# Table of Contents

Welcome To Girl Scouts! ........................................................................................................................................................ 3
What You Need to Know .................................................................................................................................................... 4
Girl Scout Mission, Promise, and Law ............................................................................................................................. 5
Get to Know Virginia Skyline Council ............................................................................................................................ 6
Troop Leader Responsibilities ............................................................................................................................................... 7
Troop Leadership Roles ....................................................................................................................................................... 8
Volunteer Learning Opportunities ....................................................................................................................................... 11
Starting a New Troop or Group ........................................................................................................................................... 16
The Girl Scout Leadership Experience (GSLE) Model ......................................................................................................... 31
The Girl Scout Troop/Group Meeting .................................................................................................................................. 35
Troop/Group Bank Account ................................................................................................................................................ 44
Earning & Learning – Troop/Group Funds .............................................................................................................................. 49
Troop/Group Finance Management & Annual Finance Report .............................................................................................. 55
Get to Know Your Girl Scout Resources ............................................................................................................................. 62
Support for Troop/Group Leaders ...................................................................................................................................... 65
Girl Scout Year at a Glance ................................................................................................................................................. 70
Important GS Days to Remember ......................................................................................................................................... 71
Girl Scout Membership Renewals ....................................................................................................................................... 72
Girl Scout Glossary ............................................................................................................................................................. 73
New Leader Orientation: Next Steps ..................................................................................................................................... 77
Getting to Know You .......................................................................................................................................................... 78
Welcome To Girl Scouts!

New to Girl Scouts? Welcome! We’re excited that you and your Co-Leader have decided to become Troop Leaders!

Returning for another awesome year of Girl Scouts? Welcome Back! We are delighted you and your Co-leader are ready to kick off the new membership year.

So, are you READY to be the role models she’ll remember forever?

Still feeling a little unsure? That is okay. We have developed the Troop Notebook to be your guide so you'll not only be a role model who gets to show the girls something new, you’ll also get to share in all of those memorable moments. As a Troop Leader, you’ll introduce girls to new experiences—and show them they’re capable of more than they ever imagined.

Girl Scouts helps girls find their SPARK!

Imagine the smiles, the excitement, the memories made as you help girls celebrate their achievements —those are the moments you’ll all share.

With the guidance and support of volunteers such as yourselves, Girl Scouts can go as far as their imaginations will take them—and as leaders, you will be right by their side.

As part of the Girl Scout Leadership Experience (GSLE), Troop/Group Leaders help girls:

- Discover a world full of fun, new life-changing experiences and activities
- Build confidence and make a whole bunch of new friends
- Explore interests and learn new skills in a safe, girl-led, hands-on, cooperative learning environment
Girl Scouts is a TEAM effort that involves collaboration between the Troop Leader, Co-Leader, and additional parent/caregiver support to provide an extraordinary Girl Scout Leadership Experience for girls. This Girl Scout Troop Notebook is intended to help you and your Co-Leader get started and successfully lead your Girl Scout Troop year after year.

Look for these symbols to help you reference what you need to know!

- **Tips**
- **Important Checklists**
- **Resources**
- **Required**

The Troop Notebook is an invaluable tool to outline information so you can find it when you need it to empower you to lead! So READ on for all the great tips, resource, and information to show you how to start and successfully lead a Girl Scout Troop.

Let's get **STARTED**!
Girl Scout Mission, Promise, and Law

Girl Scouts of Virginia Skyline Mission

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

Girl Scouts of Virginia Skyline Outcomes

- **Strong Sense of Self.** Girls have confidence in themselves and their abilities, and form positive identities.
- **Positive Values.** Girls act ethically, honestly, and responsibly, and show concern for others.
- **Challenge Seeking.** Girls develop and maintain healthy relationships by communicating their feelings directly and resolving conflicts constructively.
- **Healthy Relationships.** Girls learn to take appropriate risks, try new things even if they might fail, and learn from mistakes.
- **Community Problem Solving.** Girls desire to contribute to the world in purposeful and meaningful ways, learn how to identify problems in the community, and create “action plans” to solve them.

Girl Scout Promise

*On my honor, I will try:*

- To serve God and my country,
- To help people at all times,
- And to live by the Girl Scout Law.

Girl Scout Law

*I will do my best to be*

- honest and fair,
- friendly and helpful,
- considerate and caring,
- courageous and strong, and responsible for what I say and do,

*and to*

- respect myself and others,
- respect authority,
- use resources wisely,
- make the world a better place, and
- be a sister to every Girl Scout.
Get to Know Virginia Skyline Council

 Council Support Services Map

Northeast: Areas 6, 7 & 8
Membership Support
Deirdre Kelner
434-382-8013 (C); dkelner@gsvsc.org
Volunteer Support
Stephanie Collins
434-387-6480 (C); scollins@gsvsc.org

Council Properties
Council Headquarters
Camps/Program Centers

Southwest
Areas 1, 2 & 3
Membership Support
Amanda Baumgardner
540-620-6948 (C) or 540-776-5120 (W)
as Baumgardner@gsvsc.org
Volunteer Support
info@gsvsc.org

The Skyline Shop’s Hours
Wednesday-Friday: 11 AM - 6 PM
1st & 2nd Saturday 10 AM – 2 PM
3rd & 4th Saturday – CLOSED
Sunday – Tuesday – CLOSED
Closed holidays, holiday weekends &
all Saturdays in July and August.

Council Information
Girl Scouts of Virginia Skyline Council
3663 Peters Creek Road, NW
Roanoke, VA  24019-2809
540-777-5100 | 1-800-542-5905
Fax: 540-777-1151
info@gsvsc.org | www.gsvsc.org

Follow us on Facebook!
Facebook.com/gsvsc
Facebook.com/girlscoutcamps
Troop Leader Responsibilities

**Position Summary**
Guide and lead a troop/group of girls to experience the fun, friendships, and power of girls together as they make the world a better place through the Girl Scout Leadership Experience (GSLE).

**Benefits to Volunteering**

**Marketable Skills**
- Leadership
- Financial Management
- Organizational/time management
- Community Development
- Event planning

**Personal Enrichment**
- Appreciate a greater understanding of the Girl Scout Movement.
- Participate in a national and international organization.
- Discover outlets for creative expression.
- Fulfill desires to help and make a difference in the lives of girls and adults.

**Supported By**
Service Unit Team Leader and GSVSC Volunteer Support Manager

**Principal Responsibilities**

All troops require a minimum of two council verified leaders and at least five girls!

**Volunteer Application, Background Check, and Troop Leader Training**
- Complete a GSVSC volunteer application
- Maintain a cleared criminal background check on file with GSVSC
- Complete required leader training within 90 days of submitting volunteer application
- Obtain additional required training as activities progress away from troop meeting place

**GS Membership/Registration & eBiz troop management**
- Be a currently registered Girl Scout adult member
- Register girl and adult troop members in a timely manner
- Update detailed troop meeting and leader position information in eBiz

**Leader-Girl-Parent/Caregiver Network**
- Keep parents/caregivers well informed of all troop activities
- Ensure parents/caregivers have completed the appropriate steps to be approved by council before taking on an active role in the troop and working directly with girls

**Troop/Group Meetings and GS Activities**
- Schedule, prepare, and attend troop/group meetings and activities
- Support girl-led planning, hands-on, and cooperative learning experiences
- Evaluate and progress activities based on the Girl Scout program appropriate to their interests, needs, and abilities
- Obtain written permission from parents and council prior to facilitating trips and events

**Troop Records, Finances & Annual Reports**
- Submit forms, records and reports as required by the Girl Scouts of Virginia Skyline Council
- Manage troop funds and troop bank account according to council policies and procedures

**Council-Sponsored Product Sales & Additional Money-Earning Activities**
- Promote and participate in GSVSC Product Sales (Fall Product and Cookie Sales)
- Obtain written approval from council before facilitating additional group money-earning activities
GS Service Unit and GS Council

- Attend scheduled GS Service Unit Leader meetings, and distribute information to girls, parents/caregivers
- Be the voice of girls for the troop/group, GS Service Unit, GS Council, and GSUSA

Troop Leader Core Competencies

- Be guided in all actions by the Girl Scout Mission, Promise and Law
- Willingness to serve as a partner and role model to girls and adults
- Be a positive representative of the Girl Scout organization
- Keep current with and uphold GSUSA and GSVSC Policies, Standards, and Resources. This includes familiarity with Girl Scout resource materials; i.e.: Volunteer Essentials, Troop Notebook, Safety Activity Checkpoints, and GSUSA Blue Book of Basic Documents
- Fosters Diversity: Understand and embrace the differences individuals bring to Girl Scouting. Willingness to encourage and foster the unique contributions and varied talents of individuals. The Girl Scout organization is open to all regardless of race, creed, ethnic origin, physical/mental ability or socioeconomic status
- Willingness to devote sufficient time to plan and carry out responsibilities of position as outlined
- Ability to access internet and willingness to communicate via email and phone

“As part of a network of nearly one million adults, you’ll share an important commitment to preparing girls to lead successful lives. A volunteer serves as a partner and role model to girls. In the process, you’ll discover your own skills and abilities, meet new people, and "learn by doing" alongside girls. ~ GSUSA”
Girl Scout leaders and volunteers are responsible for the care and custody of the girls in their troop/group. We are committed to providing a safe, high-quality program for all girls involved.

Volunteers leading troop/groups and working directly with girls must complete the following steps:

- Complete the volunteer application process.
- Maintain a cleared criminal background check with council through Verified Volunteer.
- Complete GS101, GS102, G103, and New Leader Orientation.
- Obtain Troop Number.
- Register as a GS member and add a position code for the most appropriate role in eBiz.
- Complete troop/group bank account application.

Once council receives your volunteer application, cleared background check, and you have registered as a GS Member, you will receive a welcome email. This signifies that you are on your way to being an official Girl Scout volunteer.

Upon completion of GS101, GS102, GS103, and New Leader Orientation, the leaders may begin working and meeting with girls, and start the process to open a troop/group bank account at a council-approved bank.

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### TROOP LEADERSHIP ROLES

<table>
<thead>
<tr>
<th>Troop Leader or Co-Leader</th>
<th>Troop Support Volunteers</th>
</tr>
</thead>
<tbody>
<tr>
<td>All troops must have at least two leaders to begin meeting. At least one leader must be in attendance anytime the troop is meeting or attending an activity.</td>
<td>Troop support volunteers count towards girl/adult ratio. Troops should always be accompanied by two adults, either two troop leaders or a troop leader and a troop support volunteer. See more about girl/adult ratios in Volunteer Essentials.</td>
</tr>
<tr>
<td>The primary leaders of the girls who plan meetings, ensure everyone’s safety and well-being, and manage the troop’s business. Generally the troop treasurer and/or signer on the bank account. Must be a registered GS, have a volunteer application and cleared background check on file with council.</td>
<td>Generally assists the leader or handles specific tasks such as managing troop participation in a product sale, helps facilitate activities at meetings, drives or chaperones field trips or overnights. Could be the Troop First Aider or Outdoor Education (OE) certified adult. Must be a registered GS, have a volunteer application and cleared background check on file with council. See the Learning Opportunities at a Glance for more information.</td>
</tr>
</tbody>
</table>
All parents, caregivers and guardians are encouraged to play an active role with their daughter's troop! If they will be working directly with the girls they need to complete a volunteer application, have a cleared background check on file with council and register as an adult GS Member with the troop. To help build a list of parents/caregivers who can get involved with the troop, use “The Ways Adults Can Help” in the Parent/Caregiver Meeting Packet to gather the contact information you need to get started.

Family members who do not wish to register as a GS Member and/or complete a volunteer application/background check can still assist the troop with activities such as organizing a troop newsletter, social media site, coordinating snack, manage the phone or email distribution list, etc. Essentially help with activities that do not require a supervisory role of girls.

“Helpers” DO NOT count toward girl/adult ratio and cannot act in any supervisory capacity (cannot drive, chaperone, manage troop product sales, manage troop finances, be troop first aider, or be the outdoor ed. certified adult) unless they take on a troop support role with a cleared background check on file with council, register as a GS Member, and take training for the position.

It is the responsibility of Troop Leaders to ensure parents/caregivers have completed the appropriate steps to be approved by council before taking on an active role in the troop and working directly with girls:

- Volunteer application
- Current and cleared background check on file
- Register as adult GS member with troop
- Take required or suggested training
Volunteer Learning Opportunities

Certain troop/group positions and activities require the completion of specific learning opportunities. The charts below will help you understand what is required and what is recommended to create a safe and enriching experience for both you and the girls. Remember, all of these learning opportunities should be completed by a registered and council-approved volunteer.

Access online Volunteer Learning Opportunities at onlinetraining.gsvsc.org

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<td></td>
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<table>
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<tbody>
<tr>
<td>Co-Leader</td>
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<tr>
<td>Troop Driver &amp; Chaperone</td>
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<tr>
<td>Troop Cookie Product Sales Manager</td>
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<tr>
<td>Troop Fall Product Sale Manager</td>
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<tr>
<td>Troop Treasurer or Troop Bank Signer</td>
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<tr>
<td>Troop First Aider</td>
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<tr>
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</table>
Basic Learning Opportunities Defined

GS101 is a required online, self-paced orientation to Girl Scouting.

GS102 is a required training that provides the basics of troop management, how to register all troop members, plan a parent/caregiver meeting and troop meetings, steps to open a troop bank account and manage troop finances. GS102 course is available online or in-person. GS101 is a prerequisite before taking this course.

GS103 is a required training that will provide in-depth focus on delivering the Girl Scout Leadership Experience—a collection of girl-led, hands-on, and cooperative learning activities! GS103 course is available online or in-person. GS102 is a prerequisite before taking this course.

New Leader Orientation is a required orientation to provide troop/group leaders with printed troop/group management resources, assignment of troop/group number, an in-depth review of council policies and procedures, and offers the opportunity to ask questions. New Leader Orientation is an in-person orientation. GS101, GS102, and GS103 leader training are prerequisites before taking this course.

GS104 is a required online training for adult volunteers who are serving a Girl Scout troop/group as a driver and/or chaperone for trips/events and product sale booths, or working directly with girls to provide troop support. GS104 course is available online only.

GS105 is a required online course for adult volunteers who are serving a Girl Scout troop as Troop Product Sale Manager for either the fall product sale or the spring cookie sale. GS105 course is available online.

Cookie Sale & Fall Product Training These in-person trainings are required for adult volunteers who are serving a Girl Scout troop as Troop Product Sale Manager for either the fall product sale or the cookie sale. Product Sale trainings are held at the local Girl Scout Service Unit Leader Meetings. GS105 is a prerequisite before taking this course.

Making Cents of Troop Finances is a virtual workshop that provides additional in-depth instruction on how to manage troop finances, complete the annual "Finance Report (#4318)" and opportunities to ask questions! Making Cents of Troop Finances can be taken online via GoTo Meetings by request or in-person at SU meetings.

Child & Adult First Aid, CPR, AED Training should be obtained by a Council-approved First-Aid/CPR/AED class. (See Volunteer Essentials for list.) The First-Aider should take age-specific CPR/AED training. First-Aider is always required for any troop/group activity outside the regular meeting place, time, or location. Caution: First-aid/CPR/AED training that is available online only does not satisfy the Girl Scouts’ requirements. Such courses do not offer enough opportunities to practice skills and receive feedback. Get approval from your council for any course that has an online component.
**Event, Trip, and Outdoor Program-Related Learning Opportunities**

As girls progress in their Girl Scout Leadership Experience, there are specific learning opportunities required for volunteers to facilitate these troop/group activities. All learning opportunities should be completed by a registered and council-approved volunteer. Some training sessions are available online or can be provided in-person upon request. **Prior to taking these courses, GS101, GS102, and GS 103 are required for all troop/group leaders, and GS104 is required for all troop support volunteers in addition to prerequisites listed below.**

**GS106 Event Planning** is a required training for volunteers organizing a program event for three or more troops. The event planning course covers budget planning, event approval process, publicity and promotion, safety, risk management, evaluation, and final reporting. We will give you the tools to have organized, safe, and FUN events for any age-level. GS101, GS102, and GS103 are prerequisites before taking this course.

**GS201 Trips and Overnights** is a required training for volunteers facilitating a girl-planned troop/group short walk for beginners or a trip and/or overnight within the 48 contiguous United States. **This course must be taken prior to planning/facilitating trips and overnights outside your Service Unit (county) boundaries.**

**GS202 Advanced Hiking** is a required training for volunteers facilitating a girl-planned advanced day hike such as day hike on the Appalachian Trail. GS201 is a prerequisite before taking this course.

**GS203 International Trip Training** is a required online training for volunteers facilitating a girl-planned trip outside the 48 contiguous United States. **This course must be taken 18-24 months prior to planning each international trip.** GS201 is a prerequisite before taking this course. Additional learning opportunities may be required prior to International Trip depending on the planned troop/group activities.

**Archery Level 1 Training** is a required training for volunteers who want to teach girls the proper use and care of council’s archery equipment and allow girls the opportunity to practice the skills needed to safely shoot with a bow and arrows.
Outdoor Program-Related Learning Opportunities

All learning opportunities should be completed by a registered and council-approved volunteer. Prior to taking these courses, GS101, GS102, and GS 103 are required for all troop/group leaders, and GS104 is required for all troop support volunteers in addition to prerequisites listed below.

**GS301a Outdoor Education Planning Session** is a required training for volunteers to facilitate Girl Scout camping activities with their troop/group including: packing gear, pitching tents, planning menus, fire building, cooking over a fire, portable stove or grill for any daytime or overnight outdoor camping experience. Volunteers must complete the GS301a Planning Session at least three weeks before your scheduled GS301b Overnight. This allows time for your patrol to plan your menus for the overnight session. To be the Girl Scout Outdoor Education certified adult for a troop/group, volunteers must complete the entire Outdoor Education course which includes: GS301a Outdoor Education Planning Session and GS301b Outdoor Education Overnight Session weekend camping trip. **GS301a course is available online or in-person.** GS201 is a prerequisite before taking this course.

**GS301b Outdoor Education Overnight** is a required training for volunteers to facilitate Girl Scout camping activities with their troop/group including: packing gear, pitching tents, planning menus, fire building, cooking over a fire, portable stove, or grill for any daytime or overnight outdoor camping experience. To be the Girl Scout Outdoor Education certified adult for a troop/group, volunteers must complete the entire Outdoor Education course which includes: GS301a Outdoor Education Planning Session and 301b Outdoor Education Overnight Session weekend camping trip. **GS301b overnight course is an in-person only training.** GS201 and GS301a are prerequisites before taking this course.

**GS302a Backpacking Planning Session** is a required training to prepare troop/group volunteers to facilitate a hike carrying in a backpack everything needed for a remote overnight. There are two parts to this training. GS302a consists of a 4-hour planning session. GS302b consists of a remote camping overnight in the woods. Both sessions are required to become Backpacking certified. GS201, GS301a and GS301b are prerequisites before taking this course.

**GS302b Backpacking Overnight** is a required training to prepare troop/group volunteers to facilitate a hike carrying in a backpack everything needed for a remote overnight. There are two parts to this training. GS302a consists of a 4-hour planning session. GS302b consists of a remote camping overnight in the woods. Both sessions are required to become Backpacking certified. GS201, GS301a, GS301b, and GS302a are prerequisites before taking this course.

**GS303 Updates to Outdoor Education Curricula** is not a training course, but a place to inform volunteers of changes in the Outdoor Education Curricula at Girl Scouts of Virginia Skyline Council. [http://onlinetraining.vsgsc.org/courses/outdoor-updates/](http://onlinetraining.vsgsc.org/courses/outdoor-updates/)
**Girl Scout Highest Award Workshops**

Bronze | Silver | Gold. These represent the highest honors a Girl Scout can earn. All three awards give girls the chance to do big things while working on an issue that’s captured their interest in a big way. Learn how girls can earn these highest awards!

**Bronze Award Workshop** outlines the seven steps to earn the Girl Scout Bronze Award!

The Bronze Award is the highest award a Girl Scout Junior (4th-5th grades) can earn. The Bronze Award is earned by a Junior Team; this team includes interested and ambitious Junior Girl Scouts and an adult volunteer. The team can be an existing troop and its Troop Leader/Co-leader, or it may be a newly organized group of Junior Girl Scouts with an adult mentor. The adult volunteer must have a Volunteer Application on file and be a registered adult Girl Scout member. The adult volunteer can watch this workshop and then facilitate it for his/her Junior Team OR the Junior Team can watch this workshop as part of one of their team meetings. This is a 45-minute interactive workshop available online or in-person. This workshop **is not** required to earn the Girl Scout Bronze Award.

**Silver Award Workshop** outlines the eight steps to earn the Girl Scout Silver Award!

The Silver Award is the highest award a Girl Scout Cadette (6th-8th grades) can earn. The Silver Award is earned by a small team of 3-4 girls OR individually. An adult volunteer (parent or Troop/Group Leader) should guide the Cadette(s) through the Silver Award process. Cadettes are additionally encouraged to recruit a project advisor, who is an expert in the field/topic the Cadette chooses for her project. The adult volunteer can watch this workshop and then facilitate it for his/her Cadettes OR the Cadette(s) can watch this workshop as part of one of their troop/group meetings. This is a 45-minute interactive workshop available online or in-person. This workshop **is not** required to earn the Girl Scout Silver Award.

**Gold Award Workshop** is **required** for all Girl Scouts wanting to earn their Gold Award. The workshop outlines the seven steps to earn the Girl Scout Gold Award, which is the highest award a Girl Scout can earn. A Girl Scout can complete the online Gold Award Workshop in her troop/group setting or on her own. This is a 1-hour interactive workshop available online or in-person. Please refer to our calendar or contact goldaward@gsvsc.org for upcoming session information.

We recommend girls utilize GSUSA GoGold website [https://www.girlscouts.org/gogoldonline/](https://www.girlscouts.org/gogoldonline/)

This site will help girls stay organized and keep track of their ideas, contact information, appointments, and plans with the Girl Scout Gold Award Tools and Resources. This toolkit includes standards of excellence tracking sheet, tips, planning guides, and advice to help with each step of their Take Action project. Girls are to use these tools as they need them-and don't forget that your journey(s) include tools and ideas, too!
Starting a New Troop or Group

Now that you are familiar with the roles of troop leadership and all of the available learning opportunities, the next steps are to help you and your co-leader get the new troop or group started.

**Girl-to-Adult Ratios for Troops/Groups**

In order to establish a troop/group, each troop/group should have a:
- Minimum of two unrelated leaders/co-leaders (at least one of whom is female)
- Minimum of five girls
- Additional leaders/co-leaders as required based upon the specified number of girls below

Remember, tag-alongs count as the youngest group and should be included in the number of girls when calculating the girl-to-adult ratio. Tag-alongs are family members that are underage and/or do not meet the requirements needed to be a registered GS member (infants, toddlers, or male siblings). Multi-age-level group must use the age of the youngest participants in calculating the girl-to-adult ratios.

<table>
<thead>
<tr>
<th>Group Meetings</th>
<th>Two unrelated adults (at least one of whom is female) for this # of girls:</th>
<th>Plus one additional adult for each additional # of this many girls:</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS Daisies (grades K-1)</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>GS Brownies (grades 2-3)</td>
<td>20</td>
<td>8</td>
</tr>
<tr>
<td>GS Juniors (grades 4-5)</td>
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<tr>
<td>GS Cadettes (grades 6-8)</td>
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<tr>
<td>GS Seniors (grades 9-10)</td>
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</tr>
<tr>
<td>GS Ambassadors (grades 11-12)</td>
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</tr>
</tbody>
</table>

**Getting Girls to Join!**

Girl Scouts is about sharing the fun, friendship, and power of girls and women together. Any girl from kindergarten through 12th grade can join Girl Scouts. Whether the troop/group is brand new or a returning troop looking for more girls, working together with the Girl Scout Service Unit Team members and GSVSC staff is the way to build and develop Girl Scouts troops/groups in your service unit/community.

**Volunteer Service Unit Membership Team Contact Info:**

Volunteer contact information by service unit: [http://www.gsvsc.org/en/about-girl-scouts/find-a-troop.html](http://www.gsvsc.org/en/about-girl-scouts/find-a-troop.html). If a volunteer is not available, please contact the GSVSC Membership Support Manager from your region of the council for further assistance.

**GSVSC Membership Support Manager Contact Info:**

NW — Elisabeth Buckley, ebuckley@gsvsc.org, 540-910-0240
NE — Deirdre Kellner, dkellner@gsvsc.org, 434-382-8013
SE — Stephanie Micklem, smicklem@gsvsc.org, 434-382-8055
SW — Amanda Baumgardner, abaumgardner@gsvsc.org, 540-777-5120
# Steps to Invite Girls to Join

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td><strong>Check the Waiting List!</strong> The Service Unit Membership Team oversees the waiting list of girls who are already excited to join! If there are girls on the waiting list, you will receive their parent’s/caregiver’s contact information. Additionally, the Service Unit Membership Team may contact leaders to continue to add girls to the troop until the maximum girl-to-adult ratio has been met, as new girls are added to the waiting list year-round! Please keep your Service Membership Team up-to-date as to the troop age-level, grade-level, troop meeting info, and if the girl-to-adult ratio has been met.</td>
</tr>
<tr>
<td><strong>Step 2</strong></td>
<td><strong>Invite girls to join!</strong> Once you have a list of girls, the initial invitation should be a phone call to their parent/caregiver to attend the parent/caregiver meeting or invite girls to join. Because email could be marked as SPAM or not readily viewed by parents/caregivers, email can be an unreliable source of communications when organizing initial, time-sensitive meetings.</td>
</tr>
<tr>
<td><strong>Step 3</strong></td>
<td><strong>Help host a Girl Scout Open House!</strong> Contact your Service Unit Membership Team to help host a Girl Scout Open House recruitment event! The Service Unit Membership Team will organize a Girl Scout Open House recruitment event in your local GS Service Unit community with your help. The Service Unit Membership Team will order GSVSC marketing flyers and obtain school board approval to distribute in the local schools system when allowable.</td>
</tr>
<tr>
<td><strong>Step 4</strong></td>
<td><strong>Attend the Girl Scout Open House!</strong> New and experienced leaders attend the Girl Scout Open House to assist with the recruitment and meet new parents and girls. Important! Have troop meeting and contact information ready to hand out to parents.</td>
</tr>
<tr>
<td><strong>Step 5</strong></td>
<td><strong>Follow up!</strong> Follow up with the Service Unit Membership Team after the GS Open House for additional girls who may have missed the GS Open House and keep them informed as to which girls did/didn’t join the troop/group so the waiting list remains current.</td>
</tr>
</tbody>
</table>

## Best Practices to Invite Girls to Join
- Face-to-face invitation or talk with parents/caregivers — invite a friend!
- GSVSC marketing flyers/school-board approved for backpack mail distribution
- Sharing GS Open House info with friends & community on social media (Facebook & Twitter), radio, community/church bulletin boards, newspaper event pages, community e-newsletters, etc.
- Themed recruitment — Girl Scout Princess Party, Girl Scout Dance Party, or Girl Scout Bring-a-Friend events
- Be a School Champion — volunteer to deliver or handout flyers at Back-to-School events
Establish a Troop Meeting Time and Location

Together you'll determine your meeting time and location. Consider the girls in your troop. Do they all attend the same school? What is the most central or convenient location for all? What is the best time of the day for the meeting for both girls, co-leaders, and parent/caregiver support? Where to meet can be a bit trickier than when. A meeting place needs to provide a safe, clean, and secure environment that allows for participation of all girls. Consider meeting rooms at schools, houses of worship, libraries, community buildings, childcare facilities, and local businesses. For teens, rotating meetings at coffee house, bookstore, and other place girls enjoy spending time is an option.

It is ideal to have the troop meeting time and location set before the parent/caregiver meeting, but not required.

Below are a few things to keep in mind when choosing a location:

- Troop/group meetings are to be located within one of the 36 Service Units (counties) that are supported by Girl Scouts of Virginia Skyline Council (Refer to council map)
- Public facility – All troop/group meetings should be held in a public facility
- Safety – Safe, secure, clean, properly heated and cooled, free from hazards with all exits clearly marked
- Cost – Free to use
- Availability – Available at the time and date of your meetings, ability to access building, obtain key, etc.
- Facilities – Sanitary and accessible restrooms
- Accessible – Accommodate girls with disabilities and their parents/caregivers

Certificate of Insurance

When reserving troop/group meeting space volunteers may be asked to provide a certificate of insurance to verify Girl Scout liability insurance coverage. You may submit the request for the Certificate of Insurance (#1040). Certificates will be emailed or faxed within two weeks directly to the location.
REQUEST FOR CERTIFICATE OF INSURANCE

Directions: When organizations and/or agencies request that GSVSC provide proof of liability insurance, a certificate of insurance can be issued directly by the council insurance agent (e.g., when a troop meets at a church, the church may ask for proof of liability coverage).

Complete all the information requested and e-mail or fax the completed form to GSVSC headquarters. (See specifics below.) The request will be made to the council agent within two business days of the date it is received.

FAX OR E-MAIL INFORMATION TO:
Program Services Specialist, tripapprovals@gsvsc.org
Fax number: 540-777-1154 (if a fax is not accessible, call the Program Services Specialist at 540-777-5102 or 800-542-5905, ext.102).

Submitted by:

On behalf of (troop number, event, program, etc.):

Phone number: - -

Date of request:

SEND CERTIFICATE TO:

Organization (church, school, etc.):

Mailing address:

City: State: Zip:

Organization’s contact person:

E-mail address:

Organization’s phone number: - -

Reason for request (be as specific as possible and provide dates, troop number, event, etc.; for example, “Brownie Troop 100 will use Central Elementary School for weekly troop meetings during the school year,” or “Junior Troop 203 will sell cookies at Valley View Mall on Saturday, March 6, 2004”):

If the organization would prefer to receive the certificate via fax, indicate fax number (with area code):

1040 – R 3/2015 (E)
Parent/Caregiver Meeting Prep Checklist

- Both Troop Leader and Co-Leader(s) have worked together to schedule the meeting on a date that all leaders can attend.
- We’ve arranged for a meeting time and place for the meeting.
- We’ve contacted the Membership Placement Facilitator for the list of girls from the waiting list to invite them to join our troop.
- We’ve contacted each parent/caregiver by phone and email to invite them to the meeting with plenty of notice.
- We’ve contacted the GSVSC Membership Support Manager for additional support and supplies in preparation of the meeting. (For those leaders starting new troops, the membership support manager will come to your parent/caregiver meeting and help you run the meeting, if you’d like.)
- We’ve read through the information regarding troop and parent/caregiver meetings in Volunteer Essentials.
- We’ve read through the “Quick Start Guide” chapter in Volunteer Essentials.
- We’ve read through the entire Troop Notebook.
- We’ve read through and will provide parents with the age-level Parent/Caregiver Meeting Packet (available online at gsvsc.org).
- We’ve established a meeting agenda to keep it to one hour.
- We’ve decided if we are going to invite parent/caregivers and girls or just parent/caregivers.
- If the girls are invited, we’ve arranged for an older girl troop or volunteer to entertain them with an activity or craft.
- We’ve determined a troop meeting location, date(s), and time.
- We’ve thought about how we will introduce ourselves.
- We’ve thought about how we will explain Girl Scouts.
- We’ve thought about our expectations for the parents/caregivers.
- We’ve double-checked the meeting agenda and have all the items we need.
- We’ve planned for refreshments, if desired.
**Parent/Caregiver Meeting Agenda**

Every troop should start each membership year with a caregiver meeting to introduce new members, welcome returning members, obtain/update and share member contact information and health forms, and ensure everyone participating in the troop/group is a registered GS Member.

**Agenda for Parent/Caregiver Meeting (45 minutes – 1 hour)**

**Welcome and Introductions**
- Introduce yourself, your Co-leader and any other Girl Scout adults present. Have participants introduce themselves and share if they have any Girl Scout experience.
- Give each parent a GSVSC age-level Parent/Caregiver Meeting Packet.
- Explain to parents/caregivers the process of becoming a leader and that a minimum of two leaders are required for each troop. (Refer to Girl-To-Adult Ratio chart in Volunteer Essentials.
- Explain that the troop leader’s role is to work with the girls, but this is the girls’ troop. The troop will do activities based on what the girls choose.
- Explain the Girl Scout mission and how we engage girls in discovering self, connecting with others and taking action to make the world a better place.
- Explain the Girl Scout Leadership Experience (pg. 32) and 5 National Outcomes (pg. 36).

**Registration**
- Explain that the GS Membership year is October 1 - September 30. If a family is registering during back-to-school, they may need to register for two consecutive membership years in order to participate in a GS event or activity.
- Explain that it is $22 for the girl membership registration fee. Explain that $15 is paid to Girl Scouts of the USA to cover the girl activity insurance and $7 is paid to GSVSC to cover costs for resources and services to girls and volunteers.
- Explain that it is $15 for the adult membership registration fee, which also is paid directly to Girl Scouts of the USA and covers the adult activity insurance.
- Review instructions for parents/caregivers to register their daughter and themselves on our GSVSC eBiz website or via paper registrations. Registration eBiz cheat sheets, paper registrations, and financial assistance forms are provided in the Parent/Caregiver Meeting packets.
- Explain that each girl should either be registered online or submit the completed paper registrations and payments to the leader by the first troop meeting.
- If the Troop/Group Bank account is not established, explain that payments(checks) for registrations must be made out to GSVSC.
- Explain that parents/caregivers must complete the approval process and register as a leader, co-leader, or troop support volunteer if they will be helping with the troop.
- Explain there is financial assistance available for membership and uniform or handbooks, if needed. Explain that parents/caregivers must complete both paper membership registrations and financial assistance forms in order to request financial assistance.
- Explain that Troop Dues are the responsibility of the parent/caregiver and are not awarded through financial assistance. Explain that payments for Troop Dues are to be made out to the Troop/Group.
- Explain how to complete the parent/caregiver summary sheet in the Parent/Caregiver Meeting Packet, if ordering uniforms through the troop/group.

**Health Information and Release Form**
- Ask each adult to complete the Health Information and Release for their girl (#2072). Explain this allows her to be treated if anything should happen. It also lets you know if there are any allergies or dietary restrictions.
- Explain the Girl/Adult Health History release is very important and must be returned to you by the first troop meeting. It can be found in the Parent/Caregiver Meeting Packet and additional copies can be downloaded from our GSVSC website.
- Ask for first aid donations for the Troop/Group First Aid Kit using the Troop First Aid Kit Inventory Sheet.
**Parent/Caregiver Expectations**

- Let them know the troop cannot meet unless the troop has the appropriate amount of approved, trained and registered adults in attendance (refer girl-to-adult ratio in Volunteer Essentials).
- Explain that the troop needs them! Even with a troop leadership team in place, parents/caregivers can still play an important role and are important to the success of the troop. Share “The Ways Adults Can Help Our Troop in the Parent/Caregiver Meeting Packet.
- Ask for troop support! Explain that the troop needs additional volunteers – chaperones, drivers, First Aider, Troop Product Sales Manager, etc. Explain that these positions require council approved and registered volunteers, and will require a small amount of training that will be provided by the council. Refer to the Learning Opportunities chart (pg. 12)
- Explain that volunteers can complete the volunteer application and background check online at [http://www.gsvsc.org/en/for-volunteers/get-started.html](http://www.gsvsc.org/en/for-volunteers/get-started.html) or complete the Volunteer Application (#4249) to authorize a criminal background check in the Parent/Caregiver Meeting Packet.
- Explain “helpers” DO NOT count toward girl/adult ratio and cannot act in any supervisory capacity (cannot drive, chaperone, manage product sales, manage finances, be a troop first aider, or be the outdoor education-certified adult). Troop Support Volunteers must be registered adult GS members and have a cleared background check on file with council, and take the training specific to their role.
- Explain there are additional opportunities to help the troop such as organizing/disseminating the troop newsletter, social media site (Facebook groups), coordinating snack/dinner, managing the phone/email distribution lists, etc., and essentially help with activities that do not require a supervisory role of girls.
- Be sure to explain that the troop leaders are volunteers and need everyone to abide by the set deadlines, pickup times, etc. so that all troop activities run smoothly. (It is good to establish troop/group guidelines.)

**Communication and Meeting Dates**

- Provide parents/caregivers with the Troop Number and share the GS age-level(s) the troop serves.
- Meeting days, times, and locations are determined by the troop/group leaders, who work with all of the parents/caregivers to find a good time for everyone. Explain there is no set requirement as to when or how frequently troops meet. In most cases, troops meet twice a month for one to two hours. However, this is usually dictated by the girls’ choice of activities.
- Ask the adults to review the phone/email list to ensure their information is correct. The list is for Girl Scout purposes only and should not be given to anyone outside the troop/group.
- Decide on the method of communication with parents (email, text, Facebook group, etc.) that works best for most. Set-up a shared calendar to keep everyone informed of upcoming deadlines, events, activities and when things are due. (Sunrise, Google Calendar, Cal, Cozi, etc.)

**Program Information**

- Explain that troops/groups are girl-led and activities they do depend on what they decide collectively. This could range from earning badges, Journeys, field trips, camping activities, and community service projects as to how they utilize their troop funds.
- Let parents/caregivers know troop activities are supported through troop dues, Girl Scout product sales (Fall Product sales and Cookie sale), and money-earning activities.
- Explain what troop dues are and agree on the amount and when girls pay them – every meeting, once a month, or once a year.
- Inform parent/caregivers that while it is not mandatory for girls to have an individual copy of the *The Girl’s Guide to Girl Scouting*, it is a valuable resource for both girls and their parents/caregivers.
- Explain that uniforms are also optional. The official Girl Scout insignia is the Girl Scout pin, which most troops provide to girls using troop dues/funds. Use this meeting to decide if, how, and/or when uniforms will be purchased. Prices are listed in the Parent/Caregiver Meeting Packet.
**Closing**

- Thank the parents/caregivers for coming.
- Ensure you have collected the following from each caregiver:
  - Health info and release
  - Troop First Aid Kit Inventory sheet
  - The Ways Adults Can Help sheet
  - Volunteer application, if volunteering
  - Parent/Caregiver Summary Sheet
  - Financial assistance & paper registrations, if needed
  - Payment for troop dues, registration fees, and uniform pieces.

### Girl Scout Membership Registration

<table>
<thead>
<tr>
<th>New Girl Membership Registration</th>
<th>New Adult Membership Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parents/caregivers can register their girl online. Use eBiz cheat sheet for assistance. When registering via paper, please complete a separate Girl Membership Registration for each girl.</td>
<td>Parents/caregivers can register themselves online. Use eBiz cheat sheet for assistance. When registering via paper, please complete a separate Adult Membership Registration.</td>
</tr>
<tr>
<td>The Girl Scout Membership Fee is $22 per girl. It is important that the parent/caregiver writes clearly and provides accurate information on the membership registration so that your daughter’s formal GS record is accurate in our database for re-registration in eBiz.</td>
<td>The Girl Scout Membership Fee is $15 per adult. It is important that parent/caregiver writes clearly and provides accurate info on the membership registration so that their formal GS record is accurate in our database for re-registration in eBiz. <strong>Only the guardian 1 can re-register their daughter online using eBiz. Email is required to use eBiz for registrations.</strong></td>
</tr>
</tbody>
</table>
| **Parent/Caregiver should always provide:**  
  - Daughter’s legal name  
  - Daughter’s birthdate  
  - Legal guardian’s name  
  - Mailing address  
  - Legal guardian’s email address  
  - School  
  - School grade | **Parent/caregiver should always provide:**  
  - Parent’s/caregiver’s legal name  
  - Parent’s/Caregiver’s birthdate  
  - Parent’s/Caregiver’s address  
  - Parent’s/Caregiver’s email address  
  - Identify which parent/caregiver will be the guardian 1 |
| Parent/Caregiver returns the completed girl membership registration along with the membership fee to the troop leader. Check for membership registration fees should be made payable to GSVSC. Troop Leaders should provide a receipt for those paying with cash. | Parent/Caregiver returns the completed adult membership registration along with the membership fee to your troop leader. Check for membership registration fees should be made payable to GSVSC. Troop Leaders should provide a receipt for those paying with cash. |
| GSVSC financial assistance is provided on a needs basis. Girls needing financial assistance for membership registration fees and uniform components may apply. | Adults volunteering with the troop may apply for GSVSC financial assistance. (Only volunteers that have completed the volunteer application and criminal background check are eligible.) Financial assistance is provided on a needs basis. |
| To receive financial assistance, parents/caregivers must complete and sign a Girl Membership Registration, as well as the Girl Financial Assistance Application (#1117) for each girl and submit them to troop leader. **Financial assistance is not accepted online.** | To receive financial assistance, volunteers must complete an Adult Membership Registration, as well as the Adult Financial Assistance Application (#1116). **Financial assistance is not accepted online.** |
Register the Troop/Group with Council
- Obtain troop/group number and service unit (county) name
- Identify whether each parent/caregiver will register online or via paper registration
- Gather paper registrations and financial assistance forms from Parent/Caregiver Meeting
- Complete Membership Summary with troop number and troop meeting information, and identify how many girl & adult registrations are being submitted to council
- Review to ensure all materials are completed accurately
- Make copies of girl & adult registrations and financial assistance forms for troop records
- Submit Membership Summary, girl & adult registrations, financial assistance and payments to council:
  1. Mail materials and payment to: Girl Scouts of Virginia Skyline, ATTN GSVSC Registrar, 3663 Peters Creek Road, NW, Roanoke VA 24019
     OR
  2. Scan and email materials to membership@gsvsc.org
     Provide troop #, troop leader name, and phone number in email so registrar can contact troop leader for payment over phone with troop/group debit card
- Follow up with parents/caregivers who registered with troop/group online. Request email or printed copy of email eBiz receipts. This is useful if they register with the wrong council
- Verify all girls registered in eBiz before participating in council-sponsored product sales

Establish Troop/Group in eBiz
- Obtain and know troop/group number
- Identify whether each parent/caregiver registered online or via paper registration
  - Allow a minimum of three weeks for council to process paper registrations and submit payments to GSUSA before memberships become visible in eBiz
  - eBiz online registrations process immediately after online payment and can be verified via email confirmation receipt
- Register as Troop/Group Leader online or verify paper registration in eBiz. If you have difficulty logging into eBiz, contact GSVSC Staff at ebiz@gsvsc.org for assistance
- Add 01-Troop Leader(s)/Advisor(s) role in eBiz. Troop Leader role remains in pending status until GSVSC staff can verify:
  - Volunteer application and cleared background check on file with council
  - Training has been completed: GS101, GS102, GS103, and New Leader Orientation
- Log into eBiz to verify Troop Leader 01 status active and all girl and adults membership registrations are visible in eBiz before participation in council-sponsored product sales. Remember, only 01-Troop Leader(s)/Advisor(s) can access the My Troops tab and are able to view or manage troop memberships & program records in eBiz.
- Add/Update Troop/Group Meeting information by selecting My Troops tab, Troop Number tab, and clicking on Troop Meeting Information. Add/update information & remember to click on Save Meeting. Volunteer Roles and Troop Meeting Information must be updated annually after Oct. 1st of each membership year to allow continued management of troop in eBiz.
- Email GSVSC staff at membership@gsvsc.org for missing girl and adult registrations in eBiz. Provide legal names for accurate database search.
To obtain membership registration materials, please e-mail membership@gsvsc.org or call 540-777-5100.
To obtain membership registration materials, please e-mail membership@gsvsc.org or call 540-777-5100.
# Membership Registration Summary

**Membership Year through 9/30/2017**

### Council Code
- **Code:** 281
- **Option:** New Group or Renewing Members

### Form Completed By
- **Type:**
  - Volunteer
  - Staff
- **Name:**
  - First:
  - Last:
- **Phone Number:**
- **E-Mail:**

### Check the One That Best Describes the Primary Way These Girls Are Registering
- **Option:**
  - Group (same group of girls participating together such as a troop or series)
  - Individual (girls will participate in one or multiple ways, not as part of a long-term group)

### Program Duration
- **Option:**
  - 8-12 months
  - 4-7 months
  - 1-3 months
  - 1-4 weeks
  - 6 days or less

### Program Frequency
- **Option:**
  - Daily
  - Weekly
  - Every other week
  - Monthly
  - 1-3 times annually

### Check the Level That Best Describes the Majority of Girl Registrants in the Group
- **Option:**
  - Grades K-1 (Daisy)
  - Grades 2-3 (Brownie)
  - Grades 4-5 (Junior)
  - Grades 6-8 (Cadette)
  - Grades 9-10 (Senior)
  - Grades 11-12 (Ambassador)
  - Multi-Grade

### Meeting Place
- **Option:**
  - Public facility
  - Home
  - School
  - Religious building
  - Other organization facility
  - Council facility
  - Other

### Meeting Day, Time, and Location (Fill in all)
- **Day:**
- **Start time:**
- **End time:**
- **Name of meeting place:**
- **Address:**

### Annual Registrations
- **# of Girls:**
- **x $21 each:**
- **Total Amount of Fees:**
- **Donations Received:**
- **Other:**
- **Total Amount Attached:**

### Lifetime Registrations
- **# of Lifetime Adults:**
- **x $175 each:**
- **Total Amount of Fees:**
- **Donations Received:**
- **Other:**
- **Total Amount Attached:**

### Membership Fees in Girl Scouts of the USA (GSUSA)
- **Must be annually registered and Girl Scout who will be graduating high school (equivalent).**
- **Registration and payment must be submitted by Sept. 1st**

### Please Complete This Form
- And attach complete member registration forms and payment for the total amount of fees.
- Please be sure to note all payments and contributions in the space provided and return to your local council representative.

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**SAMPLE**

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27
Financial assistance is subject to availability within the current Girl Scouts of Virginia Skyline Council budget. A large portion of GSVSC financial assistance is funded by council-sponsored product sales (Fall Product and Cookies). Financial assistance is provided on the basis of need in relation to the expense involved. Applicants requesting financial assistance must participate in both council product sales.

Directions:
- Complete a Girl Membership Registration form and submit with this Financial Assistance application (#1117).
- Print legibly or type. Use a separate sheet for each girl applicant.
- All applicants applying for financial assistance: complete this form #1117.
- Answer all relevant questions and sign the application. Incomplete applications will be returned.
- For more information, call 540-777-5108 or e-mail membership@gsvsc.org.

Completed Girl Membership Registration form and Financial Assistance application (#1117) can be submitted to troop/group leader or GSVSC Registrar at membership@gsvsc.org.

SECTION 1: A girl can apply for Girl Scout Membership and a choice of a sash or vest

Check all that are being applied for:

- Girl Membership Registration. Completed Girl Membership Registration form must be attached and submitted with financial assistance application (#1117).
- Daisy Tunic: Size 6/7 OR Size 8/10
- Daisy Vest: XXS/XS OR S/M OR Plus Medium
- Brownie Sash: Regular 47" OR Extra Long 50"
- Brownie Vest: S OR M OR L OR Plus Small OR Plus Med OR Plus Large
- Junior Sash: Regular 62" OR Extra Long 65"
- Junior Vest: M OR L OR XL OR Plus XXL
- Cadette/Senior/Ambassador Sash: Regular 70½" OR Extra Long 75½"
- OR Vest: S OR M OR L OR XL OR 1X OR 2X OR 3X

- Daisy OR Brownie OR Junior OR Cadette OR Senior OR Ambassador

SECTION 2: FAMILY INFORMATION

- Girl Applicant's name:
- Age:
- Grade:
- Troop/Group number:
- OR Individually registered
- GS Community (county):
- Program level:
- Date of Girl Membership Registration:
- Participated/Plan to participate in GS Product Sale for current membership year:
- Fall Product Sale OR Cookie Sale
- Parent/guardian's name:
- Phone number:
- Address:
- City:
- State:
- Zip:

SECTION 3: FINANCIAL ASSISTANCE QUALIFICATIONS — This information will be kept confidential.

- Child lives with:
  - Both parents
  - Mother
  - Father
  - Guardian/foster care

- How many people depend on the family for financial support?

- Total family income (from all sources; include child support, AFDC, etc.):

- Mother's employer:
- Part time
- Full time

- Father's employer:
- Part time
- Full time

- Number of children in household:
- Ages:
- Number of Girl Scouts:

1117 — R 10/2015 (E)
Girl Scouts of Virginia Skyline Council

ADULT MEMBERSHIP FINANCIAL ASSISTANCE APPLICATION

Directions:
• Complete an Adult Membership Registration form and submit with Financial Assistance application (#1116)
• Complete Volunteer Application form #4249.
• Print legibly or type. Use a separate sheet for each applicant.
• Answer all relevant questions and sign the application. Incomplete applications will be returned.
• Turn all of these forms into 3663 Peters Creek Road, NW, Roanoke, VA 24019 or e-mail membership@gsvsc.org.
• For more information, call 540-777-5108 or e-mail membership@gsvsc.org.

Check all that are being applied for:
- Adult Membership Registration

Completed Adult Membership Registration form must be attached and submitted with Financial Assistance application and volunteer application.

<table>
<thead>
<tr>
<th>Applicant's name:</th>
<th>Phone number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>E-mail address:</td>
<td></td>
</tr>
<tr>
<td>GS Community (county):</td>
<td>Lifetime member</td>
</tr>
<tr>
<td>Troop/Group number:</td>
<td></td>
</tr>
<tr>
<td>GS Volunteer Application/Criminal Background Check completed:</td>
<td>Yes</td>
</tr>
<tr>
<td>Work with GS age level:</td>
<td>Daisy</td>
</tr>
<tr>
<td>Current position:</td>
<td>Troop/Group Leader</td>
</tr>
<tr>
<td>If this is a required position for the troop, list training received and date:</td>
<td></td>
</tr>
</tbody>
</table>

I understand that each application is carefully considered and that it may not be possible to receive financial assistance.

To enter a digital signature, follow these instructions: Click your cursor in the signature field. On the menu above, go to Insert/Signature Line (located on the Text tab)/Microsoft Office Signature Line. Choose OKAY; then fill in the blanks provided.

Applicant signature: Date:  

Girl Scouts of Virginia Skyline Council
Attn: GSVSC Registrar
3663 Peters Creek Road, NW
Roanoke, VA 24019-2809
E-mail: membership@gsvsc.org
Fax: 540-777-1151

<table>
<thead>
<tr>
<th>OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Application Received:</td>
</tr>
<tr>
<td>Date Processed:</td>
</tr>
<tr>
<td>Total Financial Assistance Awarded from GSVSC:</td>
</tr>
</tbody>
</table>

1116 — R 10/2015 (E)
Go to www.gsvsc.org. Click on eBiz (upper right corner).

Once on the eBiz site, First-time users, click on the New Online Account to create username and password — Remember, only adults have access to the system and are able to view or manage membership & program records through this account.

In order to register your daughter, click Add a Family Member, enter her basic mailing and contact information

Once family members are added, go to My Family tab to register members.

Select name(s) by checking the box next to each name.

Select “Purchase Girl Scout Membership” in the drop box next to “I want to” and click Go.

Follow the registration steps to answer questions for each member.

Be sure to select the CORRECT membership year from the drop down box. Depending on the time of year, you may have more than one option.

To register with a troop, have the troop number handy! In the PATHWAY ENTRY section, select Troop, and insert the troop number using 5 digits by adding zeroes as needed. (Ex. Troop 292 would be entered as 00292).

To register as an individual Girl Scout, skip the PATHWAY ENTRY section. By not inserting a troop number, your daughter will be registered with GSVSC as an IRGS (Individually Registered Girl Scout). To have your daughter transferred into the Girl Scout Community in which she lives or to a troop, contact the eBiz Manager at ebiz@gsvsc.org to request a transfer.

Process and payment. You must process each person individually before being added to the shopping cart. Remember, memberships are NOT active until you have processed payment and received a receipt.

Don’t forget to return to eBiz to register your daughter(s) for FUN Girl Scout Council Programs!

Parents use eBiz site to:
• Manage your online account
• Update your/your daughter(s) contact information
• Renew your/your daughter(s) membership
• Register you/your daughter(s) for programs
• Register for in-person adult learning courses
• Print membership card for the current year

Need assistance?
• If you have created an adult record and do not see your daughter(s) records under Family tab, please e-mail eBiz@gsvsc.org.

• If a child is labeled as managed by another adult, that adult must log in to renew her membership.

• If the website indicates to contact GSVSC for any reason, please e-mail eBiz@gsvsc.org and include: Full legal name, address, & birthdate (month/day/year)
When planning troop/group meetings and activities, it is important that all volunteers understand and utilize the **Girl Scout Leadership Experience (GLSE) model**.

The **GSLE** describes how we accomplish our mission to develop girls of courage, confidence and character, who make the world a better place.

Guided by supportive adults and peers, Girl Scouts develop their leadership potential through age-appropriate activities that enable them to:

- **DISCOVER** their values, skills, and the world around them;
- **CONNECT** with others in a multicultural environment
- **TAKE ACTION** to make a difference in their world.
The 3 Girl Scout Processes

When troop/group activities are girl led, cooperative and hands-on, girls gain short-term outcomes – specific skills, attitudes and behaviors – that ultimately result in Girl Scouting achieving its mission.

The 3 Girl Scout Processes & What Each Process Means to Girls

Girl Led: Girls take an active role in making decisions and choosing activities in their Girl Scout troops or groups.

1. We help choose what activities we do.
2. We help plan the activities we do.
3. When we plan an activity, we share our opinions and ideas.

Cooperative Learning: Girls work together in an atmosphere of respect and cooperation to complete projects and learn.

1. We learn by working with other girls.
2. When we do a project, every girl has a way to help.
3. We learn when girls share their ideas.

Learning by Doing: Girls learn through hands-on activities that engages them in an ongoing cycle of action and reflection.

Action

1. When we do activities, we learn new things.
2. We get to try out our ideas and see how they work.
3. We learn by doing activities, not just listening.

Reflection

1. We talk about what worked and what didn’t work.
2. We figure out how to do it better next time.
3. We talk about what we liked and didn’t like.
Five Ways Girl Scouts Build Girl Scout Leaders

Want to know how volunteers are making an impact? The Girl Scouts’ mission is to build girls of courage, confidence and character, who make the world a better place. Since 1912, girls have explored new fields of knowledge, learned valuable skills, and developed strong core values through Girl Scouts. Today, Girl Scouts is, as it always has been, the organization best positioned to help girls develop important leadership skills they need to become successful adults. When volunteers utilize the GSLE model, girls benefit in 5 important ways:

**Why the GSLE model and 5 short-term national outcomes matter**

When girls exhibit these attitudes and skills, they become responsible, productive, caring, and engaged citizens. Thus, the long-term outcome of the Girl Scout Mission of building girls of courage, confidence, and character, who make the world a better place, becomes evident in girls!

**Girls who develop these five outcomes:**

- Are happy, healthier, and less likely to engage in problem behaviors or be victimized
- Achieve more academically and feel more engaged in school
- Become strong job applicants
- Become successful, well-adjusted adults
Now that we’ve identified the importance of the GSLE and how the 5 short-term outcomes can impact girls in the troop/group, let’s practice incorporating the GSLE into the troop/group meeting activities.

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Activity</th>
<th>Decisions Girls Can Make</th>
<th>National Outcomes</th>
<th>Process (Girl-led, Learn-By-Doing, Cooperative Learning)</th>
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<td>Fourth</td>
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Incorporating the GSLE into each Girl Scout meeting or activity provides an opportunity to explore new worlds and acquire new skills. The Girl Scout Journeys, badges, and awards are based on research, tradition, and knowledge of what works with girls. This sample meeting is meant to create a natural flow for the meetings and provide a “balanced diet” of fun, learning, responsibility, and accomplishment. If you use a basic agenda for each meeting, the girls will feel comfortable because of the predictability of what will be included in each meeting. That predictability puts them at ease as they attempt new activities. A constant change of program activities and your response to their interest will prevent the girls from becoming bored.

Sample Troop/Group Meeting

Start-up Activity (5-10 minutes): This is the “wait around” period before the meeting officially begins. This is a time to chat with and greet all of the girls and caregivers. The start-up activity should be an easy, self-directed activity to engage girls’ immediately. The supplies for the start-up activity should be ready when the girls arrive. This will provide you the time to setup for the rest of the meeting, answer parents’ questions, and collect any materials and/or monies.

Opening, Song, and Promise (5-10 minutes): This signals the official start of the meeting. The repetitive format for opening every meeting is a way of providing comfort and familiarity for the girls. The opening allows girls to focus and prepare for the rest of the meeting. Many troops start by reciting the Girl Scout Promise and Law. Tip: Making an agenda on a piece of poster board can help the girls know what to expect. As the girls progress, they can be in charge of preparing the agenda.

Business Meeting (5-10 minutes): This is the decision-making portion of the meeting. This is the time for special announcements, dues, attendance, making plans, kaper assignments, voting, deciding on activities and other troop business. This section of the meeting is very important for the girls because they learn how to lead, influence others, communicate feelings and opinions. Little by little, allow the girls to take responsibility for more of the business of the troop. Depending on how much you have to discuss, this section could be done as part of your opening.

Program Activities (20 minutes): During this section of the Girl Scout meeting, girls get a chance to build skills with hands-on activities as they try new things, explore their interests, learn by doing, and work cooperatively with others. As the girls progress, you will begin to gain insight into their interests. Make sure that you are always asking for their ideas/input. You will also pick up good ideas from other leaders when you attend the monthly Service Unit Leader meetings. Note: This time gets longer as girls get older and their attention span increases.

Snacks Time (10 minutes): Depending upon the time of the meeting, the snack may be better planned earlier in the meeting or a snack may not be needed at all.

Clean-up (10 minutes): Clean-up is important because it teaches the girls about sharing responsibilities, allows them to face the consequences of making a mess and helps emphasize good stewardship. Use a kaper chart to assign jobs. A kaper chart shows which girls are helping with particular tasks such as opening ceremonies, snacks, supplies, or clean-up. This is the time you reinforce the practice of “leaving things better than you found them.”

Closing (10 mins): This is a time when you can emphasize the accomplishments of the meeting, remind the girls what is coming up, focus on personal goals, help girls feel part of a tradition, and end on a calm and positive note. Many troops like to close the meeting with a traditional Friendship Circle, where the girls stand close together and hold hands with their arms crossed right over left.
Use this Girl Scout Troop/Group Meeting Planning Worksheet to plan meetings. Keep in mind this outline and the planning worksheet are for a weekly, or twice a month, 40- to 60-minute meeting. Your troop may decide to meet more frequently and/or to meet longer depending upon the age and attention span of your girls.

<table>
<thead>
<tr>
<th>MEETING:</th>
<th>DATE:</th>
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<tbody>
<tr>
<td>Pre-Meeting Activity</td>
<td>Supplies:</td>
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<tr>
<td>Opening:</td>
<td>Supplies:</td>
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<td>Troop/Group Business:</td>
<td>Supplies:</td>
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<tr>
<td>Troop/Group Program:</td>
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<td>Cleanup:</td>
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<td>Closing:</td>
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<tr>
<td>Remember to give out:</td>
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<tr>
<td>Remember to collect:</td>
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<tr>
<td>Notes:</td>
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<tr>
<td>For the next meeting:</td>
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</table>
**Tips to Lead a Successful Troop/Group**

**New Parent/Caregiver Meeting or Back-to-Troop Meeting**
Start each membership year with an in-person parent/caregiver meeting each fall. This will allow you the opportunity to reconnect, collect health histories, registrations, financial assistance forms, troop dues, registration fees, etc. and help you ensure everyone is registered for each new membership year October 1 – September 30.

**Keep parent/caregivers in the loop**
Keeping parents/caregivers informed and up-to-date on news and information about the troop helps them feel as if they are participants in their daughter’s activities and may increase the likelihood of getting them to help with the troop. There are several ways to do this, including email and phone. You could also create and print a monthly newsletter with news about what the troop has done in the past month and is planning to do in the next month; distribute this newsletter to parents at the last meeting of each month.

**Establish/Re-establish troop guidelines**
It is a good idea to establish troop guidelines and review them at the beginning of each membership year. Girls should be involved in developing the troop’s guidelines so they will take ownership of their behavior and actions. Use the Girl Scout Law as a guideline for behavior standards.

**Have a meeting plan & share**
Have a meeting plan and review all you will be doing in each meeting with co-leaders and/or assistant leaders before the meeting. Find ways for parents to participate, too! Be prepared — gather all the supplies you need before the meeting. Don’t forget to prepare a game or song as backup in case you have extra time and/or an activity does not engage the girls! By the first meeting, you should have the snack list and meeting schedule to send home with the girls.

**Use a kaper chart**
Kaper is the Girl Scout word for “chore.” A kaper chart is a system for rotating chores and responsibilities throughout the troop members and makes the leader/co-leader’s responsibilities a little easier! Getting girls to participate in the running of the troop meeting is an important step to a successful troop meeting. As the girls get older, they can create the kaper chart themselves.

**Using the Girl’s Record**
The Girl’s Record (#4323) is a document that allows you to keep up with each individual Girl Scout’s badges, patches, leadership experience, camping experience, awards, community service and other activities of Girl Scouting.

**Learn Girl Scout songs**
Girl Scouts love to sing songs! There is a free lending library at Council headquarters with songbooks, cassettes, and even CDs to help you learn about the tradition of singing in Girl Scouting. You can also visit this website to watch a mini-workshop on song-leading in Girl Scouts: [http://gsuniversity.girlscouts.org/resource/song-leading-workshops/mini-workshop-for-adults/](http://gsuniversity.girlscouts.org/resource/song-leading-workshops/mini-workshop-for-adults/). You can also search for Girl Scout songs on YouTube and find many resources!

**Program Savers & Program Kits**
We know everyone is busy, so be sure to utilize council’s Program Savers & Program Kits to help you jumpstart the troop/group meetings with these fun canned badge activities. Contact the GSVSC customer service specialist/registrar for more details: membership@gsvsc.org.
Include Important Ceremonies in Girl Scouting

Ceremonies help Girl Scouts mark special events throughout the year. Be sure to include some of these ceremonies to celebrate all of the girls’ successes.

- Opening ceremonies start the Girl Scout meeting.
- Pinning ceremonies help celebrate when girls receive grade-level Girl Scout pins.
- Bridging ceremonies mark a girl's move from one level of Girl Scouting to another.
- Investiture welcomes new members—girls and adults—into the Girl Scout family for the first time. Girls receive their Girl Scout, Girl Scout Brownie, or Girl Scout Daisy pin at this time.
- Rededication ceremonies are an opportunity for girls and adults to renew their commitment to the Girl Scout Promise and Law.
- Flag ceremonies can be part of any activity that honors the American flag.
- A Fly-Up is a bridging ceremony for Girl Scout Brownies bridging to Girl Scout Juniors. Girls receive the Girl Scout pin along with their Brownie wings.
- Founder's Day or Juliette Gordon Low's Birthday, October 31, is a time to remember the important role Juliette Low played in the growth of the Girl Scout movement in the United States.
- Girl Scout Birthday ceremonies can be held on or near March 12, the date Juliette Gordon Low started Girl Scouting in the United States.
- Girl Scout Milk and Cookie Celebrations are always fun to celebrate Girl Scout Sunday and Girl Scout Sabbath.
- A Girl Scout Bronze, Silver, or Gold Award ceremony honors Girl Scouts who have earned these special awards and is usually held at the troop/group level or combined with council recognition.
- Girl Scouts' Own is a girl-planned program that lets girls explore their feelings around a topic, such as friendship or the Girl Scout Promise and Law, using spoken word, favorite songs, poetry, or other forms of expression. It is never a religious ceremony.
- Journey ceremonies honor Girl Scouts who have earned the final award along a Journey. The ceremonies are usually held at the troop/group level and invite girls to develop a themed celebration of their Journey, often including friends and family.
- Court of Awards is a special ceremony recognizing girls’ accomplishments. Girls are presented with their badges, year pins, and other recognitions earned during the year. Volunteers may also be recognized during the ceremony. The Court of Awards can be held anytime during the year, at any location, and as often as the troop wants.

Find start-up supplies

When starting a new troop, you’ll need some basic supplies. Here are some suggestions on how to acquire supplies for your troop without asking for money:

Parents/Caregivers: Ask them to donate items they have around the house.

Businesses: Ask them to donate office supplies.

Hospitals/Medical Centers: Ask for donations for the troop’s first-aid kit.

Birthday Party: Juliette Low’s birthday is October 31. Ask girls to donate needed resources as a troop gift to Juliette Low’s birthday party. Serve cake and punch while celebrating our founder’s birth.

Get girls outdoors!

Girls love to get outdoors and camp —Try to incorporate some of the new Outdoor Badge into the troop/group activities! Be sure to camp with the troop/group at least every other membership year. A lapse of 3 years in camping with the girls negates the OE certification. See GS303 Updates to Outdoor Education Curricula for details of Outdoor Education Recertification: http://onlinetraining.vsgsc.org/courses/outdoor-updates/.
**Girl-Led Trips, Events, and Activities:**
We know that girls love to travel and experience new things! Be sure to take the additional training needed and get parent and/or council permission so you can assist the girls in planning fun trips, events, and activities that will expand their Girl Scout Leadership Experience.

**Know Your Service Unit Community Boundaries**
When requests are made for trip/activity permission, Service Unit community boundaries are determined by the county of residence in which the troop/group meetings are located and all bordering counties. Service Unit community boundaries also encompass counties in West Virginia, North Carolina and other Girl Scouts councils when they are contiguous with the county where the troop/group meetings are located. Troop/group meetings are to be located within one of the 36 Service Units (counties/cities) that are supported by Girl Scouts of Virginia Skyline Council. (Refer to council map on pg.6.)

**Know when to obtain Parent and Council Permission**
Refer to Policy P1 in Volunteer Essentials:

- Obtain parent permission when traveling with girls outside the troop meeting, time, or location for activities that are within the Service Unit community boundaries that do not include camping, human sexuality and related health issues, and do not include activities that present a greater risk than usual to participants.

- Obtain parent permission and council permission for all troop/group trips, events, and activities that involve travel outside the Service Unit community boundaries.

- Obtain parent permission and council permission for all camping activities within or outside Service Unit community boundaries.

- Obtain parent permission and council permission for all activities within or outside Service Unit community boundaries that include human sexuality and related health issues.

- Obtain parent permission and council permission for activities that present a greater risk than usual to participants.
Girl Scouts of Virginia Skyline Council

ACTIVITY AND/OR TRIP PERMISSION APPLICATION FOR A TROOP/GROUP

P1 - Troops/groups must have written permission from a council-authorized volunteer or employee to participate in the following activities:
   a. activities that involve travel outside the community
   b. camping activities, including backyard camping and camping at facilities not owned by the council
   c. programs that include human sexuality and related health issues
   d. activities that present a greater risk than usual to participants

YOUR TRIP IS NOT APPROVED UNTIL YOU RECEIVE E-MAILED APPROVAL.

Approvals:
NOTE: Trip requests are reviewed in the order in which the paperwork is received. If you fail to submit your paperwork in a timely fashion (see the deadlines listed below), your trip may not be approved! Please forward this document, in its entirety to the program services specialist, trppermission@gsvsc.org. Without council approval, you may not proceed forward in your trip planning. To be reviewed, this document must be received at headquarters as follows (please check the appropriate box for your request):

- Two (2) weeks processing is required for in-community boundary camping and other high risk activities.
- Four (4) weeks processing is required for trips out-of-council/community boundary activities/trips/camping.
- Eight (8) weeks processing is required for out-of-country trips/camping.

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<thead>
<tr>
<th>Troop/group number:</th>
<th>Community:</th>
<th>Grade level:</th>
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<tbody>
<tr>
<td>Activity Name or Trip Destination:</td>
<td>Date:</td>
<td>Date of return:</td>
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Names of girls attending (add page if necessary):

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<th>Names of girls attending:</th>
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Names of troop/group leaders accompanying girls:

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<th>Names of troop/group leaders:</th>
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Primary phone number: ________ This number is for: [ ] Cell [ ] Home
E-mail address: __________________________
Form of transportation: [ ] Car [ ] Van [ ] Bus
If a van, is it a 15-passenger van? [ ] Yes [ ] No
Year of van: ________
If a bus, name of Bus Company: __________________________

Trips and activities should be designed as creative and fun ways to develop the three keys of leadership (discover, connect and take action). The 15 outcomes found in “Transforming Leadership” are the tangible results of the three keys. Which of the 15 outcomes will meet as part of this activity and/or trip? Please check all that apply.

This trip enables girls to ...
**Troop/Group Safety**

The safety and well-being of girl and adult members is our highest priority. As a volunteer, it is imperative to know and understand all safety policies and procedures, where to look, or who to ask for more information when necessary. Listed below are the main resources to utilize to ensure the safety of girls.

**Volunteer Essentials:** A guide to all council policies and procedures including safety. Volunteer Essentials is updated annually and volunteers are required to keep abreast of updates and changes to Volunteer Essentials. The most current digital copy of Volunteer Essentials can be found on our gsvsc.org website. A printed copy can be provided upon request.

**Safety Activity Checkpoints:** Activity specific safety guidelines for activities including camping, participating in a parade, and even product sale participation. Volunteers are required to stay abreast of all activities that are not allowable under Girl Scout insurance regulation standards.

**Approved Vendor List:** This is a list that is kept current by the GSVSC Program Specialist of all council-approved vendors utilized for activities that are of higher risk to participants. The approved vendor list can be found on the gsvsc.org website. For example, this list includes council-approved stables for troop/group horseback riding badge activities. Please contact the Program Specialist, if you wish vendors be added to this list.

**Girl Scouts of Virginia Skyline Council website:** Check out our [www.gsvsc.org](http://www.gsvsc.org) website for more information.

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**General Safety Guidelines**

🌟 **Keep parents/caregivers informed!** Communicate regularly about troop meetings, trips, events, and activities. Obtain parent/caregiver permission by using permission slips every time the troop leaves the regular troop meeting place for troop/group activities.

🌟 **Girls are never alone!** Girls should never be alone with girls or a single adult. At least one troop leader and either another troop leader, co-leader, or troop support volunteer (council-approved chaperone) should be present any time girls are meeting together.

🌟 **Know your surroundings!** This goes for both the regular meeting place and when venturing out with the troop and applies to both people and places. Assess any risk that might be present and take appropriate action.

🌟 **Follow all safety policies and procedures** as outlined in Volunteer Essentials and Safety Activity Checkpoints. Contact your regional Volunteer Support Manager for questions.

🌟 **Keep the GSVSC Emergency Procedures (#1088), Emergency Number 540-598-0974** and First Aid Kit with the Troop/Group at all times.

🌟 **Report all incidents, accidents, or crises** by calling the GSVSC Emergency Number and submitting an Incident/Accident/Crisis Report (#1089) within 48 hours to the CEO.

🌟 **Obtain help when conflicts arise.** Reach out to your GS Service Unit Team Leader, Team Members or your regional GSVSC Volunteer Support Manager to assist with troop/group conflicts.
Incident/Accident/Crisis Report

GSVSC Emergency Number: 540-598-0974

Follow the instructions in the GSVSC Emergency Procedures (#1088). Use additional paper wherever needed. Failure to complete and submit this report may lead to disciplinary action, up to and including release from volunteer service. Complete and submit this form within 48 hours to the CEO for any of the following situations:

Incident/Behavioral
Any situation including but not limited to any of the following:
- Individual(s) who do not observe procedures or policies of GSVSC or GSUSA
- Individual(s) who demonstrate behaviors NOT in accordance with the Girl Scout Promise & Law
- An allegation of inappropriate use of Girl Scout funds
- Any situation involving violence or the threat of violence (verbal or physical)
- An alleged theft
- An allegation of physical, mental, emotional, neglect or sexual abuse, sexual assault or harassment including bullying, stalking, inappropriate texting or social-media messaging
- Intruders, vandalism, or property damage
- Product tampering
- Girl Scout image or media issues
- Name-calling; cultural, religious, or racial slurs or cursing
- Appearance of illegal drugs, unrecorded prescription drugs, or drunkenness

Accident/Injury/Illness
- Any situation in which someone is injured or becomes suddenly ill, for which first aid or treatment is provided by a first- aider or medical professional (doctor, nurse, rescue squad, fire department, or medical facility).
- Exposure to blood/bodily fluids (An exposure is direct contact via eye, nose, mouth, or skin with someone else’s blood or bodily fluids (or via a needle stick or cut). Properly handling blood/bodily fluids while wearing/using gloves or other protective equipment is not an exposure. In the event of an exposure, seek the advice of a physician and report the exposure on the first working day. Follow up with this completed form.

Crisis
Any situation including but not limited to any of the following:
- An injury or illness that is likely to result in death or disability
- A serious behavior problem that resulted in a police report
- A site emergency or evacuation such as a fire, food, or other natural disaster
- A missing person

If more than one person is injured or responsible for incident/accident/crisis, complete a separate form and describe the incident/accident/crisis only once.

E-mail the completed form(s) within 48 hours to the CEO; jahughes@gsjsc.org; fax to the headquarters office at 540-777-1151 (attention: CEO); or mail to: Girl Scouts of Virginia Skyline Council, Attn: CEO, 3663 Peters Creek Road, NW, Roanoke, VA 24019-2809.
Fair Conflict Resolution

Not every troop or group will experience conflict, but if conflict does arise remember to be F-A-I-R.

- **Facts**: state the general facts about the situation that can be agreed upon
- **Acknowledge**: show empathy by acknowledging the other person’s situation
- **Impact**: state the impact that the behavior has on you and others
- **Result**: know your desired result and ask for their input

Always invite the other party to be part of the solution to the conflict. Conflicts are best handled during face-to-face meetings. Addressing conflicts using text or social media is NEVER a good idea. It is too easy to text something or post something out of anger that you might regret later. Email can be a tool to document how a conflict was handled or resolved, but remember tone can be misinterpreted in texts, emails, and social media posts, which only adds additional strife and can lead to an escalation in these types of situations.

Not everyone is comfortable with confrontation. However, face-to-face conversations do not need to be confrontational to be effective and can lead to a win-win solution when everyone works together towards a peaceful **RESOLUTION**:

- **Respect** the right to disagree
- **Express** your real concerns
- **Share** common goals and interests
- **Open** yourself to different points of view
- **Listen** carefully to all proposals
- **Understand** the major issues involved
- **Think** about the probable consequences
- **Imagine** several possible alternative solutions
- **Offer** reasonable compromises
- **Negotiate** mutually F-A-I-R cooperative agreements

And of course, always thank them for working with you to resolve the situation.

You may want to share these tips with the parents/caregivers and girls in your troop/group when creating the troop/group agreement. Sometimes parents/caregivers need reminding that they are Girl Scout role-models and represent all of Girls Scouts of the USA.

If you find that the troop/group cannot come to a peaceful resolution, seek additional help by contacting the GS Service Unit Team Leader or regional Volunteer Support Manager for assistance. Please keep in mind that council needs documentation of conflicts using the **Incident/Accident/Crisis Report (#1089)**.

**GSVSC Volunteer Support Contact Info:**
- NW — Megan Cheresnowsky, mcheresnowsky@gsvsc.org
- NE — Stephanie Collis, scollis@gsvsc.org
- SE — Jessie Brockman, jbrockman@gsvsc.org
- SW — Vacant; Jodi Brodkin, jbrodkin@gsvsc.org (interim)
Troop/Group Bank Account

Planning and budgeting finances of the troop/group is an ongoing process that requires input from the girls, parents/caregivers, adult troop support and leaders. Troop/group budgets are built on troop dues, profits from the annual cookie and fall product sales, and extra money-earning activities. To encourage a girl-led troop environment, girls should be involved in troop finances: budget planning, estimating costs of activities/materials, and managing the bank account (when age-appropriate).

Steps to Open or Change Signers on a GS Troop/Group Bank Account

1. **Choose a council-approved bank.**
   Girl Scouts of Virginia Skyline has a working relationship with several banks. All Girl Scout accounts must be opened at one of the following council-approved banks: BB&T, First Citizen’s, First and Citizens, Bank of Botetourt, Union, or Grayson National Bank.

2. **Complete the GS Bank Account Application (#4319).**
   There must be two troop-level signers on each troop bank account in addition to the Service Unit Finance Facilitator or Service Unit Bank Signer on the troop bank account. None of the three bank signers may be related. Once the troop has determined its two troop-level signers and obtained the bank contact information, the troop leader/co-leader submits the GS Bank Account Application (#4319) to the GSVSC Finance Department at volunteerfinance@gsvsc.org.

Before the GS Bank account application can be processed, council staff will verify that the new troop has been assigned a troop number and each signer has completed the following:

- Volunteer Application (#4249) on file with council
- Cleared/current background check on file with council
- Registered adult Girl Scout member
- Completed GS101, GS102, GS103, and New Leader Orientation

Once it is verified that each signer has completed the above checklist, the troop leader/co-leader and Service Unit Finance Facilitator will receive the emailed documentation necessary to open the troop account; **the troop leader/co-leader should receive this documentation within two weeks after submitting the application.**

3. **Sign onto the account**
   Print out the documents emailed to you by the GSVSC Finance Department. You will need to take these to the bank when opening your account. This documentation includes the Council’s Tax ID Number 54-0737207, which must be used for all Girl Scouts of Virginia Skyline Council troop accounts. **Do not use your personal social security number for troop bank accounts! Remember that there must be three signers on all troop accounts. The third signer must be the local Finance Facilitator.** Troop leaders should verify if the bank requires all signers to sign on the account at the same time. It is also suggested that troop/groups collect/utilize troop dues to open the new troop bank account.

4. **Submit the Bank Record (#4041)**
   Once the bank account has been opened and all signers established or changed on the account, submit a Bank Record (#4041) to the Finance Facilitator and volunteerfinance@gsvsc.org. Every time there is a change of banks or signers, a new Bank Record is required!
# GS Bank Account Application

- **For Troops:** A leader/co-leader must complete this application to open a troop bank account. The application is submitted to the GS Community Finance Facilitator for approval. If the GS Community does not have a Finance Facilitator, submit to the GSVSC Finance Manager at volunteerfinance@gsvsc.org.
- **For Program or Groups:** A volunteer must complete this application to open a bank account for a Program such as a Series, Event, Trip or Camp or group such as the Adventurers. The application should be submitted to the GSVSC Finance Manager at volunteerfinance@gsvsc.org.
- **A Finance Facilitator must complete this application to open a GS Community bank account. The Finance Facilitator submits the application to GSVSC Finance Manager at volunteerfinance@gsvsc.org.

<table>
<thead>
<tr>
<th>GS Community/County:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GS Community Finance Facilitator’s name and e-mail:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type and name of account (check one):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Troop Account</td>
<td>☐ Camp</td>
</tr>
<tr>
<td>Troop #:</td>
<td>Name:</td>
</tr>
</tbody>
</table>

**Legal names and contact information of Account Signers:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Position:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number:</td>
<td>E-mail address:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Position:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number:</td>
<td>E-mail address:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Position:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number:</td>
<td>E-mail address:</td>
</tr>
</tbody>
</table>

**Address for monthly bank statements:**

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (street, city, state, zip):</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td>E-mail address:</td>
</tr>
</tbody>
</table>

**Name and location of bank:**

<table>
<thead>
<tr>
<th>Bank:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Contact:</td>
<td></td>
</tr>
<tr>
<td>Address (street, city, state, zip):</td>
<td></td>
</tr>
<tr>
<td>Phone number:</td>
<td>Fax number:</td>
</tr>
<tr>
<td>Number of debit cards requested:</td>
<td></td>
</tr>
<tr>
<td>Names for debit cards:</td>
<td></td>
</tr>
</tbody>
</table>

**Office Use Only**

☐ Signers have approved Volunteer Applications on file, have completed training, & are registered GS members.

Date Received:  

☐ Approved by:  

---

4319 – 4/2014
Troop directions: Complete and return this form to your finance facilitator or service unit manager as soon as you establish your Girl Scout troop checking account. This form must be on file before the troop participates in any fundraisers. Complete and return this form or send a copy of the original with your annual Finance Report. The finance facilitator or service unit manager will forward one copy to council headquarters and keep one copy in the service unit/community files.

Service unit/Community, Camp or Other Sub-Unit directions: Complete and return one copy of this form to council headquarters as soon as you establish your account. Complete and return this form or send a copy of the original with your annual Finance Report. Keep one copy in the service unit/community or other files.

TO PROTECT THE COUNCIL AND YOURSELF, COMPLETE THE FOLLOWING INFORMATION:

<table>
<thead>
<tr>
<th>Service unit/Community:</th>
<th>Troop number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of bank:</td>
<td>Camp or Sub-Unit:</td>
</tr>
<tr>
<td>Bank address:</td>
<td>Account number:</td>
</tr>
<tr>
<td>Bank phone number:</td>
<td>Date Opened/Changed:</td>
</tr>
<tr>
<td>This account has online checking access: Yes No</td>
<td>Type of Change:</td>
</tr>
<tr>
<td>This account was issued a check (debit) card: Yes No</td>
<td># of cards issued:</td>
</tr>
<tr>
<td>Authorized user:</td>
<td>Card number:</td>
</tr>
<tr>
<td>Authorized user:</td>
<td>Card number:</td>
</tr>
</tbody>
</table>

NAMES OF PERSONS AUTHORIZED TO WITHDRAW MONEY OR MAKE DEPOSITS:
*Troop accounts must include service unit manager, finance facilitator or team member.
*Service unit/Community & other accounts must include a service unit manager, service unit business manager, finance coordinator or member approved by Council.

1. 
2. 
3. 

MONTHLY BANK STATEMENTS ARE SENT TO:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date submitted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Phone number:</td>
<td></td>
</tr>
<tr>
<td>E-mail address:</td>
<td></td>
</tr>
</tbody>
</table>

Submit a new form or copy when a new account is opened or when any changes are made to the current account, and with the annual Finance Report.

4041 – R 8/2013 (E)
Girl Scouts of Virginia Skyline Council

TROOP DONATION RECORD

Please note: The purpose of this form is to record gifts given directly to a troop or group. Such gifts do not qualify as charitable tax deductions for the donor. Troop or group leaders should provide appropriate thanks to the donor. Use this form to record any monetary donations or in-kind items received by your troop or group. Along with the record, attach a copy of the check or a letter from the donor stating the type and value of the in-kind items donated.

Only contributions made payable to Girl Scouts of Virginia Skyline Council may be eligible for charitable tax deductions for the donor and only in cases where the donor receives no goods or services in return for the gift. In order for a donor to receive recognition for a gift, these gifts must first be received at council headquarters in Roanoke. Once documented appropriately, monies and gift information will be forwarded to the troop or group. Any gift that violates the Affirmative Action Policy will not be accepted. Only the development and public relations officer or designee can issue letters of tax deductibility and/or certify as to the organization’s nonprofit status.

Forward this form to: Development Office, Girl Scouts of Virginia Skyline Council, 3663 Peters Creek Road, NW, Roanoke, VA 24019-2809. Questions? Call the development and public relations officer at 540-777-5111 or 800-542-5905, ext. 111.

<table>
<thead>
<tr>
<th>Troop number:</th>
<th>Age level:</th>
<th>Service unit:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of donation:</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Type of donation:</th>
</tr>
</thead>
</table>

- Monetary
  - Amount $ (attach copy of check)
- In-kind
  - Value: $ (attach donor’s letter)
  - Description:

<table>
<thead>
<tr>
<th>Donor’s name (individual or business):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Donation applied to the following activity(ies):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Did the troop/group send a thank you note to the donor?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Submitted by:</th>
</tr>
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<tbody>
<tr>
<td>Position:</td>
</tr>
</tbody>
</table>

1215 – R 5/2010(E)
IRS Regulations of Troop/Group Earnings

**IRS Inurement/Private Benefit – Charitable Organizations**

A section 501(c)(3) organization must not be organized or operated for the benefit of private interests, such as the creator or the creator's family, shareholders of the organization, other designated individuals, or persons controlled directly or indirectly by such private interests. *No part of the net earnings of a section 501(c)(3) organization may inure to the benefit of any private shareholder or individual.* A private shareholder or individual is a person having a personal and private interest in the activities of the organization.

Girl Scouts of Virginia Skyline Council does not have the ability to control, change, or influence IRS regulations. Understand this can not only impact the tax exemption of this council, but potentially the tax-exempt status of other Girl Scout Councils nationwide.

- Rewards and incentives are based on sales ranges set by councils and may not be based on dollar-per-dollar calculations
- All money earned is for Girl Scout troop/group activities and cannot be retained by individuals
  - Distribution of funds for troop/group activities cannot be based upon dollar-per-dollar raised by individual girls
  - No troop/group cash-based accounts may be kept for or distributed to individuals for participation in troop/group activities
  - Money-earned cannot follow the girl outside of the council in any monetary form (ex., gift cards, gift certificates, etc.)
- All benefits provided should relate back to supporting the Girl Scout Mission; decisions should be based on our tax-supported philosophy regarding what is mission-related (ex. camp, travel, events would be mission related.)

**Did You Know?**

- At any time, girls or parents/caregivers may ask to see and should be allowed to review the troop finances. (Checkbook register, finance summary report & worksheets should be made available.)
- Girls can and should learn to keep track of the troop finances and make decisions on how the money should be spent as part of the troop Girl Scout experience.
- Troop funds are the property of the troop and should be used for troop activities.
- Please refer to the Managing Group Finances chapter of Volunteer Essentials for more information.
**Financing the Troop/Group Activities**
All troop supplies and materials should be paid for with troop funds unless donated. Troop/group activities are mainly funded by individual girl (troop) dues, additional contributions from families, and money earned by girls. Be sure to use the Tax Certificate of Exemption or card when making troop/group purchases.

**Troop Dues & Contributions from Families**
Average troop dues are $15-$30/year. Troop Dues are not required and some troops decide not to collect dues when they have had successful product sales. Troop dues can be collected each meeting, monthly, quarterly, or annually. Additional contributions from families are subject to the planned activities and cover additional costs of troop/group activities that are not covered by troop dues and money earned by girls.

**Money Earned by Girls**
- Council-sponsored product sales are council-wide sales of authorized products such as the Girl Scout Cookies, magazines, nuts, and candy in which girl members participate.
- Additional money-earning activities which require pre-approval by council.

**Product Sales and the Girl Scout Leadership Experience**
The Girl Scout Cookie Sale and the Fall Product Sale are integral parts of the Girl Scout Leadership Experience, built around financial literacy. In fact, the Girl Scout Cookie Program is the leading entrepreneurial activity for girls. No university has produced as many businesswomen as the Girl Scout Cookie Program. Girls that participate in the Fall Product Sale and the Girl Scout Cookie Sale not only earn money for their troop so they can discover, connect, and take action; but girls also learn skills that will help them grow into leaders in their own lives, leaders in business, and leaders in the world.

**Why Product Sales (Cookie Sale and Fall Sale)?**

<table>
<thead>
<tr>
<th>Build Important Financial Literacy Skills</th>
<th>Finance the Troop</th>
<th>Be a Team Player</th>
</tr>
</thead>
<tbody>
<tr>
<td>— girls work together towards a collective goal as they build 5 key skills:</td>
<td>— earnings can pay for the opportunities like camping, trips, service projects and more!</td>
<td>— together as a council we pool our earnings to support camp properties, resource development, program opportunities, financial assistance, volunteer training and more to continue the Girl Scout Movement!</td>
</tr>
<tr>
<td>4. People Skills</td>
<td>5. Business Ethics</td>
<td></td>
</tr>
</tbody>
</table>
FALL PRODUCT SALE

2016
nugs, candies, magazines & photo keepsakes

October 1 - December 1
Our Fall Product Sale focuses on teaching girls goal setting, decision making, money management, people skills and business ethics. Girls have EASY WAYS to sell products to friends and family: door-to-door, booth sales and online.*

*Order, pay & ship ALL items online (in addition to in-person order-taking)

How do I earn my patches & prizes?

2016-17 Year Patch
Sell 12 Nuts/Candy items

100 Club Patch
Sell 100 Nuts/Candy items

Bluetooth Speaker
Sell 100 Nuts/Candy items

Online Patch
Create your own Virtual Shop & send 15 e-mails

Explorer Patch
Sell 2 Magazine Subscriptions and/or Photo items

Dream Journal
Sell 75 Nuts/Candy items

Share Patch
Sell 5 Donated-to-Military items

Goal Achiever Patch
Sell 50 Nuts/Candy items

Bracelet Set
Sell 5 Magazines/Photo Keepsakes

Design your Own Patch!
Sell $150 in online orders

Koala
Sell 50 Nuts/Candy items

Shine On Patch
Sell 25 Nuts/Candy items

HIGHEST SELLER
The council top seller will be awarded a Kindle Fire!

Troop Profit:
$1 per Nuts/Candy item + 15% profit on Magazines & Photo Keepsakes

For more info on the Fall Product Sale, contact:
Arlene Wilhelm, Product Sales Manager | 540-777-5105 or 800-542-5905, ext. 105 | awilhelm@gvscon
Girl Scout

COOKIE SALE
January 1 – March 31, 2017

There Are 3 Ways to Sell!
In-Person, Booth Sales & Online*
*Order, pay & ship, all from your phone or PC with COCODirect!

It’s Easy to Get Started!
1. Click on the link from the council website: gsvec.org/cookie-sale. Follow the prompts to create your login. It is helpful to have your troop number before starting. IMPORTANT: Remember, it is always best to work online with an adult.

2. Create your Cookie Command Center
You can upload your own photo or choose from a variety of avatars. Set your goal! Check out the business-skill activities to earn badges. Create your sales dashboard. Send (& receive) cheers within your troop!

3. Send E-Cards for Online Sales
Create your own special message! Add e-mail addresses of family & friends, and then send out your sales pitch so they can shop online and support Girl Scouts!

COCOdirect gives girls access to mobile apps for your iPhone, iPad, iTouch or Android devices. From here, you can sell online for all NINE cookie varieties (in quantities of half-dozen or dozen) or sampler packs of eight boxes of cookies (sampler does not include gluten-free cookie).

COCOdirect accepts all major credit cards including Visa, MasterCard and American Express. All shipping and handling charges, including credit card fees, are paid by the consumer.

COCO is your online Cookie Command Center for your cookie business (for all girls K-12!)
- Set your goal!
- Keep track of your sales!
- Send e-cards to friends & family, inviting them to buy cookies from you online!
- Keep up with your troop’s goal, and see how your friends are doing with their sales, too!

Find out about Cookie Manager’s t-shirt opportunities & earn rewards for your participation!
See the girl order card for patches & rewards you can earn.

100th Anniversary of Girl Scouts Selling Cookies!
Retail Sales and Use Tax Certificate of Exemption

Girl Scouts of Virginia Skyline Council
3663 Peters Creek Rd. NW
Roanoke, VA 24019

Effective Date: 06/19/2014
Expiration Date: 06/19/2019
Exemption Number: SE540737207F06192019

This letter confirms that your organization qualifies under Code of Virginia § 58.1-609.11 to purchase tangible personal property without paying the Virginia sales and use tax. This exemption also applies to tangible personal property sold by the organization. However, this exemption is not applicable to the purchase of taxable services, such as meals or lodging.

To purchase tangible personal property without paying a sales and use tax:
- Present a copy of this letter to each dealer.
- Pay directly from the organization’s funds. Purchases by a member of the organization from their personal funds (i.e., cash, personal credit card or personal checking account) are taxable even though they may be reimbursed by the organization. If the organization issues credit cards to employees who are responsible for payment of the charges that are reimbursed by the organization; these type transactions are taxable.
- Employees or members may NOT use this exemption certificate to purchase goods for personal use.

Dealers, please note the following:
- The dealer is required to have on file a valid certificate of exemption from each organization.

I certify that the item or items being purchased are purchased by and used or consumed by the organization named above and that payment for this purchase is made to the vendor from the organization’s funds.

Organization’s Authorized Representative: Jean Ann Hughes

Printed Name: Jean Ann Hughes

Any misuse of exemption certificates will be subject to the penalties prescribed in § 58.1-623.1 of the Code of Virginia.
**Additional Money-Earning Activity Guidelines:**

Troop-group money earning activities refers to activities organized by the troop/group (not by the council) that are planned and carried out by girls (in partnership with adults) and that earn money for the troop/group’s program activities. The additional money-earning activities must be pre-approved by council at least **three weeks prior to the date of the activity**. Submit the Additional Money-Earning Application (#2131) to moneyearning@gsvsc.org for approval.

**When considering additional money-earning activities, remember:**

- Review Council Policy VF6 and procedures (Volunteer Essentials) prior to organizing and carrying out any additional money-earning activities.

- Girls are not allowed to engage in any direct solicitation for money for their troop/group or other organizations. Girl members may support other organizations through service projects or by making an informed girl-led decision to donate.

- Service Units, troops/groups, volunteers, or girls are NOT allowed to hold 50/50 raffles, demonstration parties, or sell other branded products as an additional money-earning activity.

- Money earned is for Girl Scout troop/group activities and cannot be retained by individuals.

- For safety and security reasons, individual girls, parents, or other adults may not conduct sales on the internet for any Girl Scout troop/group money-earning activities. (Sales on the internet include any financial transaction concluded on any online website, including online auctions or public sale sites; GSUSA-approved vendor-developed websites are permitted as an exception.)

- Group money-earning activities need to be suited to the age and abilities of the girls and consistent with the principles of the Girl Scout Leadership Experience such as:
  - Bake sales
  - Car washes
  - Community yard sales
  - Community events
  - Badge-earning programs
  - GS program events
Application for Approval
Additional Group Money-Earning Activities

To receive approval for additional money-earning activities, please read the following guidelines and fill out the application below.

- Girls/groups must participate in both product sales.
- Girls/groups cannot hold more than five additional money-earning activities during the year.
- Girls cannot engage in direct solicitation for money.
- For safety and security reasons, individual girls, parents, or other adults may not conduct sales on the internet for any Girl Scout troop/group money-earning activities. (Sales on the internet include any financial transaction concluded on any online website, including online auctions or public sale sites; GSUSA-approved vendor-developed websites are permitted as an exception.)
- Approval must be obtained from the development office three weeks before the event by mail or e-mail to moneyearnings@gsusc.org.
- Additional money-earning activity cannot take place during the product sales.

Troop Number/Community Name:

Name:

Phone Number:

E-mail:

Description of Money-Earning Activity:

Date of Event:

Location of Event:

Please list any community businesses or organizations that are being contacted for support:

Submitted by:
Approved by:
Additional Comments:

SAMPLE
Proper Troop/Group Finance Management is KEY!
Because troop/group funds are owned collectively by the girls, proper handling and accounting of the funds is imperative and is council policy. All troop funds (income from dues, fees, product sale funds/profits, and donations, etc.) must be deposited and kept in the troop bank account **before** any funds are spent on troop activities. This ensures an official paper trail. Keeping good records is **KEY** to handling troop/group funds with integrity and allows the transparency needed to ensure a successful Girl Scout experience for everyone!

**Required Annual Finance Report (#4318) Due June 1**
The Finance report is due June 1 to service unit Finance Facilitator or Volunteer Support Manager and should include the following:

- Finance Report Worksheets 1-4
- Finance Report Summary
- Reconciliation Worksheet
- Supplements & Comments
- Copies of ALL receipts
- Copies of ALL bank statements from reporting year
- Receipts required for reimbursements from troop/group funds
- Reimbursements required within 120 days of the transaction and do not carry over into next fiscal year (June 1 to June 1)

**Organizing for success!**
- Get organized from the very start!
- Carry a small pouch to keep the troop debit card and GS receipts separate from other personal expenses and debit cards while on the go.
- Keep troop/group purchases & expense transactions separate from personal.
- Keep checkbook register up-to-date.
- Keep container or file at home to store “Income” records and one for “Expense” records.
- Use technology to get organized: Google Drive, Google Sheets, DropBox, OneNote.
- Review monthly bank statements and check register for inaccuracies or service fees. GS bank accounts should not be charged service fees. Contact the bank to address any fees.
- Document income & expense transactions on the Finance Report (#4318) worksheets; then staple copies of expense receipts to the corresponding monthly bank statement.
- Draw a line in the Girl Scout checkbook register to indicate when you ended the reporting cycle. Begin a new reporting cycle with new Finance Report Worksheets. Ending Balance from Line D on Finance Report Summary is to be carried over as the Beginning Balance on Worksheet 1 of 4 of new reporting cycle.
- The Finance Report Workbook (#4318) can be signed & emailed to Finance Facilitator. For security purposes, please remember to include only last four digits of bank account.
- Request the “Making Cents of the Troop Finance Report Workshop” for more guidance!
- Refer to “Organizing Troop/Group Finances” (page 58) for more tips.
Finance Report Guide
(For use with form 4318)

Instructions for Troops/Groups (Adventurers) & Finance Facilitators:
1. Due June 1: Use Finance Report Workbook (#4318) for annual reporting of Troop/Group (Adventurer) Girl Scout bank account or Community Girl Scout bank account:
   - Finance Report Worksheets 1-4
   - Finance Report Summary
   - Reconciliation Worksheet
   - Supplements & Comments
   - Copies of ALL receipts
   - Copies of ALL bank statements from reporting year
   - ALL due to Finance Facilitator
   - (Finance Facilitator only) Community Finance Report Workbook due June 1st to GSVSC Volunteer Services Manager.
2. Enter Beginning Balance on Worksheet 1 of 4 to auto-populate throughout report.
3. Form # 4318 Finance Report Workbook can be signed & emailed to Finance Facilitator. For security purposes, please remember to include only last four digits of bank account.
4. Draw a line in the Girl Scout checkbook & checkbook register to indicate when you ended the reporting cycle. Begin a new reporting cycle with new Finance Report Worksheets. Ending Balance from Line 6 on Finance Report Summary is to be entered as the Beginning Balance on Worksheet 1 of 4 of new reporting cycle.
5. If the Troop/Group is disbanded, merging or dividing, contact the Finance Facilitator for further assistance. Resources and financial reports MUST be turned over to the Finance Facilitator within 30 days of the last troop meeting.

Instructions for Camp Directors or Event/Series/Travel/Virtual Pathway Facilitators:
1. Due within 30 days of completed program - Use Finance Report Workbook (#4318) for financial reporting of camps/events/series/trips/virtual program pathways for pathway programs that have their own bank account separate from any troop or community account and is managed by a Camp Director or Event/Series/Travel/Virtual Pathway Facilitator.
   - Finance Report Worksheets 1-4
   - Finance Report Summary
   - Reconciliation Worksheet
   - Supplements & Comments
   - Copies of ALL receipts
   - Copy of ALL bank statements used to reconcile report
   - ALL due to GSVSC Staff
2. Enter Beginning Balance on Worksheet 1 of 4 to auto-populate throughout report.
3. Form # 4318 Finance Report Workbook can be signed & emailed to GSVSC Staff. For security purposes, please remember to include only last four digits of bank account.
4. Draw a line in the Girl Scout checkbook & checkbook register to indicate when you ended the reporting cycle. Begin a new reporting cycle with new Finance Report Worksheets. Ending Balance from Line 6 on Finance Report Summary is to be entered as the Beginning Balance on Worksheet 1 of 4 of new reporting cycle.

GSVSC FINANCE POLICIES

AT-Any registered Girl Scout volunteer who assumes stewardship of any Girl Scout monies within his or her jurisdiction is accountable to Girl Scouts of Virginia Skyline Council for those monies, and those monies shall be held in a checking or interest-bearing account at one of the approved banks.

NOTE: Approved banks are First Citizens Bank, BB&T, Union First Market, Bank of Botetourt, First and Citizens Bank, and Grayson National Bank.

NOTE: If any of these banks are not available within the volunteer's community, special permission must be granted by the CFO.

VF4 - Troops/groups not re-registering by December 1 must send any unused funds to council headquarters. These funds are held for one member (by December 30th) pending re-registration of this troop/group. If the troop/group does not re-register by September 30th, the funds are then used for training resources for new volunteers and financial assistance for girls.

VF5 - Troops/groups of registered Girl Scouts who participate in both council-wide product sales programs and who need to earn an additional funding to carry out planned and budgeted annual program activities are required to submit a money-earning application at least three weeks prior to the event and comply all Health Activity Checkpoints and council policies.

VF6 - Volunteers who agree to serve in positions requiring management of troop/group, event, camp or product funds are required to report on an annual basis the state of those funds.

NOTE: Volunteers failing to submit required financial reports will not be allowed to serve in any volunteer capacity until the matter is resolved and an audit of funds has occurred.

NOTE: If the Finance Report is not correctly reconciled to the most recent bank statement, all bank statements for current membership year will be required to formally audit the Girl Scout bank account.

NOTE: Any Girl Scout Volunteer who assumes stewardship of any Girl Scout monies must retain copies of the Finance Report Workbook, receipts, and bank statements for a minimum of 3 years.

Best Practice - The Finance Report Workbook should be shared with girls (and parents) to encourage financial literacy and a girl-led environment for goal setting and planning, as well as financial transparency.
## Ins & Outs of Managing Troop/Group Funds

### Managing the “ins and outs”
- Managing the troop bank account and finances is not unlike managing your own personal checking account.
- Deposit ALL troop funds (dues, fees, money-earning, activities, product sale funds/profits, donations, etc.) into the troop bank account.
- Enter Beginning Balance on Worksheet 1of 4 to auto-populate throughout Finance Report (#4318).
- Review monthly bank statement and compare with the check register; record income & expense transactions on the Finance Report (#4318) each month; keeping records up-to-date.
- Attached copies of correlating expense receipts to the monthly bank statement and keep with troop records.

### Income (Ins)
**As money comes into the troop/group, be sure to do the following:**
- Document the income in the “Deposit/Credit” column of the checkbook register.
- Document the income in the “Income” column of Worksheets within Finance Report (#4318). Be sure to record the full date (month, day, year), purpose/use, name of merchant in the “Description” column, the dollar amount for each transaction, and the member’s name, if relevant.
- Do not “bundle” deposits on the Worksheets within Finance Report (#4318) that occur on different calendar dates or occur as a separate transaction on the same date. Each deposit transaction should be its own line item.
- Keep all bank deposit slips and income receipts. See next page for “Financial Organization” tips.
- When you receive your bank statements, check the statement against your saved deposit slips and receipts, checkbook register, and Finance Report (#4318).
- Always write a receipt to parents for any income paid to the troop (dues, fees, money-earning activities, product sale funds, donations, etc.) This will help you keep track of who has paid and who owes the troop.

### Expenses (Outs)
**As money goes out of the troop/group account, be sure to do the following:**
- Document payments and debit expenses in the “Expense” column of the checkbook register.
- Document payment and debit expenses in the “Expense” column of the Worksheets within Finance Report (#4318). Be sure to record full dates (month, day, year), method of payment (DBT, CK#, CA), name of merchant, purpose/use of the expense in the “description” column, the dollar amount for each transaction, and the member’s name, if relevant.
- Do not “bundle” expenses on Worksheets within Finance Report (#4318). Each expense should be its own line item.
- Use the proper key code (DBT=Debit, CK#=Check number, CA=Cash) to correctly document each expense. Include check numbers — for all checks written from the troop account — in the “Description” on Finance Report (#4318).
- Keep all receipts for expense transactions. Refer to financial organization on the next page for tips.
- When new bank statements are received, check the statement against the saved receipts, checkbook register, and update the Finance Report worksheets accordingly (#4318).
Organizing Troop/Group Finances

**Tips & Tricks from Experienced Troop Leaders**

Label receipts & deposit slips after each transaction

- Label all receipts and deposits for Girl Scout purchases with “GIRL SCOUTS” at the time of purchase or deposit.
- Label all receipts or deposits by category from the Finance Report (#4318). These categories are as follows:

<table>
<thead>
<tr>
<th>INCOME</th>
<th>EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ Registration Fee</td>
<td>◆ Registration Fee</td>
</tr>
<tr>
<td>◆ Dues/Fees</td>
<td>◆ Dues/Fees</td>
</tr>
<tr>
<td>◆ Take Action (Journey/Bronze/Silver/Gold</td>
<td>◆ Take Action (Journey/Bronze/Silver/Gold</td>
</tr>
<tr>
<td>◆ Award Projects</td>
<td>◆ Award Projects</td>
</tr>
<tr>
<td>◆ Juliette Low World Friendship Fund/SHARE</td>
<td>◆ Juliette Low World Friendship Fund/SHARE</td>
</tr>
<tr>
<td>◆ Fall Product Sale</td>
<td>◆ Fall Product Sale</td>
</tr>
<tr>
<td>◆ Cookie Sale</td>
<td>◆ Cookie Sale</td>
</tr>
<tr>
<td>◆ Activities</td>
<td>◆ Activities</td>
</tr>
<tr>
<td>◆ Supplies</td>
<td>◆ Supplies</td>
</tr>
<tr>
<td>◆ Recognitions/Insignia, Uniforms, Books, etc.</td>
<td>◆ Recognitions/Insignia, Uniforms, Books, etc.</td>
</tr>
<tr>
<td>◆ Financial Assistance/Scholarships, Donations</td>
<td>◆ Financial Assistance/Scholarships, Donations</td>
</tr>
<tr>
<td>◆ Money-Earning Projects</td>
<td>◆ Money-Earning Projects</td>
</tr>
<tr>
<td>◆ Other</td>
<td>◆ Other</td>
</tr>
</tbody>
</table>

**For example:**

- You buy markers for the troop to use during meetings; label the receipt: “Girl Scouts — Supplies.”

- You buy s’mores makings for the troop camping trip; label the receipt: “Girl Scouts — Supplies.”

- You deposit a check for $15 from Gabby Girl Scout’s parent for her membership registration fee; label the deposit slips: “Girl Scouts — Registration Fee (Gabby Girl Scout).

**Scan or copy receipts/deposit slips monthly**

- You will be required to turn in copies of all receipts with your Finance Report (#4318) annually, by June 1.

- If you’re submitting your Finance Report (#4318) by email, receipts will need to be scanned and submitted by email as well. If you’re submitting a paper copy of the Finance Report (#4318), you will be asked to submit copies of your receipts rather than the originals.

- Scanning or copying receipts and deposit slips monthly and attaching copies to the correlating monthly bank statement makes completing the troop finance report so easy!
Organize Receipts, Deposits and Finances using Technology

- Create a “shared” folder in Google Drive, Drop Box, Box, OneNote etc.
- Share this folder with all Troop Leaders or Troop Support Volunteers who will be making troop purchases and troop deposits.
- Label shared folder by membership year and troop number. Example: 2016-17 Troop 1234 Finance Documents
- Require each purchaser to snap a photo or scan copies of Girl Scout receipts, deposit slips, saved emails from online purchases, and upload them all to the troop’s shared folder. Label digital files of expense receipts or deposits by type of income or expense and date of transaction.
- Troop Volunteers can download free apps for Google Drive, DropBox, Box, or OneNote to smartphones to make it easy to upload digital files directly to the shared folder!
- Upload the Finance Report (#4318) as a “shared” Google Sheet in this shared folder.
- Share the document with each troop leader or troop support volunteer.
- Require each troop volunteer to be responsible for recording their troop deposits or expense transactions as they occur on the Finance Report (#4318).

Organize with an envelope or photo box

- Write “Troop Income” on the front.
- Put all bank deposit slips, bank statements, and all other income receipts in this container.
- Label a second envelope or photo box with “Troop Expense” on the front.
- Put all expense receipts in this container.

Organize with an accordion folder

- Label the tabs with each month of the year.
- Place each month’s receipts, deposit slips, and bank statement in the corresponding slot.
- Example: All February receipts and deposit slips go in February’s slot in the accordion folder.

Ownership of Assets

All money and other assets, including property, that are raised, earned, or otherwise received in the name of and for the benefit of Girl Scouting must be held and authorized by a Girl Scout council or Girl Scouts of the USA. Such money and other assets must be used for the purposes of Girl Scouting. They are the property of and are administered by the Girl Scout council or Girl Scouts of the USA and shall not be sold, given, transferred, or conveyed to a third party for less than fair market value. Such assets are not the property of individuals, troops, geographic units, subordinate units, or communities within a Girl Scout council.” (Pg. 21 Blue Book of Basic Documents 2015)
Financial Procedures When Troop/Groups Change

Girls Changing Troop/Group
If one or more girls move from one troop to another within the council, their original troop/group account stays intact and no funds are transferred. When girls are placed/accepted into an existing troop/group they participate in the activities planned by that troop/group and work within the constraints of that troop/group’s treasury.

Merging Troops/Groups
If two troops/groups merge, the funds from both troops are combined into one bank account. One of the former troops will be disbanded. Troop/group leaders should seek assistance from the SU Team and GSVSC staff.

Bridging Troops/Groups
A troop/group with girls bridging to a new level and into a new troop/group may transfer a proportionate amount of funds from the former troop funds into the new troop. The former troop is not considered disbanded. Troop/group leaders should seek assistance from the SU Team and GSVSC staff.

Splitting Troop/Groups
If the entire troop/group (ALL girls and families) mutually decide to divide, it is appropriate for the troop/group to decide to split the funds of the existing troop proportionally. However, if a small number of parents/caregivers decide to leave to establish a new troop, they do so with the understanding that their girls have no claim to their “share” of the funds unless the former troop/group decides together to split the funds in this way. The former troop is not considered disbanded. Troop/group leaders are to contact the SU Team and GSVSC staff for assistance in the process/procedures to split the funds.

Disbanding Troop/Group
A disbanded troop/group is one that is no longer meeting, or has not met for 6 months or more, or has not registered by Dec 1 of the new membership year; the troop/group account is to be closed and remaining funds sent to council to be held for one year from the date of disbandment. If the troop/group does not re-register or the girls do not continue within one year of disbandment, the funds will revert to the council to provide financial assistance, program services, and resources for future Girl Scouts. (Refer to council policy VF4.)

If one or more girls from a disbanded troop are placed into one or several other active troop/groups within the council, a percentage of the troop/group funds will be transferred to the new troop/group(s). This percentage is determined by dividing the total amount in the bank account by the number of girls in the troop at the time of disbandment. This division is made regardless of an individual’s contribution through product sales and other money earning activities.

Any troop/group with all girl members having graduated high school or aged-out should disband their troop/group with 30 days of their last troop meeting/activity or by Sept 30 of the current membership year, and should follow the troop/group disbanding procedures.
Troop/Group Disbanding Procedures

If a troop/group, whose members in their entirety have graduated high school, aged-out, decided not to re-register or decided to discontinue meeting at any time during the membership year, the troop/group leaders are to:

- Notify the SU Team and GSVSC Volunteer Support Manager to assist with disbandment.
- Provide the SU Membership Placement & Registration Facilitator and GSVSC Membership Support Manager a current troop roster with contact information for all girls and parents/caregivers. These individuals will work to find a troop/group for those Girl Scouts who would like to continue in scouting. You may find your SU membership contact [http://www.gsvsc.org/en/about-girl-scouts/find-a-troop.html](http://www.gsvsc.org/en/about-girl-scouts/find-a-troop.html)

- Hold a girl-led discussion/meeting to help the girls decide how to use existing troop funds. This decision must be made by the girl members in the troop/group. Please note: Girls must be current registered Girl Scout member in order to utilize troop funds. The troop/group funds are for Girl Scout activities and are not to be retained by individuals as their property. Although girls cannot raise money on the behalf of another charity/organization, girls may contribute a portion of their troop/group funds to another non-profit organization or project they consider worthwhile. Appropriate usage of funds includes choosing a program activity, donation to the Juliette Gordon Low World Friendship Fund or Girl Scouts of Virginia Skyline Council Financial Assistance Fund (helping other girls in need), purchasing Lifetime Memberships for graduating high school seniors, or donation to another organization of the girls’ choice. Be sure to request documentation from the organization that your troop/group has donated to and attach the documentation to your annual Troop/Group Finance report (#4318).

- Finalize use of troop group funds and complete final activities to close out troop finances.
- Secure all troop debit/ATM card(s) from troop/group leaders.
- Go to bank and close troop/group bank account.
- Request a cashier’s check be made payable to GSVSC, for any remaining troop/group funds, which will close the bank account.

- Within 30 days of last troop meeting/activity, remit any remaining funds via cashier’s check and along with submission of final Finance Report (#4318) to GSVSC Membership & Volunteer Support Specialist (Policy VF4) at council headquarters. This final report should accurately show all transactions occurring since the annual Finance Report submitted on June 1st. This final report should show the bank account balance equaling $0.00 after obtaining a cashier’s check, if applicable.

- Within 30 days of last troop meeting/activity, turn over troop/group checkbook, bank statements, debit/ATM cards, deposit slips, endorsement stamps, and all troop equipment, materials, and supplies to the SU Team Leader and/or GSVSC Volunteer Support Manager.

- Please consider taking our Service Survey to help us improve the Troop Leader/Co-Leader experience. Find the Service Survey at: [https://www.surveymonkey.com/s/GSVSCServiceSurvey](https://www.surveymonkey.com/s/GSVSCServiceSurvey)
Get to Know Your Girl Scout Resources

It’s important to utilize all the valuable resources that Girl Scouts of Virginia Skyline Council offers to volunteers. The resources listed below are available online on our website or from your Girl Scout Service Unit Team.

**Girl Scouts of Virginia Skyline Website**
www.gsvsc.org
Offers a wealth of info about programs, trainings, events and product sales scheduled throughout the council. The website is updated regularly.

**Volunteer Essentials**
http://www.gsvsc.org/volunteer-essentials/
Girl Scouts of Virginia Skyline’s Volunteer Essentials is the primary resource for all volunteers. It provides info about Girl Scouts of VA Skyline, the Girl Scout Leadership Experience, council policies & procedures, staff structure, service units, emergency procedures, and much more. Volunteer Essentials is updated annually. Be sure to keep a current copy with your troop records.

**Troop Notebook**
Girl Scouts of Virginia Skyline’s Troop Notebook is a troop management resource guide for all troop/group leaders. The Troop Notebook is updated annually. Be sure to keep a current copy with your troop records.

**Blue Book of Basic Documents** *(Girl Scouts of the USA)*
Contains the GSUSA constitution, bylaws, policies, credentials, and Congressional Charter.

**Safety Activity Checkpoints**
When preparing for any activity with girls, always begin by reviewing the Girl Scout Safety Activity Checkpoints written about that particular activity as well as the Safety-Wise Chapter in Volunteer Essentials.

**Forms & Documents**
Find the most up-to-date council forms and documents on our council’s website.

**The Sky’s the Limit/Summertime Sensations**
Published twice annually, The Sky’s the Limit lists the council’s trainings and programs. It’s supplemented once a year by Summertime Sensations, which includes all camps.

**Approved Vendor List**
This is a list of all council-approved vendors utilized for activities that are of a higher risk. The approved vendor list can be found on the website.

**The Girl Scout Connection e-Newsletter**
A weekly Virginia Skyline e-newsletter for all volunteers to keep up-to-date with GSVSC and your GS service unit community. Want to sign up for this newsletter? Email: info@gsvsc.org to sign up!

**Girl Scouts of the USA Website**
www.girlscouts.org
The national Girl Scout website provides information about Girl Scout programs, including the Girl Scout Journeys and other helpful resources addressing issues that girls and volunteers face in today’s world.

**Quick-Start Guides for Daisy, Brownie, Juniors**
http://forgirls.girlscouts.org/quickstart/
Daisy, Brownie or Junior troop leaders can use these Quick-Start Guides to help plan for their troop meetings! Based on the 10 Essential Elements of Girl Scouts, the Quick Start Guides will help you plan a well-rounded troop experience.

**Girl Scout Journeys**
Girl Scout Leadership Journeys are a program that helps girls explore a theme as they Discover, Connect and Take Action to help them develop leadership skills, explore interests, try new things, meet different people, and make the world a better place.

**The Girl’s Guide to Girl Scouting**
A fun, easy-to-use binder (one for each grade level) full of great info and badge activities, has an easy-to-follow diagram showing where to place badges, pins, and awards on her vest and sash. There are also great ideas to help tie badges to Journeys. Illustrations and quotes from Girl Scout history to help her feel connected to the traditions of the past. A super helpful awards log showing her every award and badge that’s available at her grade level. She can also see the entire badge program at every level to get an idea of how her skills can grow in Girl Scouting—so much learning, so much FUN!
Recognition & Awards

Everyone likes to feel appreciated for her or his volunteer service. Whether in the form of a simple thank-you for a small job well done or a formal commendation for years of faithful service in a key position of an organization, such acknowledgment is a signal to the recipient that she or he is noticed and appreciated—that she or he is recognized.

Adult Awards

For truly significant service, there is a formal adult recognition program in Girl Scouting. These council and national awards recognize outstanding accomplishments that go well beyond what would be expected for the position held. Download the Virginia Skyline Adult and Girl Recognitions Summary (#4053) to determine:

♀ Which awards would be appropriate for your candidate(s)
♀ Whether letters of endorsement are required, and how many, for each type of award
♀ Who approves the award nomination
♀ The deadline date for submission of nominations
♀ How to complete the appropriate paperwork necessary

Girl Awards

For truly significant service, there is a formal girl recognition program in Girl Scouting. These council and national awards recognize outstanding accomplishments that go well beyond what would be expected of a girl. For more information about girls can earn these awards, visit the GSVSC website for details.

Girl Scout Highest Awards

☀ Bronze Award

☀ Silver Award

☀ Gold Award

Additional Girl Awards

♀ GSVSC Skyline Star Troop Award
♀ GSVSC Tracy & Thelma Loyd Conservation Award
♀ Lifesaving Awards for Girls
♀ GSVSC Emergency Preparedness Award
♀ Bronze Cross Award
♀ Medal of Honor Award
♀ Triumph Award – Lifetime Membership awarded to graduating high school senior Girl Scouts who earned the Bronze, Silver, and Gold Award in Virginia Skyline Council.
**Girl Scout Scholarships**

**Scholarships for Girl Award Recipients**

Congratulations! You helped girls earn the Gold Award! And guess what? These girls may be eligible to apply for a Girl Scout scholarship! We know how hard all our girls work to make the world a better place and we’re so excited to support you in your continued leadership journey!

- Betty G. Norris Gold Award Scholarship: $2,500
- Girl Scouts of the USA National Young Women of Distinction Award
- Alcoa Chuck McLane Scholarship: $10,000

Be sure to check for additional scholarships through GSUSA:

**Additional Scholarship Opportunities for varying age-levels**

MOM (Many Opportunities are Made) Scholarship Application
Available to individual girls, a troop effort, or a council-wide program/initiative. Applications for this scholarship can be submitted at any time during the year.

The Rose Allen "Shorty's" I Love Dark Hollow Day Camp Award
This fund sends 10 girls to Dark Hollow Day Camp each summer!
Service Unit (SU) Support for Leaders

Girl Scouts of Virginia Skyline Council consists of 36 counties. We refer to each county as a Girl Scout Service Unit, which exists to support every leader in implementing the Girl Scout Leadership Experience as designed within her troop.

What are Service Unit (County) Leader meetings?
Service Units hold monthly or quarterly meetings to support leaders by providing them with information and resources. This meeting also provides time for interaction between troop leaders to share ideas and support. As a leader, it’s very important that you attend your SU Leader meetings to get accurate and timely local and council-wide information. Service Unit meetings are reciprocal in that troop/group leaders also provide support to the local SU Team by providing feedback and support for Service Unit events and recruitment.

Service Unit (SU) Leader Meetings

<table>
<thead>
<tr>
<th>Service Unit Name (County):</th>
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</thead>
<tbody>
<tr>
<td>Service Unit #:</td>
</tr>
<tr>
<td>Monthly/Quarterly SU Leader Meetings</td>
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<tr>
<td>Day:</td>
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<tr>
<td>Location:</td>
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</table>

Purpose of the Service Unit (SU)
The Service Unit is a local volunteer support system that helps provide the Girl Scout Leadership Experience to girls and adults. It is the embodiment of the Girl Scout movement within the local service unit county boundaries. The Service Unit (SU) fulfills its role by ensuring that:

❧ Messages and activities of the Service Unit reflect the Girl Scout Mission and GSVSC Membership and Strategic Goals.
❧ Invites new members to join and start new troop/groups to provide direct service to girls K-12 grade.
❧ The Service Unit engages volunteers in developing program plans that meet their needs and interests through a variety of methods.
❧ Volunteers receive ongoing mentoring, coaching, and education that equip them to be successful in their role.
❧ Provide local GS programming to the local service unit (county) with the support of local troop/group leaders and parents/caregivers.

What is a Service Unit (SU) Team?
A Service Unit Team is a group of administrative volunteers appointed and trained by regional council staff to support the delivery of services in the Service Unit (county). For a list of all Girl Scout Service Unit Team vacancies or to get involved in the Girl Scout Service Unit (county), contact your local SU Team Leader.

Who is part of the Service Unit (SU) Team?
Service Unit (SU) Team Leader: The SU Team Leader directs and coordinates the functions of the Service Unit, including recruiting, supervising and supporting team members and troop/group leaders; leads/directs Service Unit (SU) Leader Meetings.

| Name: |
| Phone: |
| Email: |
SU Communications Facilitator: The SU Communication Facilitator maintains the Service Unit roster of all volunteer team members and troop/groups within the service unit (county); emails volunteers; maintains the monthly meeting agenda, meeting minutes, etc.; and supports SU Team leader in securing the monthly meeting location; may lead the SU meeting in the SU Team Leader’s absence.

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<th>Name:</th>
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SU Membership & Marketing Facilitator: The SU Membership & Marketing Facilitator is responsible for year-round recruitment of new girls and adult volunteers. Keeps the Service Unit informed about GSVSC membership goals. Works with volunteers within the Service Unit to recruit adults and start new troops/groups to meet GSVSC membership goals. The Membership & Marketing Facilitator educates potential volunteers about their volunteer position, the volunteer application process, and ensures the volunteer is connected to the Service Unit.

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<th>Name:</th>
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SU School Champions: The SU School Champions are the point of contact for Girl Scouts at their local school. They assist with year-round recruitment of new girls and adult volunteers. They help deliver marketing materials to local schools, neighborhoods, businesses, community centers, churches, etc.

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<tr>
<th>Name:</th>
<th>Phone:</th>
<th>Email:</th>
<th>School:</th>
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SU Membership Placement Facilitator: The SU Membership Placement & Registration Facilitator works to place girls from recruitment events in troops and maintain troop rosters to ensure that membership information is accurate and up-to-date.

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<th>Name:</th>
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SU Orientation Facilitator: The SU Orientation & Training Facilitator mentors and assists with the volunteer application, background check, and provides New Leader Orientation to support the on-boarding process and training of new volunteers.

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<th>Name:</th>
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</table>
**SU Finance Facilitator**: The SU Finance Facilitator helps new troops/groups open their Girl Scout bank accounts, signs on new troop/group accounts, and advises troop leaders on how to complete their annual finance reports; the Finance Facilitator also manages the Girl Scout Service Unit bank account.

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<th>Name:</th>
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</table>

**SU Bank Signer**: The SU Bank Signer assists the SU Finance Facilitator to help new troops/groups open their Girl Scout bank accounts, signs on new troop/group accounts.

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**SU Cookie Sales Facilitator, SU Cookie Booth Facilitator, and SU Cookie Cupboard Facilitator**: The SU Cookie Sales Facilitator ensures the cookie sale is conducted by Council guidelines. The SU Cookie Booth Facilitator arranges for cookie booths in the local service unit (county). The SU Cookie Cupboard Facilitator keeps and manages the cookie cupboard.

**SU Cookie Sales Facilitator**

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**SU Cookie Booth Facilitator**

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**SU Cookie Booth Facilitator**

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**SU Fall Product Sale Facilitator and SU Fall Product Sale Booth Facilitator**: The SU Fall Product Sale Facilitator ensures the fall product sale is conducted by the Council guidelines. The Fall Product Sales Booth Facilitator arranges for fall product sale booths in the local service unit (county).

**SU Fall Product Sale Facilitator**

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**SU Fall Product Sale Booth Facilitator**

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<td>Phone:</td>
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**SU Event Program Facilitator/Camp Director**: The SU Event Program Facilitator is responsible for planning and collaborating to coordinate and facilitate Service Unit events and programs in the local service unit (county); Works with SU Team to engage local troop/group leaders and parents/caregivers in order to provide local GS programming and camp opportunities to the girls within its county/district.
**SU Event Program Facilitator**

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**SU Camp Director**

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**Area Council Trainer:** The Area Council trainer ensures training is provided to girls and adults in their service unit locally and council wide to support the GS Mission and strategic goals.

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**GSVSC Staff Support**

The council staff provides support to Girl Scout Communities and volunteers in implementing the Girl Scout program. In addition to your Girl Scout Service Unit team, you will be supported by your regional staff team, who has specific roles in supporting Girl Scout Communities, administrative volunteers and troop leaders. Here are the positions and their functions:

<table>
<thead>
<tr>
<th>Role</th>
<th>Function</th>
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</thead>
<tbody>
<tr>
<td><strong>Regional Membership Manager</strong></td>
<td>Works with volunteer membership service unit team to recruit adult volunteers to start new troops, register girl and adult members, and assist with placement into troops.</td>
</tr>
<tr>
<td><strong>Service Unit Support Manager</strong></td>
<td>Works with volunteer council trainers to ensure troop leaders complete required training; oversees the service unit team to provide support to new and existing troop leaders, assists with management in troop finances, and assists with conflict resolution when it cannot be resolved at the service unit or troop level.</td>
</tr>
<tr>
<td><strong>Troop Support Manager</strong></td>
<td>Provides support to volunteers who need assistant implementing the Girl Scout Leadership Experience and leading journeys. Works with volunteer Camp Directors to offer camp opportunities for girl members. Works with program collaborators to provide on-demand program opportunities for troops/groups.</td>
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<tr>
<td><strong>Customer Care Specialist: Membership &amp; Volunteer</strong></td>
<td>Processes volunteer applications and criminal background checks.</td>
</tr>
<tr>
<td><strong>Customer Care Specialist: Program</strong></td>
<td>Processes Trip Permissions, Event Approvals, Certificates of Insurance and Highest Award Proposals and Final Reports.</td>
</tr>
<tr>
<td><strong>Customer Care Specialist: Registrar</strong></td>
<td>Specialist manages reservations for council properties and Help Desk, and processes financial assistance requests, and membership registrations.</td>
</tr>
</tbody>
</table>
Service Unit Structure

There are essential responsibilities that must happen in a service unit to ensure we are working towards the mission and goals of the organization. These functions are carried out through appointed and trained administrative volunteers who work together as the support team.
### FALL (August-November)
- Host Parent/Caregiver Back-to-Troop Meeting
- Renew memberships in eBiz (by 9/29)
- Update volunteer role in eBiz (after 10/1)
- Attend Service Unit Leader Meetings
- Review Volunteer Essentials/updates to Girl Scout council policies and procedures
- Review Troop Notebook
- Sign Troop Leader Position Description
- Assist Back-to-School & GS Open House recruitment events
- Host regular troop meetings implementing girl-led plans
- Host investiture/rededication ceremony
- Girls determine Girl Scout Sunday Plans
- Help girls plan Milk and Cookies reception for GS Sunday
- Girls determine Girl Scout Week Plans
- Continue regular troop meetings implementing girl-led plans
- At large members & delegates attend Annual Meeting (last Saturday in Jan.)
- Participate in the Girl Scout Cookie Program (January 1 – March 31). Key points:
  - Attend SU Cookie Training mid-December.
  - Each troop must have a council-approved, trained and registered troop cookie manager.
  - Direct Sales Order – Mid-December
  - Order taking: January 1
  - Cookie delivery: Mid-January-March 31
  - Booth sales: Mid-January – March 31
- Participate in Girl Scout World Thinking Day on February 22. Girls honor our sister Girl Guides and Girl Scouts by taking time to give thanks for their international friendships and remember that GSUSA is a part of a global community.
- Check GSVSC Event Calendar for Learning Opportunities – GS301a & GS301b to take troop/group camping!

### SPRING (March–May)
- Continue attending SU Leader Meetings
- Continue regular troop/group meetings
- Cookie Sale “wrap up” by 3/31
- Early Bird Register April 1- June 30
- Review The Sky’s The Limit/Summertime Sensations with girls to make summer plans
- Prepare finance reports:
  - Gather all bank statements
  - Make copies of all receipts
  - Staple receipts to monthly bank statement
  - Complete Finance Report (#4318)
- Help host spring recruitment events

### WINTER (December-February)
- Continue attending SU Leader Meetings
- Fall Product Sale “wrap-up” 12/1
- Girls determine Girl Scout Sunday Plans
- Help girls plan Milk and Cookies reception for GS Sunday
- Girls determine Girl Scout Week Plans
- Continue regular troop meetings implementing girl-led plans
- At large members & delegates attend Annual Meeting (last Saturday in Jan.)
- Participate in the Girl Scout Cookie Program (January 1 – March 31). Key points:
  - Attend SU Cookie Training mid-December.
  - Each troop must have a council-approved, trained and registered troop cookie manager.
  - Direct Sales Order – Mid-December
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  - Booth sales: Mid-January – March 31
- Participate in Girl Scout World Thinking Day on February 22. Girls honor our sister Girl Guides and Girl Scouts by taking time to give thanks for their international friendships and remember that GSUSA is a part of a global community.
- Check GSVSC Event Calendar for Learning Opportunities – GS301a & GS301b to take troop/group camping!

### SUMMER (June-August)
- Early Bird Register April 1- June 30
- Finance Reports due 6/1
- Plan for fall GS Open Houses and Back-To-School recruitment nights
- Attend summer camp or go camping with troop/group
- Attend SU Girl Scout Kickoff (Aug. – Sept.)
- Help with Girl Scout Membership and PR table at fairs, festivals, parades
- Prepare for Parent/Caregiver Back-to-Troop Meeting (August)
- Check GSVSC Event Calendar for fall Learning Opportunities and GS Events
Important GS Days to Remember

Throughout the year, girls and adults celebrate some very special days in Girl Scouting!

October 31: Juliette Low’s Birthday or Founder’s Day
October 31 marks the 1860 birth of Girl Scouts of the USA founder Juliette Low in Savannah, Georgia. Juliette started the organization in 1912.

February 22: World Thinking Day
February 22 celebrates the birthdays of Girl Guides/Girl Scouts founder Robert, Lord Baden-Powell (1857-1941) and World Chief Guide, Olave, Lady Baden-Powell (1889-1977). In the United States, Girl Scouting grew out of the friendship between Juliette Gordon Low and Lord Baden-Powell and his sister, Agnes, who began Girl Guiding. World Thinking Day celebrates that friendship and the sisterhood of Girl Guides and Girl Scouts around the globe. The day is also a time to donate funds to the Juliette Low World Friendship Fund.

March 12: Girl Scout Birthday
March 12 commemorates the day in 1912 when Juliette Gordon Low officially registered the organization’s first 18 girl members in Savannah, Georgia. Girl Scout Week is celebrated each March, starting with Girl Scout Sunday and ending with Girl Scout Sabbath (Saturday), and it always includes the Girl Scout Birthday, March 12. Girl Scout Sunday and Girl Scout Sabbath give girls an opportunity to attend their place of worship and be recognized as a Girl Scout. If a place of worship is the group sponsor, girls may perform a service, such as greeting, ushering, or doing a flag ceremony. These days can also be a time when girls explore other faiths.

April 22: Girl Scout Leader’s Day
April 22 honors all the volunteers who work as leaders and mentors in partnership with girls. Girls, their families, and communities should find a special way to thank their Girl Scout adult volunteers.
Early Bird Membership renewals begin April 1 through June 30. The troop leader can re-register all girl troop/group members online via eBiz (https://gsusa.ebiz.uapps.net/vp/default.aspx?pid=16). The Girl Scout membership fee of $22 per girl should be made payable to the troop.

After the troop has met their goals for the council-sponsored (Fall and Cookie) product sales, the troop may choose to pay for girl troop/group member renewals, split the costs or collect full payment from each parent/caregiver.

Some troops may decide to have each parent/caregiver purchase girl and adult membership renewals online www.gsvsc.org, click on eBiz in upper right corner. Make sure to re-register with your troop under “Virginia Skyline Council.” eBiz accepts credit or debit card payments.

GSVSC financial assistance is provided on a needs basis. Girls needing financial assistance for membership registration fees and uniform components may apply.

To receive financial assistance, caregivers must complete and sign a Girl Membership Registration, as well as the Girl Financial Assistance Application (#1117) for each girl and submit them to troop leader.

Financial assistance is not accepted online.

All troop/group memberships are to be renewed by September 29 of each membership year in eBiz.

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Early Bird Membership renewals begin April 1 through June 30. The troop leader can re-register all adult troop/group members online via eBiz (https://gsusa.ebiz.uapps.net/vp/default.aspx?pid=16). The Girl Scout membership fee of $15 per adult should be made payable to the troop.

After the troop has met their goals for the council-sponsored (Fall and Cookie) product sales, the troop may choose to pay for adult volunteer troop/group member renewals, split the costs or collect full payment from each volunteer.

Some troops may decide to have each parent/caregiver purchase adult membership renewals online www.gsvsc.org, click on eBiz in upper right corner. Make sure to re-register with your troop under “Virginia Skyline Council.” eBiz accepts credit or debit card payments.

GSVSC financial assistance is provided on a needs basis. Adults volunteering with the troop may apply for GSVSC financial assistance. (Only volunteers that have completed the volunteer application and criminal background check are eligible.)

To receive financial assistance, volunteers must complete an Adult Membership Registration, as well as the Adult Financial Assistance Application (#1116).

Financial assistance is not accepted online.

All troop/group memberships are to be renewed by September 29 of each membership year in eBiz.

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Don’t forget to Early Bird Register!
Baden-Powell, Lord: Along with his sister, Agnes. Lord Bayden-Powell was the founder of the Boy Scout and Girl Guide movement for boys and girls. His wife, Lady Olave Baden-Powell, was the World Chief Guide of WAGGGS.

Bridging: The move from one program level of Girl Scouting to the next; e.g. from Junior to Cadettes.

Bronze Award: The Girl Scout Bronze Award, the highest honor a Junior Girl Scout can earn, requires her to learn the leadership and planning skills necessary to follow through on a project that makes a positive impact on her community.

Brownie Circle: A form of troop government for Brownies.

Buddy System: A safety practice in which girls of equal ability are paired to help and to keep track of each other.

Bylaws: The rules and regulations made by a corporation to manage its affairs and to define the rights and obligations of its members, directors, and officers in the corporation and among themselves.

Camporee: A weekend camping event, usually organized by a Service Unit to serve its members.

Ceremonies: Ceremonies mark special Girl Scout events throughout the year. They can celebrate major transitions, such as bridging to another level or getting your Girl Scout pin, commemorate your accomplishment when you earn awards, or simply make the beginning or end of your group's meeting special.

Check-In: Opportunity to share, within a group, answers to questions such as —How are you doing?

Circles: Physical formations that help create an inclusive —safe space.

Connect: Girls care about, inspire, and team with others locally and globally. It is one of the three leadership keys in Girl Scouting.

Cooperative: All members of a group work together towards a common goal that can only be accomplished with the help of others. One of the three processes integral to a high-quality Girl Scout Leadership Experience.

Court of Awards: A ceremony that a troop/group holds at any time during the year at which badges, recognitions, and awards are presented.

Court of Honor: Committee made up of the Girl Scout adults, patrol leaders, troop secretary and treasurer for decision-making purposes.

Daisy Circle: A form of troop government for Daisies.

Day Camp: Usually a week long, day or twilight program organized by Service Units or the Council to serve current girls and/or recruit new girl members.

Delegate: A Girl Scout member, 14 years of age or older, elected to a voting position in the Council.

Destinations: (formerly known as Wider Opportunities) For Cadettes-Ambassadors offers girls a means to travel to exciting places, make lifelong friends, and explore their interests. It can be a chance of a lifetime.

Discover: Girls understand themselves and their values and use their knowledge and skills to explore the world. It is one of the three leadership keys in Girl Scouting.

Early Bird Registration: Spring Registration, of all currently registered girls and adults, for the following membership year, which runs October 1 through September 30.

Earned Award: Recognition earned when participants complete a set of requirements for a particular activity. For many Girl Scouts it is an opportunity to fell pride in accomplishment that is not dependent on school achievement.

Fly-Up: The ceremony in which Brownie Girl Scouts bridge on or move up to Junior Girl Scouts.

Friendship Circle: A symbolic gesture in which Girl Scouts form a circle by clasping each other's hands. It is often used as a closing ceremony.

Girl-Led: Girls play an active role in the planning and implementation of activities, while adults provide age-appropriate guidance, ensuring that planning, organization, set-up, and evaluation of all activities are done jointly with girls. One of the three processes integral to a high-quality Girl Scout experience.
Girl Scout Leadership Experience: The engine for everything girls do in Girl Scouting. The experience identifies all the elements that need to be in place for Girl Scouting to achieve its mission: Girl Scouting builds girls of courage, confidence, and character who make the world a better place. When Discover, Connect, and Take Action activities are Girl-Led and involve Learning by Doing, and Cooperative Learning, girls achieve the desired and expected short-term leadership outcomes, ultimately resulting in Girl Scouting achieving its mission. Girl Scout Processes Encompasses the Girl-Led, Cooperative, and Learning by Doing components of the Girl Scout Leadership Experience. Used together, these processes contribute to the fun and belonging girls seek in Girl Scouting and make it possible for girls to achieve the intended leadership outcomes.

Girl Scout Birthday: March 12, date of the first Girl Scout meeting in Savannah, Georgia, in 1912.

Girl Scout Handshake: A formal way of greeting other Girl Scouts by shaking left hands while giving the Girl Scout Sign with the right.

Girl Scout Motto: The official Girl Scout Motto is to “Be Prepared.”

Girl Scout Sign: The official Girl Scout greeting. The right hand is raised shoulder high with the three middle fingers extended and the thumb crossing over the palm to hold down the little finger.

Girl Scout Slogan: The official Girl Scout Slogan is "Do a good turn daily."

Girl Scout Week: An annual celebration during the week of March 12, Girl Scout birthday (includes Girl Scout Sabbath or Sunday).

Gold Award: The Girl Scout Gold Award is the highest award that a Girl Scout 14-18 may earn. The project is something that fulfills a need within a girl's community (whether local or global), creates change, and hopefully, is something that becomes ongoing.

Guide for Adult Volunteers: —How to books for adults that correspond to the girls' books at every level. Guides include information on how specific activities and experiences tie to leadership outcomes and the three Girl Scout processes and include sample sessions for adults to customize with girls to bring the journey to life.

GSUSA: Girl Scouts of the U.S.A.

GSVSC: Girl Scout of Virginia Skyline Council, Inc.

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

Journey Book: A book used to engage girls at each grade level in exploring the three keys to leadership, earning awards, experiencing Girl Scout history and tradition, and having fun adventures and challenges. Journeys are planned purposefully toward specific leadership outcomes. An accompanying —how toll guide for adult volunteers is available for each journey.

Kaper Chart: A chart that shows the delegation of jobs and rotation of responsibility day by day and/or meal by meal.

Law: The Girl Scout Promise and Law are shared by every member of Girl Scouting. The Girl Scout Law outlines a way to act towards one another and the world.

Leadership Essentials: Learning module that prepares volunteers to effectively guide the Girl Scout Leadership Experience.

Leadership Keys: Term encompassing the Discover (self and values), Connect (others), and Take Action (improving the world) components of the Girl Scout Leadership Experience. In Girl Scouting, the definition of leadership is: Discover+Connect+Take Action=Leadership.

Learning By Doing: A hands-on learning process that engages girls in cycles of action and reflection resulting in deeper understanding of concepts and mastery of practical skills. It is one of the three processes integral in a high-quality Girl Scout Leadership Experience.

Low, Juliette Gordon (nicknamed "Daisy"): Founder of Girl Scouting in the United States, she formed the first troop that met in Savannah, Georgia. She was born on October 31.

Membership Stars and Discs: Each Membership star represents one year of Girl scouting and the colored disc behind the star represents the level for that year.

Motto: Be prepared

Multidisciplinary Programming: Connecting skills and knowledge from multiple sources and experiences; applying skills and practices in various settings.

Nosebag Lunch: A brown bag lunch.

Orientation: Introduction to Girl Scouts – a GSUSA online course.
Outcomes: Result of completing certain activities. Short-term and Intermediate: Girls gain specific knowledge, skills, attitudes, behaviors, and values in Girl Scouting. Long-term: Girls lead with courage, confidence, and character to make the world a better place.

Pathways: Ways girls and adults participate in Girl Scouting. Girl pathways include: Camp, Events, Girl Travel, Special Interest Series, and Troops/Groups.

Patrol: A form of troop government where the troop divides into small groups to enable girls to better practice leadership and decision-making skills.

Promise: The Girl Scout Promise and Law are shared by every member of Girl Scouting. The Girl Scout Promise is the way Girl Scouts agree to act every day toward one another and other people.

Pluralism: The belief in a system that holds within it individuals or groups differing in basic background experiences and cultures. It allows for the development of a common tradition, while preserving the right of each group to maintain its cultural heritage.

Purposeful Leadership: Intentionally practicing inner leadership that leads to authenticity.

Program Aide: Cadette, Senior and Ambassador Girl Scouts who have been trained to assist younger Girl Scout groups with songs, games, crafts, ceremonies or skills.

Quiet Sign: The Girl Scout signal for silence in a group situation. The person in charge raises her/his right hand and the Girl Scouts present fall silent and raise their right hands.

Recruiter/Organizer: A volunteer responsible for year-round recruitment and placement of girls in an assigned area.

Rededication: A formal ceremony at which a girl or adult, who was previously invested, renews their Girl Scout Promise.

(Girl) Scout’s Own: A quiet inspirational ceremony that has a theme and is planned by Girl Scouts and Girl Scout adults.

Service Unit: A geographic subdivision within the Council defined for organizational and program delivery.

Service Unit Team Leader: The administrative volunteer in charge of a Service Unit, accountable to their regional Volunteer Support Manager. She oversees delivery of services to girls and leaders. Evaluates performance and takes necessary action to ensure that all volunteers support and understand GSUSA and Council goals, objectives, policies, standards, and operating procedures.

Signs/Indicators: A measure of the benefits of the experience: what girls might think, say, or do during and after a leadership experience and which help adults determine the success of the experience. Signs simply serve as examples; they are not official assessments of ability and are not to be used to compare one girl with another.

Silver Award: The Girl Scout Silver Award represents a girl's accomplishments in Girl Scouting and her community as she grows and works to improve her life and the lives of others through completion of several pre-requisites and ultimately a main project.

Sit Upon: A "cushion" often made by Girl Scouts to use when the ground is damp or to keep their clothes clean.

Slogan: "Do a good turn daily."

Take Action: Girls act to make the world a better place, using critical thinking skills to get at the roots of an issue and strive toward lasting change. It is one of the three keys to leadership in Girl Scouting.

Thinking Day: Celebrated by Girl Guides and Girl Scouts throughout the world. February 22 is the birthday of both Lord and Lady Baden-Powell. On this day, girls pause to think about their sisters in other countries, exchange greetings around the world, and contribute to the Juliette Gordon Low World Friendship Fund.

Trefoil: The international symbol of Girl Scouting. The three leaves of the trefoil represent the three parts of the promise.

WAGGGS: World Association of Girl Guides and Girl Scouts

Wide Game: A game played by following a trail with stops at several stations to participate in games, crafts or training. Technique used to handle large groups of people.

World Association Pin: A Pin worn by all Girl Scouts and Girl Guides.
## Troop Forms Digest

Most of the forms are available on the council website (www.gsve.org). All forms may be obtained from council headquarters by calling 540-777-5100 or 800-942-5605.

<table>
<thead>
<tr>
<th>Form Title and Number</th>
<th>When Due</th>
<th>Who Approves</th>
<th>Who Keeps</th>
<th>How Used/ Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration: Membership Dues Summary; Girl Registration; Adult Registration</td>
<td>N/A</td>
<td>If using paper registration forms, leader makes a copy for troop records; council will process original.</td>
<td>N/A</td>
<td>To register or re-register girls or adults with GSUSA. Every person must register annually to be a member of the organization; new membership year begins each year October 1.</td>
</tr>
<tr>
<td>Girl Scout Bank Account Application (4319)</td>
<td>Once troop ID is assigned and you know which bank you will use, the finance facilitator should complete this form.</td>
<td>E-mailed to: <a href="mailto:volunteerfinance@gsve.org">volunteerfinance@gsve.org</a> for the Finance Manager</td>
<td>Both sender and recipient keep copies through their e-mail accounts</td>
<td>Finance Manager then sends authorization to open a GS bank account to finance facilitator.</td>
</tr>
<tr>
<td>Troop Bank Record (#4041)</td>
<td>With new troop registration or when leadership or bank changes.</td>
<td>Finance Facilitator must be one of three signatories on the account.</td>
<td>Council headquarters</td>
<td>Location of troop funds; two adults to sign. To be able to inform new leaders about troop finances.</td>
</tr>
<tr>
<td>Troop Attendance &amp; Dues Record (#4321)</td>
<td>Used year-round</td>
<td>Troop leader</td>
<td>Troop leader</td>
<td>To record troop records. Task may be delegated but ultimate responsibility of troop leader.</td>
</tr>
<tr>
<td>Annual Troop Finance Report, Troop Finance Report Worksheets and Reconciliation worksheet (#4316)</td>
<td>Worksheets used all year/ Completed report, worksheets, copy of latest bank statement and receipts due to finance facilitator by June 1. Can be filed electronically.</td>
<td>Finance Facilitator reviews and approves report.</td>
<td>Troop leader should make a copy to keep; finance facilitator may keep a copy; council headquarters keeps original.</td>
<td>Worksheets are used to keep a running, accurate account of troop income and expenditures; must submit with report. Report is used to account for all troop monies. Every troop must submit a copy with receipts and latest bank statement. Can be filed electronically.</td>
</tr>
<tr>
<td>Summary Record of Completed Activities (#4326)</td>
<td>Used year-round</td>
<td>Troop leader</td>
<td>Troop leader</td>
<td>To record special troop projects or activities as they are completed.</td>
</tr>
<tr>
<td>Girl Scout Award Records: Daisy (#2032); Brownie (#2240); Junior (#2033); Cadette (#2034); Senior (#2035); Ambassador (#2037)</td>
<td>Used year-round</td>
<td>Troop leader</td>
<td>Troop leader</td>
<td>To record completion of each girl's journey, badges, pets and awards; can be attached to Girl's Record.</td>
</tr>
<tr>
<td>Girl's Record (#4323)</td>
<td>Used year-round</td>
<td>Troop leader</td>
<td>Troop leader</td>
<td>Kept by troop leader and passed on to next leader or girl/parent when girl changes troops or moves to next grade level.</td>
</tr>
<tr>
<td>Equipment Rental Form (#2468)</td>
<td>No later than four weeks before desired date of use</td>
<td>Property manager/council programs manager/customer focus specialist</td>
<td>Council headquarters and property manager</td>
<td>To reserve council-owned equipment for troop activities, camping, or other programs. Lent on first-come, first-served basis.</td>
</tr>
</tbody>
</table>
New Leader Orientation: Next Steps

Before leaving New Leader Orientation:
- Complete the Getting to Know You sheet and return for submission to SU Team Leader
- Complete New Leader Orientation Course Evaluation
- Sign and submit Troop Leader/Co-Leader Position Agreement
- Obtain Training Card

After New Leader Orientation:
- Obtain Troop Number
- Establish Troop/Group meeting location/time/frequency
- Contact GSVSC Membership Team for girls waiting to join
- Troop Leader and Co-Leader hold Parent/Caregiver Meeting
- Register all girls and adults as Girl Scout Members with council
- Begin meeting with troop/group
- Establish Troop/Group Bank Account at a council-approved bank prior to troop/group participation in council-sponsored product sales:
  - Complete and submit Bank Account Application (#4319) to council
  - Bank resolution provided once staff verify both Troop Leader & Co-Leader have
    - Volunteer Application and cleared background check on file with council
    - Completed GS101, GS102, GS103, and New Leader Orientation
    - Registered as GS members
  - All bank signers sign on bank account to establish bank account
  - Submit Troop/Group Bank Record (#4041) to SU Finance Facilitator and Council
- Troop Leader and/or Co-Leader regularly attend Service Unit Meetings or send parent/caregiver for troop/group representation

Please contact your regional GSVSC Volunteer Support Manager if you need further assistance with any of the above steps.

GSVSC Volunteer Support Contact Info:
NW — Megan Cheresnowsky, mcheresnowsky@gsvsc.org
NE — Stephanie Collis, scollis@gsvsc.org
SE — Jessie Brockman, jbrockman@gsvsc.org
SW — Vacant; Jodi Brodkin, jbrodkin@gsvsc.org (interim)
# Getting to Know You

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
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<tbody>
<tr>
<td>GS Troop Number:</td>
</tr>
<tr>
<td>GS troop age-level? Check all that apply:</td>
</tr>
<tr>
<td>Daisy ☐  Brownie ☐  Junior ☐  Cadette ☐</td>
</tr>
<tr>
<td>Senior ☐  Ambassador ☐</td>
</tr>
<tr>
<td>Have you ever been a Girl Scout? ☐ YES ☐ NO</td>
</tr>
<tr>
<td>What excites you most about being a GS volunteer?</td>
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<tr>
<td>What makes you feel welcomed, appreciated, and supported?</td>
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<tr>
<td>What is your favorite outdoor activity?</td>
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<tr>
<td>What are the things you do in your personal life that provide you with joy, satisfaction or inner peace?</td>
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<tr>
<td>What is your favorite pastime or hobby?</td>
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<tr>
<td>What is your favorite vacation spot?</td>
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<tr>
<td>What do you do for fun that gets you moving?</td>
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<tr>
<td>Who is your role model?</td>
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<tr>
<td>What would you say is your best skill or superpower?</td>
</tr>
</tbody>
</table>
# COURSE EVALUATION

<table>
<thead>
<tr>
<th>Please rate the following:</th>
<th>Exceeded Expectation</th>
<th>Met Expectation</th>
<th>Did Not Quite Meet Expectation</th>
<th>Way Beneath Expectation</th>
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<tbody>
<tr>
<td><strong>Overall Session</strong></td>
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<tr>
<td><strong>Course Materials</strong></td>
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<tr>
<td>Clear and easy to follow:</td>
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<tr>
<td>Relevant to course objectives:</td>
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<tr>
<td>Use them later for reference:</td>
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<tr>
<td><strong>Trainers</strong></td>
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<tr>
<td>Knowledge of materials:</td>
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<tr>
<td>Overall presentation:</td>
<td></td>
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<tr>
<td>Time for discussion/practice:</td>
<td></td>
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<tr>
<td><strong>Course Location</strong></td>
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<tr>
<td>Conducive to learning:</td>
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<tr>
<td>Was the site suitable for the course?</td>
<td>yes  no</td>
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<tr>
<td>Was the length/time of the course suitable for this course?</td>
<td>yes  no</td>
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<tr>
<td>What aspects of the course did you find the most useful?</td>
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<tr>
<td>How could we adapt the course to better meet your learning needs?</td>
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<tr>
<td>How might the course be improved?</td>
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<tr>
<td>I need specific help with... (If you fill this in, please leave your name and phone number)</td>
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<tr>
<td>Overall course comment:</td>
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<tr>
<td>I am interested in becoming a council trainer.</td>
<td>yes  no</td>
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</tbody>
</table>

Continue your comments on the back, if needed.

2387 – R 8/2011 (E)
Volunteer Position Description and Agreement – Service Unit Level
Troop Leader or Co-Leader

Position Summary: Guide and lead a troop/group of girls to experience the fun, friendships, and power of girls together as they make the world a better place through the Girl Scout Leadership Experience (GSLE).

Benefits to Volunteering:

Marketable Skills
- Leadership
- Financial Management
- Organizational/time management
- Community Development
- Event planning

Personal Enrichment
- Appreciate a greater understanding of the Girl Scout Movement
- Participate in a national and international organization
- Discover outlets for creative expression
- Fulfill desires to help and make a difference in the lives of girls and adults

Supported by: Service Unit Team Leader and GSVSC Volunteer Support Manager

Principal Responsibilities:

Volunteer Application, Background Check, and Troop Leader Training
- Complete a GSVSC volunteer application
- Maintain a cleared criminal background check on file with GSVSC
- Complete required leader training for the position within 90 days of submitting volunteer application
- Obtain additional required training as activities progress away from troop meeting place

GS Membership/Registration & eBiz troop management
- Be a currently registered Girl Scout adult member
- Register girl and adult troop members in a timely manner
- Update detailed troop meeting and leader position information in eBiz

Leader-Girl-Parent/Caregiver Network
- Keep parents/caregivers well informed of all troop activities
- Ensure parents/caregivers have completed the appropriate steps to be approved by council before taking on an active role in the troop and working directly with girls

Troop/Group Meetings and GS Activities
- Schedule, prepare, and attend troop/group meetings and activities
- Support girl-led planning, hands-on, and cooperative learning experiences
- Evaluate and progress activities based on the Girl Scout program appropriate to their interests, needs, and abilities
- Obtain written permission from parents and council prior to facilitating trips and events

1603 — 9/2016 (E)