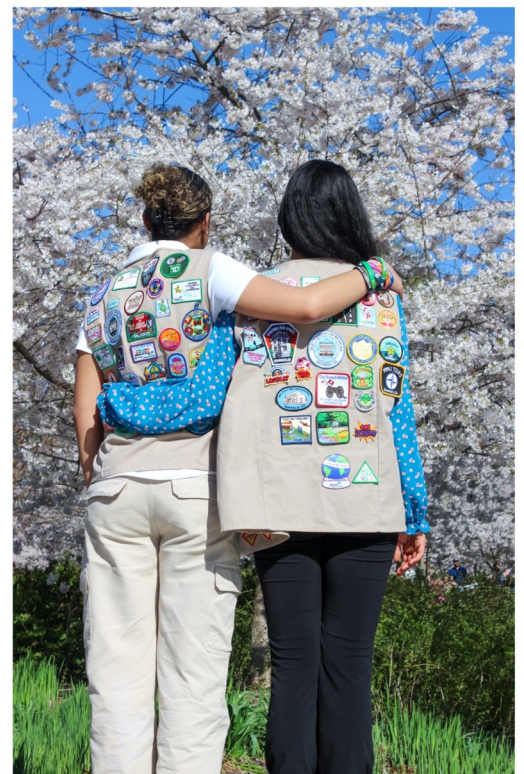
- Help Girl Scouts reach their potential as creative, courageous leaders
- Create a space where Girl Scouts new things without worrying about failing
- Teach lessons Girl Scouts will use for decades to come
- Try new things along with their troop
- Develop leaders' own organizational and leadership skills
- Join a global community of sisterhood
- Let Girl Scouts lead by allowing for time and space for them to plan, make decisions, and find solutions.

Leading Together: Working with your Co-Leader

Each troop must have at least two unrelated Troop Leaders who are registered, background-checked, and trained. In Girl Scouts, all leaders are equal – there are no ‘main’ or ‘assistant’ leaders.

Your partnership with your co-leaders is important to your success as a troop! If you don't know your co-leader already, take some time to get to know them and talk through your plans and goals for the troop. Troop Leaders should also make some decisions around the troop ahead of the initial caregiver meeting, so you can share the decisions with caregivers during the meeting. These include:

- Meeting logistics: when, where, how frequently, and how long will the troop meet?
- What kind of help will the troop need from caregivers?
- What type of communication will you use with one another?
- What type of communication will you use with troop families?
- Do either of you have parts that you are particularly interested in, or that you are *not* interested in? Some co-leaders split tasks equally, while others have one leader who is responsible for planning the program while the other handles administrative tasks.
- Troop finances: which Troop Leader will be a signer on the troop bank account? Will we collect troop dues to start?
- Finalize the caregiver meeting agenda.



Meeting: Attend Welcome Session with the Service Unit Welcome Specialist

They'll contact you with availability! This meeting helps orient you to your local Service Unit—your local group of volunteers to provide networking and support. We know there is no better support than having a person to ask questions, so meeting with your Welcome Specialist is important to create that connection!

Some agenda items you can expect:

- Service Unit Team Volunteer Contact Info
- Physical copy of *Volunteer Essentials*
- Caregiver meeting review: time to ask questions or get agenda feedback
- gsLearn check-in: how are modules going?

Meeting: Attend first Service Unit Meeting

Troops must send a representative to every Service Unit meeting.

Service Unit Team volunteers are here to help!

Every troop belongs to a service unit based on where the troop meets. Local volunteers who help resolve issues and ensure troops are operating according to Volunteer Essentials manage service units. Service unit team volunteers who will help and appoint you include:

Service Unit Managers: Hold monthly support, training and program meetings in local area – required for the troop to send a representative. Resolves conflict as needed.

Service Unit Registrar: Helps youth and adults through registration and background screening process.

Service Unit Money Manager: Trains Troop Money Manager (CANNOT be troop leaders), collects monthly bank statements from troop and follows up to ensure use of proper money guidelines.

Service Unit Welcome Specialist: Welcomes all troop volunteers and connects them with training and SU support.

Service Unit Troop Organizers: Connected with a school, house of worship or community center. Helps form and re- form troops; places new members in existing troops; gets families excited to join!

Youth members may join any troop – not just at their school or house of worship!

Haven't heard from your Service Unit yet?

Contact membershipsupport@gscnc.org to get connected!

Week Two

gsLearn Module: Caregiver Engagement

Every Family Volunteers!

Before you hold your first troop meeting, consider the support and resources you will need throughout the year. Hold parent meetings twice a year to provide information and help families to take on troop volunteer roles and rally additional parent volunteers. Nine different people should fill nine volunteer roles to ensure a successful troop without overburdening anyone:

- 2 Troop Leaders (always must be two unrelated adults with one female – no adult may be alone with youth at any time)
- Troop Cookie Manager Troop Money Manager
- Troop Fall Product Chair Troop SHARE Chair
- Campout/Cookout Qualified Adult First Aider
- Driver/Chaperone – Plan troop meetings, field trips, chaperone and take care of parent communication/permission



These roles require registration as an adult member of GSUSA and a background screening.

Current troop volunteers can send a link to new volunteers to sign up for a specific role:

1. Log in to My GS Sign In/My Account.
2. Click on My Troops
3. Click on the available role from the list
4. Click on the share symbol to copy the link 
5. Paste the link into an email to send to the new volunteer!

“Friends and Family Volunteer” does not require a background screening and is for volunteers serving in roles such as “snack parent” or troop representative attending Service Unit meetings.

Friends and Family Volunteers

You may have adults in your troop who are unable or unwilling to complete a background-screening for a variety of reasons. While we strongly encourage every family to volunteer, it is not appropriate to require an adult hold a background-checked role in order for their youth member to participate. If an adult is unable to hold a background-checked role, identify some Friends & Family volunteer opportunities they can support the troop with.

Task: Schedule a Caregiver Meeting

Task: Use Troop Roster to contact families and invite them to caregiver meeting

Caregiver Meetings: Community & Communication

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

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

Hold a Caregiver Meeting as your chance to:

Get to know your Girl Scouts and their families

Ask each family to register for a volunteer role to assist with troop activities

Set clear expectations for the troop including girl-led activities and budgeting, meeting/activity schedule, caregiver involvement, communication method, etc.

Meeting Preparation Checklist:

- Arrange for a meeting time and place such as your home, local school, church, or a library.
- Use your troop roster in the Volunteer Toolkit to invite all parents and youth.
- E-mail the Health History Form and Meeting My Girl Scout form (www.gscnc.org – type in forms in the search) to each family who is registered with the troop. (Completed copies stay on file with the troop leader)
- Have a sign-up sheet with each volunteer role to record who volunteers. (See *Volunteer Essentials* for descriptions.)
- Plan an activity or craft to be completed by youth while you talk with the parents.
- Practice what you want to say and the information you want to share.
- Remember – this may be their first experience with Girl Scouts! Make sure you have fun as you help Girl Scouts on their journey to discover, connect and take action in the world around them.



Week Three

Meeting: Host Caregiver Meeting

Task: Collect Girl Scout Health History Forms & Meet My Girl Scout Forms

Task: Identify volunteers for Troop Committee and/or
Volunteers to host individual meetings, activities or field trips.

Sample Caregiver Meeting Agenda

- Welcome & introductions: introduce caregivers to one another & give an overview about Girl Scouts. Ask questions about each Girl Scout to start getting to know them as well!
- Share how important family engagement is, and ask for support for specific volunteer roles.
- Discuss meeting location, day & times, uniforms, and troop dues.
- Set expectations for communication & response times between Troop Leaders and caregivers. Emphasize the importance of reading & responding to messages.
- Have caregivers turn in Health History & Meet my Girl Scout forms (bring extra blank copies in case parents did not bring a copy with them).
- Discuss the types of activities the troop will participate in this year.
- Answer any questions from caregivers, and make note of any questions you can't answer during the meeting for follow-up help afterward.



**You can find a full, editable caregiver meeting agenda on the GSCNC New Leader Rally.*

Girl Scout Health History Forms & Meet My Girl Scout Forms help your troop start on the right foot! Find them by going to gscnc.org and clicking 'Members' > 'Forms and Documents'.

gsLearn Module: Troop Leader How-To's

1. How to Practice the Girl Scout Promise + Law with Your Troop (10 minutes)
2. How to Get to Know the Girl Scouts in Your Troop (5 minutes)
3. How to Plan a Troop Meeting (5 minutes)
4. How to Navigate Safety Requirements (15 minutes)
5. How To Oversee a Youth-Led Budget (10 minutes)
6. How to Manage Conflict (10 minutes)
7. Welcome New Girl Scouts to Your Troop (5 minutes)



Council Staff: Get connected with your staff Membership Specialist (they'll call you!)

Our [Girl Scout Council of the Nation's Capital \(GSCNC\)](#) is made up of the youth and adult members (volunteers and staff) in our region. [Service Units and Associations](#) are comprised of volunteers who support the work of troops within a given territory. These volunteers appoint, train and directly support troop volunteers.

The youth and volunteers in these areas are supported by the Membership Area staff. Membership Specialists and Coordinators are assigned to directly support Service Units and Associations.

Haven't heard from your Membership Specialist yet?
Contact membershipsupport@gscnc.org to get connected!

In addition, many other departments support the work of the Girl Scout Movement in our region. Adult Volunteer Development (AVD) supports training and adult recognitions. The Program Department supports higher awards and community program partners. Product Program supports the Fall Sale and Cookie Program, Camping Services supports our outdoor program and Marketing/Communication ensures our Girl Scout Movement is seen by the public. These are just a few of the 120+ staff that support you and our youth.

[Girl Scouts of the USA \(GSUSA\)](#) is the national organization of the Girl Scout Movement supporting the work of more than 100 councils across the U.S. for more than 110 years. Headquartered in New York City, New York. 100% of Girl Scout membership fee supports GSUSA.

Week Four

gsLearn Module: Troop Money Management & Optional How-To's

Troop Money Management is taken annually by the Troop Money Manager and all of the **Troop Leaders**. Troop Leaders must also take Troop Money Manager Training so that they can support the troop committee member filling this role. Learn how to make a troop budget and engage all program levels in financial decisions for the troop in age-appropriate ways.

Optional How-To's for This Week:

1. How to Use the Volunteer Toolkit (10 minutes)
2. How to Earn Girl Scout Awards – Badges, Journeys, Patches (5 minutes)
3. What is the Girl Scout Uniform (5 minutes)
4. How to Plan a Field Trip or Activity Outside of Your Normal Meeting Time and Place (15 minutes)
5. How Do I Grow My Troop (5 minutes)
6. How to Use Rallyhood (5 minutes)
7. Next Steps

Task: Connect Troop Money Manager to Service Unit Money Manager

Your Service Unit Money Manager helps your troop:

- Helps troop money managers get connected to gsLearn Troop Money Management training.
- Submits request for bank authorization letter, is third on troop accounts and assists in setting up troop account at SU preferred bank.
- Helps open new troop accounts and close accounts.
- Help educate all troops in proper procedures.
- Collect all troop bank statements and receipts and investigates bank account delinquencies.
- Money manager for SU banking and annual budget.

One of the two Troop Leaders must become a signer on the troop bank account. Make sure you and your co-leader have discussed and decided who it will be!

Task: Schedule first Troop Meeting

No troop's year will look identical to another troop's year, but Girl Scout troops:

- Meet regularly (at least twice a month) to help Girl Scouts create stronger relationships.
- Plan a variety of purposeful activities like going outdoors, taking field trips, participating in Girl Scout events, completing community service or setting money earning goals and participating in product programs.
- Participate in Girl Scout traditions like ceremonies or songs.

New Daisy & Brownie Girl Scout Troops

Troop leaders determine the schedule of meetings/activities using the Girl Scout Experience Box for New Daisy Girl Scout or New Brownie Girl Scout troops to help through the process.

Junior, Cadette, Senior & Ambassador Troops

Go to Volunteer Toolkit for meeting plans, scripts, material lists, badge and journey requirements and more! See “How to use the Volunteer Tool Kit” in gsLearn and your program level training for more ideas, resources, and step-by-step plans!

Plan and Lead a Great Troop Meeting

Girl Scout Meetings are SAFE and FUN! We are a girl-led organization guided by volunteers.

Start Up – Plan an activity as Girl Scouts arrive to keep them occupied until the meeting begins. Examples: coloring, journaling or making a name tag. (5 minutes).

Opening – Girl Scouts decide and lead their meeting opening – most begin with the Girl Scout Promise and Law, a simple flag ceremony, and song. (5-10 minutes).

Business – This is the time to let Girl Scouts plan their upcoming meetings including safety guidelines, the troop budget and money earning goals, field trips they want to attend, which badges or petals to earn, as well as to collect dues and make announcements (10 -15 minutes).

Activities – Support your troop as they complete their pre-selected activities to work towards badges and Journeys. This portion of the meeting should be heavily girl-led with the troop leaders and volunteers supporting. (30-45 minutes)

Clean Up – Girl Scouts always leave a place cleaner than they found it! (5 minutes).

Closing – Just like the opening, each troop can decide how to close like a friendship circle and a song. Provide any important updates or reminders about upcoming meetings and events to the caretakers.

Consider a 5 minute parent/guardian touch base at the end of each meeting to handle “business” related items.

Not sure how to find meeting space? Talk with the **Troop Organizer** or **Membership Specialist** who helped form your troop for ideas.

Week Six

Task: Hold first Troop Meeting

Did you have no-shows to your first meeting?

It is important to remember that in Girl Scouts troop membership is first come, first serve and we are unable to save spots in troops or have a waiting list for open spots available. Once a spot is available for a youth to sign up anyone who is in the grades accepted can sign up and be welcomed into the troop!

Reach out to caregivers of youth that don't attend. Let Troop Organizer or Membership Specialist know if caregiver needs assistance with an alternate placement.

Task: Check out New Leader webinars online

Girl Scouts Nation's Capital offers New Leader Webinars once per month on the last Wednesday of the month to help support our new leaders. All meetings are held virtually on Zoom. Each meeting has a specific topic for the first 30 minutes, and then the floor is opened for Q&A to offer additional support.

You can find all the webinars and registration links here on the New Leader Rally (see page 8).

Task: Complete Troop Catalog Information

Ensuring your troop has accurate information in our online troop catalog is one of the key responsibilities of a Troop Leader! Ask your Service Unit Registrar for the current listing for your troop. Now that you've had your first meeting, it's time to update. To do so, visit this link:

<https://gscnc.jotform.com/membership/troop-catalog-update>

gsLearn Module: Program Level Essentials

This course will introduce you to what it means to be a Girl Scout for a specific program level, the Girl Scout Leadership Experience, Badges and Journeys and safety basics, resources and progression throughout the Girl Scout year.



Task: Support Troop Money Manager as they open troop bank account

Your Service Unit Money Manager will guide you through this task. If you're having issues getting in touch with your Service Unit Money Manager, please contact membershipsupport@gscnc.org for assistance!

gsLearn Module: Register for your Live Session

gsLearn Module: DEIA Commitment & Inclusive Language

gsLearn Module: Attend Live Session!

You did it!

Congratulations on completing your first three months as a Troop Leader! In the last three months, you've figured out how to work with your co-leader, helped families take part in their Girl Scout's experience, learned so much about Girl Scouting and your Service Unit, and most importantly, started to meet with your Girl Scouts as they begin an adventure of a lifetime.

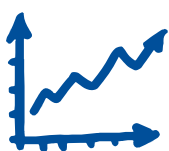
Once again, thank you for taking on this vital role for our youth! You are helping to build a better tomorrow, and we're so glad to have you on board.

Dream, Earn, Do

All Girl Scouts are encouraged to earn their Girl Scout funds instead of having a check written. Why? Imagine a Kindergartener who knows she earned the funds to go on that amazing field trip—or imagine an 11th grader travelling to Switzerland on the money she's earned. Entrepreneurship creates life-changing experiences for Girl Scouts and builds financial literacy in a way no other program can.

Dream it, earn it, do it. That's the Girl Scout difference.

The Girl Scout Cookie Program and Fall Product Program are ready-made opportunities for Girl Scouts to dream, earn, do, and are designed to help her develop **five critical skills**:



GOAL SETTING

how to develop a business plan



DECISION MAKING

think critically and solve problems



MONEY MANAGEMENT

directly handle customer money



PEOPLE SKILLS

engage with members of the community and develop confidence



BUSINESS ETHICS

develop positive values like honesty and integrity

FALL PRODUCT takes place in September through November to earn funds for the beginning & middle of the year.

The **COOKIE PROGRAM** takes place in December through March to earn funds for the end of the year and into the next.

100% of proceeds stay local to support troops and Girl Scouts!

Troop proceeds are used together as a team—no one is entitled to more funds based on amount sold.

Your role in Product Program as a Troop Leader:

- Don't do it alone! Troops are required to have Troop Cookie Manager who is not a Troop Leader because they are both substantial jobs.
- Incorporate money-earning badges and goal-setting into your troop program (**hint**: use your Girl Scout Experience Box meetings or the VTK to help you plan!)
- Ask your Service Unit for help: they can find an experienced Troop Leader to walk you through the program, or identify some teen troops to help your Girl Scouts through their first season.

Volunteer Essentials

Your guide to volunteering, safety, troop finances, camps and more. Go to Volunteer Toolkit and click on *Resources*. You can find the current Volunteer Essentials and a Volunteer Essentials QuickGuide on the GSCNC Website in Forms and Documents or you can get a printed copy from your Service Unit Welcome Specialist or at your first Service Unit Meeting.

It also includes information to help you as a Troop Leader including program information, guidance for starting a troop, guidance for planning Girl Scout activities, conflict resolution information and more!

- Girl Scouts' **youth-to-adult ratios** show the minimum number of adult volunteers needed to supervise a specific number of Girl Scouts. Every troop has at least 12 spaces for youth and 9 volunteer roles.
- Girl Scout **troop spaces are first-registered, first-in-the-troop**. Troop leaders will receive an automatic e-mail to contact families of youth who join troops with open spaces. Troops with open spaces must be open to any youth member who registers or is placed by the Troop Organizer for the troop.
- The **capacity of the troop can increase** when youth change program levels or as more Troop Leaders are added to the troop committee.
- **Money-Earning Events** If a troop needs to supplement its product program earnings for a special trip or program, they can seek approval and plan a money-earning event to help with the costs. The event is organized by the troop, approved by the service unit, and planned and carried out by Girl Scouts (in partnership with adult volunteers)
- **Checkpoints and prohibited activities**. When preparing for any activity with Girl Scouts, start by reviewing the Safety Activity Checkpoints manual to determine the specific safety guidelines for the planned activity.



More Girl Scout Programming Resources

The EVENTS calendar online

Enrich your troop experience with program events! From our signature events (like Girl Scout Day at the Air & Space Museum or Camp CEO) to amazing programs run by Program Partners, there's something for everybody! Visit gscnc.org and clicking 'Members' then 'Events'.

The Girl Scout Insider

List of Girl Scout programs to sign up to attend or arrange when convenient for the troop – emailed twice a year!

Ready-made Program Kits

Take the stress out of planning troop meetings or events with a Program Kit! Program Kits are fun, age-appropriate resources and are available for varied subjects such as STEM, Journeys, the environment, teamwork, and healthy living. Available to borrow at minimal cost to leaders and can be delivered to any council office for pickup (some are free). Many kits help Girl Scouts complete badges! Visit our website www.gscnc.org/kits for more information on kits available and how to reserve one.

Seven Great Things to Know About Troop Finances

Troop Money Manager:

Oversees and reports on troop finances regularly (is not a troop leader!)

Bank Account – Girl Scout account with three signatures

Opened by SU Money Manager with Troop Money Manager and a Troop Leader Uses Council's Federal Tax ID

All money belongs to the troop, not an individual

Troop Dues

A key part of the Girl Scout Program is for Girl Scouts to Dream, Earn, Do! Make sure troop dues are reasonable - \$25 per year recommended.

Girl Scouts in troop plan what they want to do while troop volunteers help youth set a budget and goals for the Fall Product and Cookie programs.

If needed, determine how much the troop dues should be for troop start up.

Girl Scout Entrepreneurship Programs – Fall Product and Cookie Programs

When Girl Scouts participate in the Fall Product and Cookie Programs, they earn troop proceeds. Girl Scouts as a troop, decide how their Fall Product and Cookie earnings are spent. From funding a troop camping trip to completing a local service project, these programs ensure Girl Scouts are earning while they learn!

Reporting and Receipts

TROOPS MUST turn in all bank statements and receipts to the Service Unit Money Manager as requested.

Tax Exemption

As a 501 (c)3 nonprofit, volunteers utilize our tax exempt numbers when purchasing materials for the troop.

The Girl Scout Promise Fund

Assistance for a uniform, book and troop dues is available to registered Girl Scouts and registered troop leaders. **Troop Dues are \$25 per year maximum** per Girl Scout, if family cannot contribute. Program grants available to cover specific activities such as a trip or special program. Detailed budgets and /or itineraries are required.

Troop, Group, and Individual Program Loans may be requested when funds for an approved Girl Scout expense are not available at the time payment is due. Financial assistance will be available for web platforms for troops, thanks to generous individuals. For more information and detailed instructions on how to apply for each type of Financial Assistance available follow this link and click the Financial Assistance drop down: <https://www.gscnc.org/en/members/for-volunteers/forms-and-documents.html>

Keeping Finances Youth-Led

Fall Product and Cookie program proceeds earned will vary based on the goals set by your troop.

Girl Scouts and the Troop Committee collaborate every year to set and follow a Troop Budget.

Budgeting with Daisies & Brownies:

Share with the Girl Scouts what some things the troop needs to spend money on (meeting supplies, badges, next year's memberships)

Ask the troop what they want to do.

Divide research tasks between Troop Committee members. Share the results with the troop.

Help the troop make decisions that fit the likely income.

Budgeting with Juniors, Cadettes, Seniors, Ambassadors:

Share with the troop what some things the troop needs to spend money on (meeting supplies, badges, next year's memberships)

Ask the troop what they want to do this year and over the next two years

Support them to estimate how much their dreams will cost

Encourage them with alternatives that are within their earning power.

When the troop have a plan, they may start saving some funds annually toward a bigger project or travel.

Keep it simple in your first year!

Daisies may not participate in additional money earning activities.

Daisy, Brownie and Junior troops spend their annual income the year it is earned. Trip and Travel planning should be done over at least a full year.

Earning money takes time – plan at least one year in advance for money earning

Girl Scouts fund their WHOLE Girl Scout experience by participating in the Fall Product and Cookie programs!

Be sure to include next year's memberships in the budget!

Sample budgets can be found in the New Leader Rally as a resource!



Thank you for
building youth of
courage,
confidence, and
character who
make the world a
better place!

girl scouts 
nation's capital