

Getting Started Participant Notebook (PNB)

**Steps to Form a Troop/
Group**

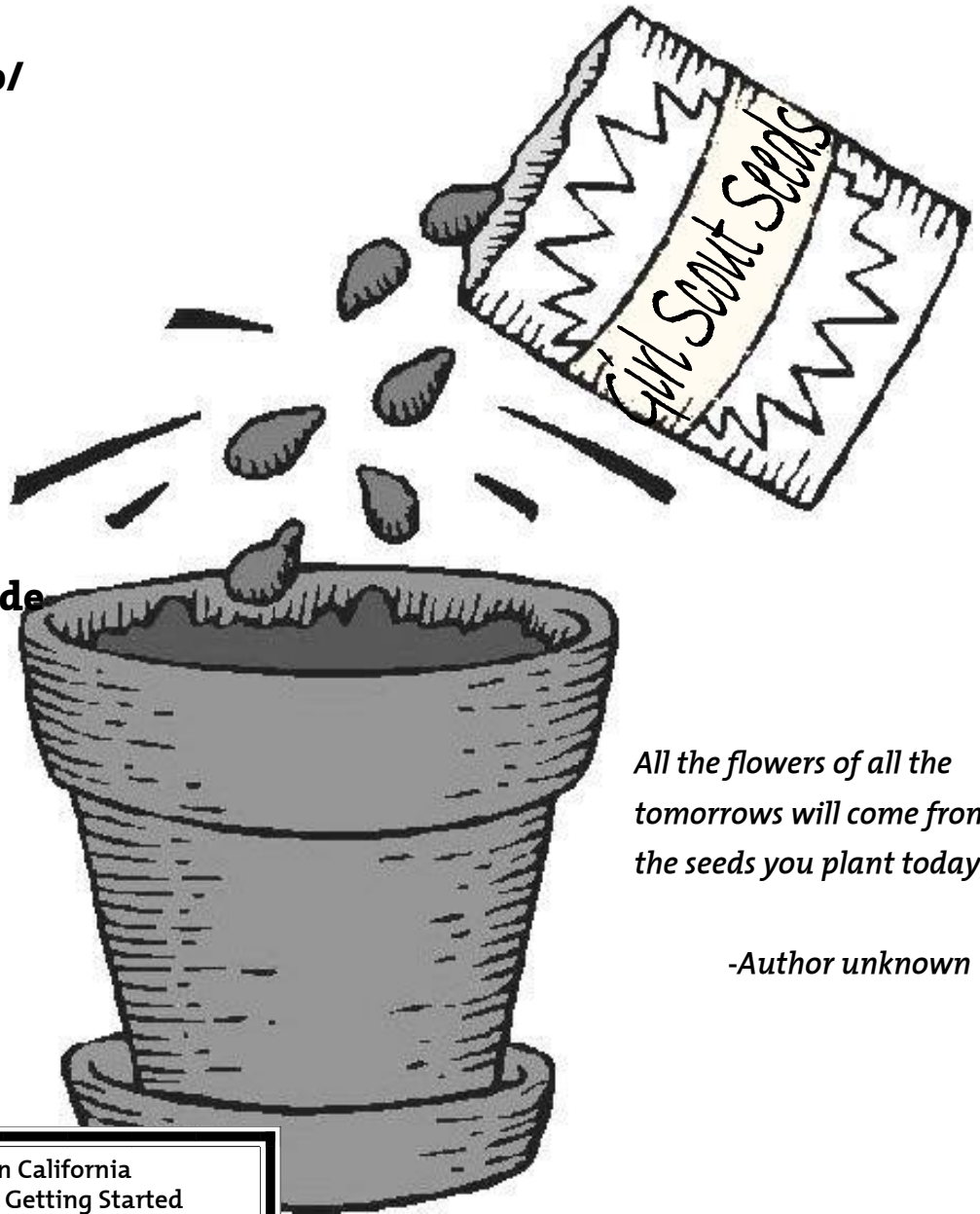
Money Matters

**Building the Troop/
Group**

Registration Process

Girl Scout Meetings

Council Resource Guide



*All the flowers of all the
tomorrows will come from
the seeds you plant today*

-Author unknown

Girl Scouts of Northern California
Certificate of Completion: Getting Started

Name _____

Date _____

Name of Facilitator _____

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TOP TEN TIPS FROM AN EXPERIENCED LEADER

10. There is not just one way of doing things, and there are no Girl Scout Police. You don't need to be a great outdoorswoman/man or a life-long Girl Scout to be an effective leader, but consult with her if you know one!
9. Being a Girl Scout leader is not a competitive sport. If you hear of something neat that another troop is doing, think of all the great things your group is doing, too, and then borrow the good idea.
8. Network. Talk to other leaders, volunteers, and people you know. Use your resources wisely!
7. Plan some joint activities with other troops. Invite some girls from older groups to come help you.
6. Remember that all those Girl Scout rules and regulations are there to help and protect you and the girls, not to be punitive or restrictive.
5. Get the girls to be as self-sufficient as possible by building skills (especially planning and decision-making) as you go. Ultimately, this will be better for them *and* better for you, and is an investment you'll make in the earlier years that will pay off big!
4. Attend service unit meetings and take courses that are offered. You'll get some great ideas and meet some nifty people. In the long run, it'll be a time saver.
3. Don't worry if now and then a meeting sounds and looks like an amusement park fun house. Sometimes 'fun' can be a little chaotic..
2. Delegate. There are lots of jobs, large and small, and to fit every schedule. Make it clear that you are not baby-sitting. Remember to also delegate tasks to the girls—it's a gift for them to have a place to learn from mistakes in a safe environment. Let them have a part in running things from the beginning.
1. Have fun! Being a Girl Scout Leader is one of the best things you'll ever do for yourself and all of the girls. It's not brain surgery or rocket science, but it's just as worthwhile and important.

BUDGET WORKSHEET

(use for yearly, monthly, and activity budgets)

	Budget	Actual
A-Ending balance from prior year		
Income (attach explanations and detail for each item)		
Troop/Group Dues	\$ _____	\$ _____
Fall Sale Profit	\$ _____	\$ _____
Cookie Sale Profit	\$ _____	\$ _____
(Over \$250 through council) Donations/Contributions	\$ _____	\$ _____
Fees collected for Events/Activities	\$ _____	\$ _____
(use Money-Earning App Form) Money-Earning Activities:	\$ _____	\$ _____
(great idea to have girls responsible for small amounts of \$) Dues	\$ _____	\$ _____
_____	\$ _____	\$ _____
Misc. Income (specify):	\$ _____	\$ _____
_____	\$ _____	\$ _____
B-Total Income	\$ _____	\$ _____
-----	-----	-----
C-Grand Total (A+B)	\$ _____	\$ _____
-----	-----	-----
Expenses (attach explanations and detail for each item)		
National membership dues	\$ _____	\$ _____
Snacks and room rental	\$ _____	\$ _____
Activity and Event Expenses-Fees Paid	\$ _____	\$ _____
Activity and Event Expenses-Other	\$ _____	\$ _____
Troop Supplies	\$ _____	\$ _____
Awards and Recognitions	\$ _____	\$ _____
Service Projects	\$ _____	\$ _____
Product Sale Losses (unsold product)	\$ _____	\$ _____
Other Misc. Expenses (specify)	\$ _____	\$ _____
Handbooks, Try-It/Badge Books, Journeys	\$ _____	\$ _____
GS Classes for Adults (First Aid, Camping)	\$ _____	\$ _____
D-Total Expenses	\$ _____	\$ _____
-----	-----	-----
E-Ending Balance (C-D=E)	\$ _____	\$ _____
-----	-----	-----
Reconciliation of Funds/Account		
Total balance on last bank statement		\$ _____
Total Outstanding Deposits		+ _____
Total Outstanding Checks		- _____
Total Troop/Group Cash Held		+ _____
Total Funds (should equal line "E")		\$ _____

OPENING YOUR TROOP/GROUP BANK ACCOUNT

To open a Wells Fargo Non Profit Checking ⁽¹⁰⁾ _____, download the Bank Account Packet and follow these procedures:

STEP 1: Contact your ⁽¹⁴⁾ _____ unit The service unit is always the first point of contact. Practices such as having service unit team members as signers vary by service unit or area.

STEP 2: Complete the ⁽³⁾ _____ forms*

- Bank Account Transmittal Sheet (for mailing or faxing)
- Bank Account ⁽¹⁵⁾ _____/Change form with information for at least 3 signers*.
- Authorization Form for Information in Connection With Business Account Application. (The three signers must be the same as on the Bank Account Creation/Change form.) Please title the account Girl Scouts of Northern California Troop #XXXXX (5 digit troop number)

*The first signer must be the Troop ⁽¹⁹⁾ _____ or the person to receive paperwork. Members of the same family may not be signers on the same ⁽¹⁰⁾ _____, and GSNorCal staff members cannot be signers on group accounts. It is important that all times on all three forms be complete. Please contact your Service Unit Treasurer for any further guidelines within your service unit.

STEP 3: ⁽⁶⁾ _____ OR ^(5A) _____ all ⁽³⁾ _____ forms

If you need assistance in opening your bank account, please contact your Service Unit ⁽¹⁹⁾ _____. If you need assistance in changing signers or account maintenance, contact the Wells Fargo National Business Banking Center at (800) 225-5935.

STEP 4: Complete "Account Application/Agreement or Addendum", mail it back

The bank will send an "Account Application/Agreement or Addendum" which has your signers' information on it. This is the "⁽¹⁷⁾ _____ card". Complete this form and mail the signature card back to the bank in the self addressed envelope provided or to the bank

STEP 5: Receive checks & ATM/check card

Within 7-10 business days after mailing back the addendum, you should receive a box of checks, an ATM/check card that can be used for ⁽¹⁶⁾ _____, membership fees or other expenses and a PIN number for the card. These items will arrive separately.

STEP 6: Sign up for online banking and online ⁽¹⁸⁾ _____ delivery

Sign up for online banking at www.wellsfargo.com/biz and sign up for online ⁽¹⁸⁾ _____ delivery. A ^(5D) _____ ⁽²⁾ _____ statement fee will apply if you do not sign up for electronic statements within 90 days. Due to the increases in fraudulent activities, it is strongly recommended that everyone signs up for this service, and it's free of charge. ⁽²⁰⁾ _____ the bank to reverse the fees if they are charged by mistake.

*The same three forms should be used to make any changes to your account later, such as updating account signers.

Wells Fargo Non Profit Checking ⁽¹⁰⁾ _____s feature:

No ⁽¹²⁾ _____ balance

No ^(5D) _____ service charges

⁽²³⁾ _____ first order of checks

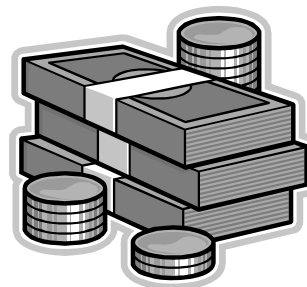
If it is not ⁽¹¹⁾ _____ to open your ⁽¹⁰⁾ _____ at Wells Fargo, check with your CDD (Community Development Director).

It's a great idea to have the girls pay dues. Families often think it's easier to just give a flat amount at the beginning. However, dues offer some great benefits to the girls:

1. They can do special chores at home to earn the money.
2. They have to remember to bring the dues, and keep track of the money (good to have them practice that before they get older and have to carry larger amounts.)
3. They can take turns being treasurer—they have to collect the money and count it up to make sure it balances.
4. Handling dues is part of our Girl Scout program

Here's a fun idea:

Start out every meeting with clothespins marked with girls' names attached around the rim of a large can. As the girls enter, they attach their clothespin to their dues and drop it into the can. If a girl forgot her dues then she just drops the empty clothespin in the can. If a clothespin is left attached to the can that girl is absent. Marking attendance/dues is easy for the girls.



FINANCIAL REPORTING

My daughter sold 862 boxes of cookies, but I really don't know how that money was spent.



I know our group earned \$640 in cookie money this year, but I sure don't think it was spent on the troop— they didn't do that much.



Hmmm... that Girl Scout leader has a new car again this year. I wonder how she was able to afford that?!?



I can't believe that the leader spent all that money buying those flower arrangements for the Investiture ceremony.



My daughter paid her dues every week, but I bet a lot of girls didn't pay. That's not fair!



How would you feel if this was what the parents in *your* group were thinking?

Luckily, that never has to happen to you!

What is the best way to avoid having your group's finances called into question?

- A. Keep good financial records, including receipts
- B. Involve girls (and sometimes parents) in financial decision-making
- C. Report on group finances regularly to girls and families
- D. Follow *Safety-Wise* standards and *Council Resource Book* guidelines
- E. All of the above!

The Annual Troop/Group Finance Report must be filed each year by **June 30**.

It's a good idea to become familiar with the form so that it will help you to organize your records.



Remember! The money belongs to the troop, and the girls should have some idea of the group's financial situation. Talk with them on a regular basis about it.

Girl Scouts of Northern California

Position Description

TROOP/GROUP LEADER

APPOINTED BY: Service Unit Director, Leader Support Manager or Service Unit Team Member

ACCOUNTABLE TO: Service Unit Director, Leader Support Manager and/or Community Development Director

PURPOSE: To coordinate and deliver Girl Scout program for a troop/group through progressive, fun, and contemporary learning experiences leading girls toward the goals and ideals of Girl Scouting. The Troop Leader, in partnership with the co-leader and troop committee members, ensure a safe, quality program for girls.

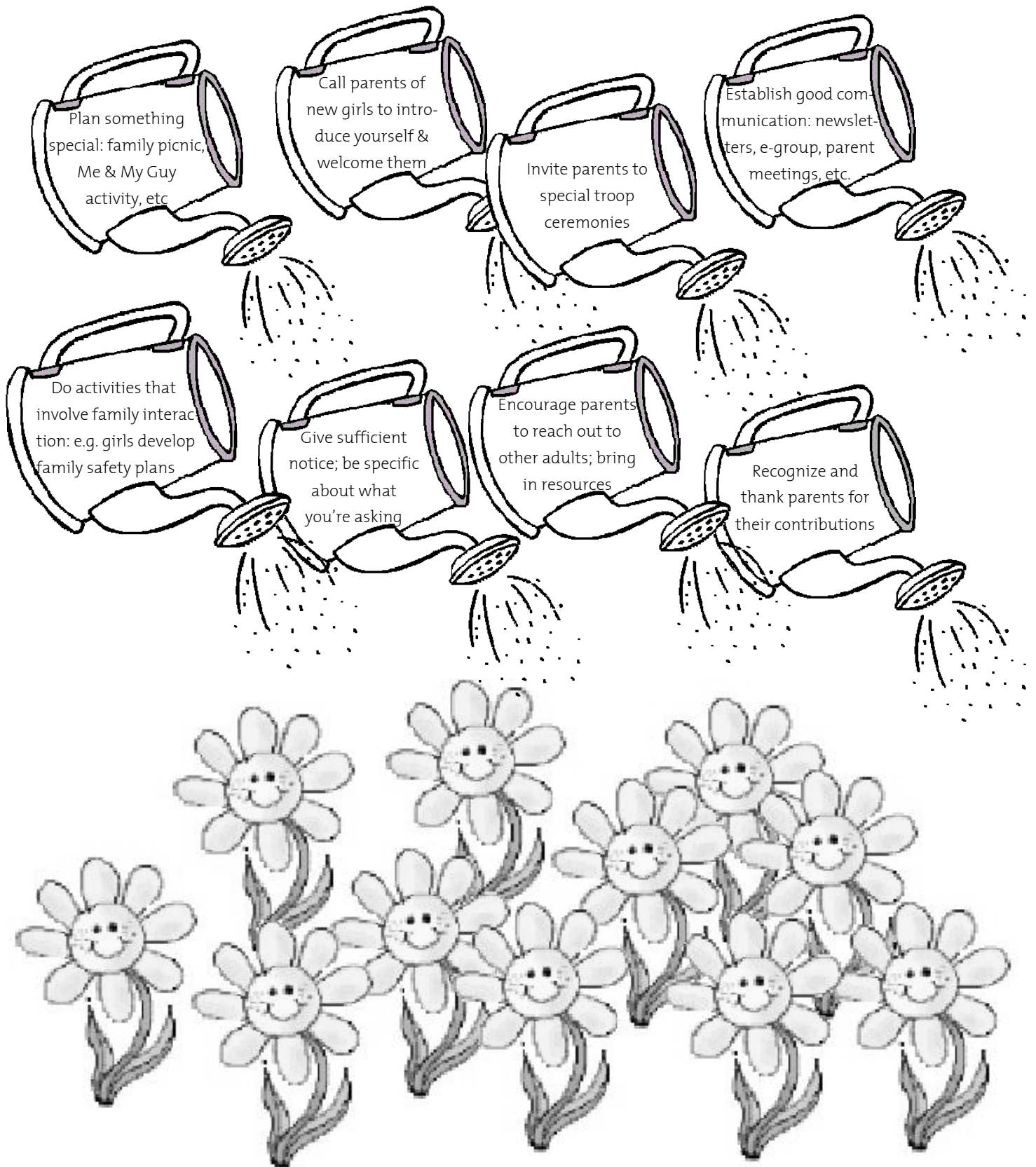
RESPONSIBILITIES:

- ◆ Be familiar with the Girl Scout program for the age level you are working with. Help girls to understand and live by the Promise and Law.
- ◆ Ensure that a minimum of 2 approved adults and at least 1 trained adult is present at all meetings and activities.
- ◆ Meet with the girls on a regular basis; assist the girls in setting realistic, fair rules; establish a consistent format for meetings use appropriate troop government.
- ◆ Provide guidance and direction for girls to plan activities and take responsibility for troop affairs.
- ◆ Ensure that all troop members (girls and adults) are currently registered and that minimum troop of five girls is met, as set by GSUSA and the council.
- ◆ Follow Girl Scouts of the USA and Girl Scout of Northern California policies, standards and procedures in all Girl Scout activities as outlined in *Safety-Wise* and the *Council Resource Guide* to ensure for the health and safety of troop members.
- ◆ Ensure that financial and girl records are maintained. Submit a troop financial report annually by June 30.
- ◆ Attend or send an adult representative to all scheduled Service Unit Meetings.
- ◆ Communicate with girls' parents/guardians and troop committee on a regular basis.
- ◆ Know Service Unit and Council emergency procedures.
- ◆ Promote and support troop participation in Council product sales, Family Partnership and other money-raising efforts. Be aware of financial responsibilities for product sales.
- ◆ Be willing to accept girls from the waiting list.
- ◆ Make efforts to include Service Unit and Council events in yearly calendar.
- ◆ Ensure that other troop/group adults are registered and screened as appropriate.

QUALIFICATIONS:

- ◆ Registered and volunteer approved Girl Scout (at least 18 years of age) who exhibits the prime qualities of the Girl Scout Philosophy.
- ◆ Must complete the volunteer application process.
- ◆ Attend all position related training provided by the council within the required time of accepting a leadership position.
- ◆ Ability to work with people of diverse backgrounds.
- ◆ Possess good communication skills.

HOW TO GET AND KEEP PARENT SUPPORT



REGISTRATION FORMS

GIRL REGISTRATION FORMS

ADULT REGISTRATION FORMS

- Girl Registration Forms**
www.GirlScoutsNorCal.org/membership
- Girl Health History Forms**
www.GirlScoutsNorCal.org/forms
Remember that the Health History form is a private document and should be viewed on a “need to know” basis only! Keep in a secure place.
- Family Partnership Info**

- Adult Registration Forms**
www.GirlScoutsNorCal.org/membership
 - Not mandatory for every adult to register, however, troop/group must purchase additional insurance to cover non-members who participate in activities
- Adult Screening Process**
www.GirlScoutsNorCal.org/screening
 1. Volunteer application (online)
 2. Fingerprinting OR Electronic Background Checks

HOW TO ASK FOR FAMILY PARTNERSHIP DONATIONS

One of the easiest ways to ask for a Family Partnership donation is to tell a story – a personal one from an adult or a girl. The formula goes like this:

1. Incident – Tell an engaging story (3 minutes)
Describe one of your most memorable incidents in Girl Scouting & why it means so much to you.
2. Action – Make a call to action (30 seconds)
“Please support our Family Partnership Campaign by making a gift at one of the listed levels...”
3. Benefit – Tell them how it is beneficial to the audience (30 seconds) “Your gift will help more girls to have this amazing experience in Girl Scouts.”

This is a four minute story with a “short and sweet” approach. No need to ramble on with the Action & Benefit. Ask and be silent! In small groups, parents who are moved by the story will sometimes feel comfortable sharing their own personal experience or even one of their daughter’s experiences, thus enforcing the value and outcomes of supporting Girl Scouting.

Remember that the \$12 registration dues goes to GSUSA—our council needs support, too. It costs about \$300 per girl to provide Girl Scouting.

Check the CRG:VE pages 12-14 for more detailed information on adult screening requirements.

	Registration	Volunteer Application	Or Electronic Background Check	Fingerprinting
Will not attend GS activities, supervise girls, info or money	No paperwork required			
Will attend meetings, won't supervise girls, info or money	X			
Will supervise girls, info about girls or money	X	X	X	
Drivers	X	X	X	

REGISTRATION PROCESS

1. Girl Forms (Parents complete and sign)
 - a. Girl Membership Forms
 - b. Family Partnership Forms
 - c. Girl Health History Forms
2. Adult Forms (Adults complete and sign)
 - a. Adult Registration Forms
3. Membership Dues Summary—tally information from girl and adult membership forms
4. Troop Registration Worksheet
 - a. Account for all registration or Family Partnership Money collected. This total should correspond to the money deposited
 - b. Note: If family is making a donation to Family Partnership—only enter on girl form
5. Deposit the money—keep one copy of deposit slip, give one to Service Unit Registrar
6. Give registration materials to Service Unit Registrar stacked in order:
 - a. Deposit Slip from Bank
 - b. Membership Dues Summary
 - c. Adult Registration Forms
 - d. Girl Registration Forms
 - e. Troop Registration and Family Partnership Worksheet
7. Complete Volunteer Screening process:

NOTE: GSNC will pay the registration fee for girls or key volunteers if financial need is necessary (use Troop/Group Registration Worksheet): Please note on the worksheet in the column headed “financial aid” if a family needs financial help to join Girl Scouts. Your CDD will sign and approve financial assistance. If you need additional guidance regarding financial aid please contact your CDD..

			Copy to SU Registrar	Copy retained by Troop/group	Sent directly to local council office
Girl Forms	Girl Registration Forms	Enter Registration info on Registration Summary, Membership Dues and Family Partnership info on Membership Dues Summary	X	X	
	Family Partnership Form	Enter donation amount on Girl Membership Form if not done by parent	X		
	Girl Health History	Parents complete and sign (forms kept in secure place)		X	
Adult Forms	Adult Registration Forms	Enter Membership info on Registration Summary (all contributions to Family Partnership should go on girl membership form)	X	X	
	Volunteer Application	Adults complete online form: www.GirlScoutsNorCal.org/screening			X
	Driver Form	Volunteers who will drive girls complete this form. Troop checks dates on Driver's License and Proof of Insurance. Troop retains form and updates on an ongoing basis		X	
Summary Forms	Membership Dues Summary	Includes information about where and how often the group will meet, and tallies registration & money	X	X	
	Troop Registration Worksheet	Worksheet summarizes all money received—should balance with deposit	X	X	

MEETING PLANNER

Date: _____

TIME	Mins	ACTIVITY	WHO	MATERIALS	NOTES
		PRE-OPENING			
		OPENING			
		BUSINESS • • • •			
		PROGRAM ACTIVITIES			
		CLOSING			

Refreshments: _____

Parent Help: _____

TAMING THE PAPERWORK: Basic Troop Forms





































PAPERWORK	RESPONSIBLE PERSON	WHERE TO GET FORM	WHEN TO DO/HOW OFTEN
Girl & Adult Membership Forms Registration of girls and adults	Troop Registrar	<ul style="list-style-type: none"> •New troops: New troop packet •Returning troops: registration packet 	YEARLY <ul style="list-style-type: none"> •Begin (and complete) the process at the first parent meeting •Troop Registrar collects all forms and files with the Service Unit Registrar
Girls' Health Histories	Troop Leader (or designated adult) keeps sealed copies—these should only be viewed by others when absolutely necessary	<ul style="list-style-type: none"> •New troops: New troop packet •Returning troops: registration packet 	YEARLY Forms should be reviewed/updated by parents every couple of months and before any overnight trips
Volunteer Application and Screening	Individual adults responsible for seeing that screening process is complete	<ul style="list-style-type: none"> •Online form •Council web site 	ONE TIME ONLY Volunteer should forward notification of clearance to troop leader.
Basic Troop Records <ul style="list-style-type: none"> •Dues Records •“Awards Earned” 	Leader or girls (as part of kapers or rotated duties)	Lots of forms are available on the council website	ONGOING Each troop meeting or as necessary
Product Sales <ul style="list-style-type: none"> •Order forms, etc. •Awards records 	Troop Product Sales Manager(s) (Many troops have separate managers for fall and cookie sales)	Service Unit meetings	Sales managers will receive training within the service unit on the use of forms, record keeping, timelines, financial procedures, etc.
Annual Troop/ Group Finance Report	Troop Treasurer	<ul style="list-style-type: none"> •Council web site •Usually distributed at service unit meetings 	BY JUNE 30 OF EACH YEAR Submit to the Service Unit Treasurer or person designated in the service unit
Driver Information <ul style="list-style-type: none"> •Driver's License copy •Proof of insurance 	Trip Coordinator keeps Driver Info Form and updates as necessary when individuals' licenses or	•Council web site	YEARLY & ONGOING Check latest insurance card and note on Driver Info Form (update as needed)
Troop Trip Folders	Trip Coordinator	Assemble and keep to update for each trip	EACH TRIP Assemble the folders, then update for each trip
Permission Forms or Annual Permission forms	Trip Coordinator	<ul style="list-style-type: none"> •Council's version: on Council web site •Or make your own using council wording 	WHEN MEETING AT A DIFFERENT TIME OR LOCATION, High-Risk, Sensitive Issues Hand out week or two before the 'trip' or activity. Collect prior to (safest) or day of trip
Trip & High-Risk Activity Approval Form	Trip Coordinator	Council web site	14 DAYS+ PRIOR TO TRIP File with the person designated within service unit

Evaluation

Your Service Unit _____ Facilitator _____

When/where you took this course _____

Please rate your readiness for the following: (circle)

	I don't get it	Need more info	I'm ready to try it
Communicating the benefits of the Girl Scout program to group families			
Finding resources and the support you need from within the GS organization			
Explain who needs to register to other group adults			
Developing your agenda for the first parent meeting			
Deciding what kind of adult help is necessary for running the group			
Registering your group for the first time			
Asking group families to participate in the Family Partnership campaign			
Explaining the volunteer screening process to other group adults			
Establish your troop/group financial record-keeping system			
Open your group bank account			
How to plan your group meetings (meeting structure)			
The trip paperwork process			

(Use the back of this form if needed)

1. What information or techniques did you learn that will you be able to use with your troop/group?

2. Were your expectations met during this training? If not, what would you change?

3. Did your trainer focus on empowering you to use available resources, rather than just telling you what you needed to know?

4. I just want to say...

Your name (Optional) _____