

A Go-To Guide
for Co-Leaders!

Lead On!



Building girls of
courage, confidence,
and character,
who make the world
a better place.

Lead On!

A Go-To Guide for Co-Leaders!

Girl Scouts - North Carolina Coastal Pines (GS-NCCP) is the premier leadership development organization for girls serving 41 counties in central and eastern North Carolina. In partnership with our amazing volunteers, we are helping girls to discover their sense of self, connect with others in an increasingly diverse world, and take action to make the world a better place.

The Girl Scout Promise

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

The Girl Scout Law

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

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Thank you for volunteering your time and talents to support a troop in your local community! It is a significant responsibility, but it is also an amazing opportunity to see girls learn, grow, and thrive under your leadership.

Your journey as a co-leader will be filled with inspiring moments as you watch your girls try new things, feel the joy of accomplishing their goals, and experience the happiness of challenging themselves to step outside their comfort zone and succeed!

Lead On! is your go-to guide, full of great information to connect you with the resources and the support you need throughout your journey.

Are you ready to get started?
Let's go...

A Message from our CEO

Welcome to Girl Scouts – North Carolina Coastal Pines! On behalf of our council, I offer a heartfelt thanks to you for volunteering to be a Girl Scout troop co-leader. We are thrilled to have you on board and part of our Girl Scout Movement.



As a Girl Scout volunteer, you are building girls of courage, confidence, and character who make the world a better place. In your role, you get to help girls grow and discover their potential while unleashing their inner **G.I.R.L.** (Go-getter, Innovator, Risk-taker, Leader)[™]. Pretty cool, right?! And in doing so, you are surrounded by support and resources to accompany you on this journey. Whether you were a Girl Scout in elementary school, are a Gold Award Girl Scout, or if this is your first introduction to the organization, we hope this guide will provide you with useful information to support you as a new troop co-leader. From helpful advice on getting your troop going to learning how to partner with girls to discover, connect, and take action, you will have useful information within reach and learn about additional resources available to help you lead with confidence, ease and excitement!

Once again, welcome! We can't wait to see the impact you'll make this year. Our Girl Scouts are lucky to have you!

Yours in Girl Scouting



Lisa Jones
Chief Executive Officer
Girl Scouts – North Carolina Coastal Pines

LET'S GET STARTED!

Managing Your Member Experience Online

After your background check is completed and you are approved to serve as a volunteer, you will receive an email prompting you to login to MyGS, your Girl Scout member community. MyGS allows you to manage your member experience online.

On the Troop tab in MyGS, you can see any girls and adults who have signed up for your troop and add new girls to your troop—and the Troop Opportunity Catalog allows you as the troop leader to display available openings in your troop for girls and/or volunteers. You can add your troop to the opportunity catalog by emailing helpdesk@nccoastalpines.org. In MyGS, you will have access to update your family's information, to include phone, cell, email, address, and girl's school.

MyGS will also allow you to indicate your communication preferences (i.e. opting in to email and texting – including how often you would like to receive any communications). MyGS will give you the ability to ensure your troop members are registered and will serve as the tool to register troop members for council sponsored events. Meeting times and location can also be updated using this system.

Next Steps

Look out for a welcome email with details on any required trainings and how to connect with your service unit and council. In addition, you will receive a second email to activate your account to GSLearn, our new online learning management system.

Troop Co-Leader Training Path

When you're set up for success, you'll be empowered to set up your troop for success! To help you become the best leader you can be, we offer in-person workshops, online training courses, and other great resources.

Get started by visiting GSLearn to complete:

- Successful Leader Learning Series,
- 367 Volunteer 360
- GSUSA Volunteer Toolkit – Troop Leader View
- 367 Troop Banking: Getting Started and Making Changes
- New Diversity, Equity, Inclusion and Belonging Training for Volunteers
- New Co-Leader Live!

In addition to the required onboarding training, we recommend that new co-leaders and bridging troops complete program level training. We currently have program level training available in gsLearn for Daisy, Brownie and Junior Co-Leaders. The program level training is titled as follows:

- GSUSA Daisy Grade Level Essentials
- GSUSA Brownie Grade Level Essentials
- GSUSA Junior Grade Level Essentials

Your Area Service Unit Team

Girl Scouts - North Carolina Coastal Pines is divided into areas called service units. Each service unit is volunteer-led and serves a specific geographic area within the council. The members of the service unit team have a passion and commitment for Girl Scouting and play an integral role in providing essential support to our volunteers, girls, and parents at the local level. Service units meet on a regular basis to share ideas, provide training, and communicate information about upcoming activities, events, and more! Your service unit meeting is a wonderful opportunity to network with other volunteers in your area! We strongly recommend that at least one volunteer from each troop attend the area service unit meeting. So, mark your calendar for the next meeting and have fun!

Your troop belongs to the _____ Service Unit.

Service Unit Team Meetings

WHEN

WHERE



Your Membership Director

@nccoastalpines.org

NAME

PHONE

EMAIL

Your Service Unit Manager

NAME

PHONE

EMAIL

Your Troop Mentor

NAME

PHONE

EMAIL

Your Area Product Sale Coordinator

NAME

PHONE

EMAIL

Your Area Event Coordinator

NAME

PHONE

EMAIL

Your Area Treasurer

NAME

PHONE

EMAIL

Your Troop Co-Leader/s

NAME

PHONE

EMAIL

With a strong foundation, you can show your girls that a little imagination can go a long way as they explore the world around them and discover their values, knowledge, skills, and talents.

The next few pages will outline your responsibilities as a Girl Scout volunteer and help you get started on your own new adventure – being an awesome leader for girls!



Discover!

Your role and responsibilities as a Girl Scout co-leader.

As a Girl Scout co-leader, you will serve as a partner and role model for girls and play a critical role in their lives, helping them succeed and blossom!

You'll also be the one that sets the tone for their Girl Scout experience.

We encourage you to be excited and to share your excitement with them every chance you get—embarking on a new project, exploring a badge or Journey, singing a song, or taking a hike in the beautiful outdoors - if you're having fun, they'll have fun!

Role-Model the Right Behavior

The volunteer code of conduct requires that our volunteers:

- model inclusive behavior;
- be prepared for meetings and events;
- take ownership if a mistake is made. Mistakes happen and we understand that – find the positive and explain the plan to fix it;
- Never use alcohol, tobacco products, or foul language in the presence of girls;
- always wear a seatbelt, follow posted rules, and respect authority in the presence of girls;
- never use illegal drugs;
- resolve conflicts directly and honestly and avoid indirect communication like social media, texting, or gossip to resolve or engage in conflict;
- follow and uphold the Girl Scout Promise and Law

Ensure the Safety of the Girls

All Girl Scout volunteers are responsible for ensuring the safety of the girls by following the Girl Scout safety guidelines shared during training and orientation and found in Volunteer Essentials, Volunteer Policies, and Safety Activity Checkpoints. Volunteers should consult Volunteer Essentials and Safety Activity Checkpoints for additional safety guidelines and policies. Volunteer Essentials is published under the Volunteers section of our website. Copies of both our Volunteer Policies and Safety Activity Checkpoints are available on the website at www.nccoastalpines.org or by request at volunteerservices@nccoastalpines.org.

Ensure Troop Organization and Communication

Co-leaders are responsible for organizing and sharing the troop's meeting and activity schedule and for communicating any changes to parents and families as quickly as possible. Communicate regularly with your parents/guardians to keep them well informed of what the troop is doing and invite them to help and/or participate in the troop's upcoming plans.

VTK Stay Organized

We have a great tool to help you stay organized, the Volunteer Toolkit (VTK). Think of VTK as your virtual Girl Scout planner. Whether you need to plan your troop calendar for the year or maintain troop records, VTK allows you to do it all in one place! You can learn more about VTK by completing the GSUSA Volunteer Toolkit – Troop Leader View via gsLearn. You can find more information by visiting the Volunteer page on the council website.

Report Abuse

North Carolina state law and GS-NCCP require volunteers, with reasonable cause, to report any physical injury, sexual, verbal, or emotional abuse, inflicted on a child or adult other than by accidental means. For more information, refer to Volunteer Policies or contact volunteerservices@nccoastalpines.org.

DO YOU HAVE WHAT IT TAKES TO BE A TROOP FIRST AIDER?

If you are currently certified in Adult and Child CPR, First Aid and AED by the American Red Cross, the American Heart Association, National Safety Council, or EMP America, or are a physician, physician's assistant, nurse practitioner, registered nurse, licensed practical nurse, paramedic, military medic, or emergency medical technician, you already have what it takes to be a Troop First Aider!

Visit Volunteers/Volunteer Learning and Support/ Safety and First Aid on the council website to submit your Troop First Aider Self-Reporting form to serve in this important troop support role for your girls!



Safety Responsibilities

In Girl Scouting, the emotional, physical, and overall well-being of girls is always a top priority. Co-leaders, parents/guardians, and the girls themselves all share the responsibility for staying safe. It's important that you're prepared in the event of any emergency.

Safety and Emergencies

GS-NCCP recommends at least one First Aid/CPR certified adult is on site for every meeting; but not required.

GS-NCCP requires at least one First Aid/CPR certified adult is present for all travel, field trips, events, and overnights (see Volunteer Essentials and Safety Activity Checkpoints for more information on requirements for specific events and activities).

GS-NCCP recommends creating an emergency action plan for troop meetings, events, and activities. The plan should be shared in advance with all girls and parents and should include the following:

- the location your group will meet in the event of a fire (a typical location is a nearby building or the farthest corner of the parking lot);
- the location your group will move to in the event of inclement weather. If your meeting location has a basement, this will likely be your best option. If not, find the most interior room without windows (bathrooms are typical);
- an emergency phone number for each family in your troop. Be sure to provide your phone number so you can be reached during meetings for emergency purposes, as well.

Safety Responsibilities of Parents/Guardians

As the troop's co-leader, you'll want to engage your families to help you work toward ensuring the health, safety, and well-being of the girls. It's extremely important that you take the time to clearly communicate to parents and guardians that they are expected to:

- provide permission for their girl to participate in activities outside scheduled meetings, including activities that may involve overnight travel, involve the use of special equipment, and/or cover sensitive issues;
- make provisions for their girl to get to and from meeting places or other designated sites in a safe and timely manner, and inform you if someone else will pick them up;
- ensure that their girl has appropriate clothing and/or equipment for activities;
- follow Girl Scout safety guidelines and encourage their girl to do the same;
- be aware of appropriate behavior expected of their girl, as determined by the council and you;
- assist if their girl has special needs or abilities.

How Many Volunteers Do You Need?

Troop co-leaders are responsible for arranging and maintaining proper adult supervision for meetings and activities. Each troop meeting or Girl Scout group must have at least two unrelated, approved adult volunteers, present at all times, plus additional adult volunteers as necessary. Adult volunteers must be at least 18 years old and must successfully pass a criminal background check before volunteering. One adult in every group must be female.

Use this table to identify how many adults you need based on the number of girls participating in your troop or group activity.

	Troop/Group Meeting		Events, Travel, and Camping	
	Two unrelated adults (at least one of whom is female) for this number of girls:	Plus, one additional adult for each additional number of this many girls:	Two unrelated adults (at least one of whom is female) for this number of girls:	Plus, one additional adult for each additional number of this many girls:
Daisies <i>K-grade 1</i>	12	1-6	6	1-4
Brownies <i>grades 2-3</i>	20	1-8	12	1-6
Juniors <i>grades 4-5</i>	25	1-10	16	1-8
Cadettes <i>grades 6-8</i>	25	1-12	20	1-10
Seniors <i>grades 9-10</i>	30	1-15	24	1-12
Ambassadors <i>grades 11-12</i>	30	1-15	24	1-12

Safety Responsibilities for Girls

Girls who learn about and practice safe and healthy behaviors are likely to establish lifelong habits of safety consciousness. For that reason, each Girl Scout is expected to:

- assist you and other volunteers in safety planning;
- listen to and follow your safety instructions and suggestions;
- learn and practice safety skills;
- learn to “think safety” at all times and to be prepared;
- identify and evaluate an unsafe situation;
- know how, when, and where to get help when needed.

Safety

When Traveling with Girls

Whether around town or around the world, traveling can be one of the most enriching and educational Girl Scout experiences. Here are the minimum safety standards and procedures you should follow to ensure the experience is safe, fun, and rewarding for all.

Checklist for Drivers

When driving for Girl Scout events, take the following precautions and ask other drivers to do the same:

- ☐ Wear seat belts at all times and follow all laws and requirements on booster and passenger seat riding;
- ☐ Never transport girls in a flatbed truck, in the bed of a pickup, or in a camper/trailer;
- ☐ Observe all established rules of the road;
- ☐ Have the address of the destination, a copy of the directions, a first aid kit, and a flashlight in the vehicle;
- ☐ Check lights, signals, tires, wipers, horns, and fluid levels before each trip, and periodically on long trips;
- ☐ Do not use cell phones or other devices while driving;
- ☐ Plan rest stops every few hours; if traveling with a group, prearrange stopping places along the way;
- ☐ Arrange for relief drivers on long trips.

Chaperone/ Driver Safety

Any adult who drives a vehicle with girls other than her/his own must be at least 21 years of age, have a valid driver's license, and be a currently registered member of GSUSA with an approved background check.

Overnight Travel and Outings

Adults are not to sleep in the same space as girls, except during family or parent/daughter overnights when one family may sleep in the same quarters in established program areas. When parents/caregivers are staffing events, their daughter should remain in quarters with other girls. Additional sleeping requirements for other overnight activities and events can be found in Safety Activity Checkpoints available on the website at www.nccoastalpines.org or by request at programteam@nccoastalpines.org.

When Do You Need Additional Insurance?

Every registered girl and adult member in Girl Scouting are provided basic accident insurance protection for approved Girl Scout activities lasting two nights or less. This insurance helps with medically necessary treatment as a result of injuries which occurred during approved Girl Scout activities and provides secondary insurance protection.

Additional activity insurance must be purchased for activities lasting longer than two nights and/or for non-members participating in troop activities. Copies of our Additional Insurance Request forms are available on the website at www.nccoastalpines.org or by request at programteam@nccoastalpines.org. Feel free to contact us for assistance or questions when requesting additional insurance.

When Do You Need a Certificate of Insurance?

A Certificate of Insurance is used to provide proof that Girl Scouts - North Carolina Coastal Pines has insurance coverage for the Girl Scout activities named on the certificate. This certificate is issued to a Certificate Holder, the person or organization that is requesting proof of coverage. Some examples of Certificate Holders are schools, vendors, program providers, churches, and rental car agencies. To request a certificate of insurance, complete the electronic Council Certificate of Insurance form on our website. For questions, please email insurance@nccoastalpines.org.

4-6 Weeks Before Trip

- ☐ With girl input, establish the purpose of the trip. Does it relate to a Journey or badge? Is it age appropriate?
- ☐ Consult Safety Activity Checkpoints specific to your trip/activity.
- ☐ Discuss finances with girls and families.
- ☐ Secure adult participants, chaperones, and troop first aider; register and submit a background check and complete any required training.
- ☐ If required, submit Troop Permission Form for Camping, Overnight, Water Sports and Adventure Activities, (TP103). TP103 is available in the Forms section of the council website at www.nccoastalpines.org or by request at volunteerservices@nccoastalpines.org.
- ☐ If needed, purchase additional insurance; consult with your membership director or contact volunteerservices@nccoastalpines.org for assistance.

3-4 Weeks Before Trip

- ☐ Have girls practice any new skills that will be used.
- ☐ Confirm transportation arrangements.
- ☐ Confirm Health History Forms for girls (TP105) and adults (TP106) are on file.
- ☐ Determine who will serve as the emergency contact.
- ☐ Inventory first aid kits (1 per car).

Day of Trip

Confirm co-leaders have:

- ☐ Health History Form for each girl (TP105) and adult (TP106).
- ☐ Copies of the council's Crisis Communication Plan, Accident/ Incident Report and Accident/ Incident Log.
- ☐ Emergency contact information for each driver.

Confirm the first aider has:

- ☐ Troop first aid kit.
- ☐ Girls' medications in original containers with directions, including over-the-counter medications.

Confirm the emergency contact has:

- ☐ Copies of permission slips.
- ☐ Trip itinerary with contact information.

Confirm each driver/car has:

- ☐ A seat belt/car seat for each girl.
- ☐ A trip itinerary and address of destination.
- ☐ A first aid kit and flashlight.
- ☐ Site rules (preferably written) to review with the girls.



be ready!

For all trips:

- Make sure that you receive a signed Parent/Guardian Permission Form (TP105) for each girl before departure;
- Make sure at least one adult participant has taken the appropriate and necessary training for your trip;
 - ▶ any trip away from the normal meeting location – First Aid/CPR/AED certified adult required;
 - ▶ any trip 30+ minutes from emergency medical care – Wilderness and Remote First Aid certified adult required;
 - ▶ any outdoor activities or overnight camping trips – Outdoor Training certified adult required.

For single overnights, water, or adventurous activities:

- Submit a Troop Permission (TP103) form to your area service unit manager for approval at least three weeks prior to the date of the trip;
- For water trips and activities, if certified personnel (small craft safety, lifeguards) are not provided on site, a small craft safety and/or lifeguarding certified adult is required per applicable SAC.

For trips of 2 or more nights:

- For National or International Trips: Consult "Explore More: Traveling with Girls Progression Series" for guidelines.
- Submit a Troop Permission (TP103) form to your area service unit manager for approval at least 3-4 weeks prior to the date of the trip. We strongly recommend that troops wishing to take extended trips consult with the Camp and Outdoor Program Department prior to planning.

We strongly encourage troops to be transparent with families about troop funds and their usage throughout the year and recommend that a parent volunteer serve as the troop's treasurer.



MONEY-EARNING Projects

“Money-Earning Projects” refers to activities carried out by girls and adults to raise additional funds for specific Girl Scout events and activities. All money-earning projects must meet council guidelines and receive prior approval. For more information refer to Troop Money-Earning Guidelines and Project Request Form (SU104) available on the website at www.nccoastalpines.org.

Troop Banking and Financial Reporting

Helping girls decide what they want to do and coaching them as they earn and manage money to pursue their goals is an integral part of the Girl Scout Leadership Experience. Planning and budgeting your troop's finances is an ongoing process that requires input from the girls, parents, and adult troop volunteers. Troops should strive to budget in a responsible and sustainable way and should work to minimize costs to themselves and families.

Troops Should Always Remember to:

- provide receipts whenever money is exchanged;
- provide families with regular financial updates of how troop funds are spent;
- keep receipts for all expenditures and track expenses regularly;
- allow families to view the troop checkbook, bank statements, and the Annual Troop Financial Report;
- limit ATM/cash withdrawals for troop purchases.

Troop Finances

Opportunities to fund troop activities include dues, council-sponsored Product Sale Programs, and troop money-earning projects. One of the best ways to earn money for your troop is to participate in the council's Product Sale Programs. These programs are designed to build 5 essential skills - goal setting, decision making, money management, people skills, and business ethics - and provide funding for Girl Scout activities in addition to allowing girls to earn incentives and prizes for themselves. Check out pg. 14 for more information on our council's Fall Product and Cookie Sale Programs!

GUIDELINES FOR TROOP FINANCES

- Troop funds should be shared by all members of the troop, and cannot be given to, earmarked, or designated for specific girls.
- Troop members and families may approve to use troop proceeds to offset a volunteer's membership dues, training fees, program fees, chaperone fees, or books. Troop funds may never be used for a volunteer's personal expenses such as fuel or apparel.

Opening a Troop **Bank** Account

A troop bank account allows troops to properly manage and account for their deposits and expenses. Bank accounts are set up under the council's federal tax ID and established through the council's central process with BB&T.

- To offset any charges associated with opening a new account, the council deposits \$20 into all new troop bank accounts when they are opened.
- All troops are required to have a bank account. If you're taking over an existing troop, you may inherit an account, but you'll still need to change the signers.

How to Open a New Troop Bank Account

- Confirm that all individuals and signers responsible for handling troop/group funds are currently registered members of GSUSA with an approved background check.*
- Complete the online application form to request an account (located at www.nccoastalpines.org). You'll be asked to provide contact information for each signer. Each troop is required to have at least two unrelated signers and may have a maximum of three. Debit cards can also be requested at this time. The Finance Department will review the application and mail a signature card to the signers for them to sign and return to the council using a pre-paid return envelope.
- Once the completed signature card has been returned to the council, the Finance Department will work with BB&T to open the bank account and order any requested debit cards. All signers will be notified by email when the bank account has been opened. The email will include instructions for online banking access.

NOTE: Opening a new bank account takes approximately 10 business days from start to finish, pending how quickly signature cards are signed and returned to the council.

How to Change Signers on a Troop Bank Account

- Confirm that all individuals responsible for handling troop/group funds are currently registered members of GSUSA with an approved background check.*
- Complete the online application form to change signers on an existing troop account (located at www.nccoastalpines.org). You'll be asked to provide contact information for each signer. Each troop is required to have at least two unrelated signers and may have a maximum of three. Debit cards and online banking access can also be requested at this time.
- The finance department will review the application and mail a signature card to the signers for them to sign and return to council using a pre-paid return envelope.
- Once the completed signature card has been returned to the council, the Finance Department will work with BB&T to update the signers on the bank account. The following changes will be made, as needed:
 - update the bank statement mailing address, order or cancel debit cards, and update/change the online banking password. All signers will be notified by email when the changes have been made.
- * Limitations on money handling may be placed on individuals whose background check reveals theft, fraud, forgery, or other crimes.

For more information, refer to Troop Banking Guidelines (TP450) available on the website at www.nccoastalpines.org or by request at troopbanking@nccoastalpines.org.

Troop Banking Tutorial Videos are offered via gsLearn!

* Limitations on money handling may be placed on individuals whose background check reveals theft, fraud, forgery, or other crimes.

Council Product **Sale** Programs

In Girl Scouts, girls learn practical, real-world skills. The Girl Scout Product Sale Programs are designed to teach girls financial literacy and what it takes to be successful in business and financially independent! Girl Scouts participate in the council's Fall Product and Cookie Programs and may use the proceeds they earn to fund service projects, badge activities, field trips, and other activities!

As girls take charge of their sales, they learn these 5 Skills:

1

Goal Setting

Watch as the girls get creative with their business plans to fund their next adventure!

2

Decision Making

Be awestruck as the girls learn to problem solve and develop their critical thinking skills!

3

Money Management

See the girls build financial literacy as they take on the responsibility of directly handling customer money!

4

People Skills

Be amazed as the girls engage with diverse members of the community and develop their speaking and listening skills and learn how to work with different kinds of people!

5

Business Ethics

Be proud to know you have played a part in helping girls develop positive business ethics and values while they learn to be responsible for their individual and troop cookie sales.



Fall Product Program

The Girl Scout Fall Product Sale Program is the perfect opportunity for your troop to earn quick startup money by selling nuts, candies, and magazines to families and friends. Girls earn recognitions for their sales and troops earn money early in the program year to help offset expenses and minimize the need for dues!

Girl Scout Cookie Program

The Girl Scout Cookie Program is about way more than selling cookies! When Girl Scouts participate in the Cookie Program, they are helping to run the largest girl-led business in the world! By selling Girl Scout cookies, girls not only help their customers stock up on delicious treats, they learn valuable life skills (and have lots of fun)!

Operation Cookie Drop

Operation Cookie Drop is a council-wide service project! For over 15 years, troops and girls have collected donations from Girl Scout Cookie Program customers to be used to purchase and send Girl Scout cookies to our troops serving overseas and at bases located in North Carolina! Operation Cookie Drop donations count toward troop proceeds, girl recognitions, and the purchase of cookies for the members of our military. Want to be inspired? Check out the Operation Cookie Drop page on our website!



As a volunteer, you are instrumental in fostering a community of discovery and support. Because of you, girls come together to share stories and experiences and make new friends that last a lifetime.

The next few pages offer advice on ways to connect with your co-leader, your troop families, and your girls. When leaders, parents, and girls work together and stay connected, girls benefit from a stronger sense of troop community.

Connect!

How to connect with your co-leader,
your troop families, and your girls!

Connect With Your Co-Leader

In leading a new troop, you'll want to guide the structure and experiences of your troop—from how and when meetings are held to how the troop communicates, and from steering girl-led activities to setting financial expectations. As a co-leader, you will share the responsibilities of your troop with at least one other leader. You'll make these decisions collaboratively with your volunteer team and/or co-leader, as well as with input from the girls and their parents/caregivers. Use these questions to guide your conversation with troop volunteers or co-leader before discussing the topics with parents and caregivers.

Meeting Logistics

- When will we meet and for how long? How frequently should we schedule troop meetings?
- Where will we meet? (Troop leader pro tip: great meeting spaces include schools, places of worship, libraries, and community centers. If working with teens consider meeting at coffee shops, bookstores, or another place they enjoy.)



Money matters:

- Will our troop charge dues?
- How much money will we need to cover supplies and activities? What should our financial plan look like?

Troops earn funds by participating in council-sponsored Product Sale Programs (see pg. 14), but some troops may also require troop dues to help fund activities and adventures. To decide if you would like to require dues, ask yourself if your troop needs financial support from participating families. If yes, then decide if you will have a flat fee per meeting or collect a flat fee from families in the beginning of the year. Standard troop dues range from \$2-\$5 per meeting or about \$20 per year, depending on the size of the troop and the activities being planned. We encourage you to work with your families to determine the best fit for everyone.

Troop Governance

It's important that you have a plan for how decisions will be made by the troop. Remember, Girl Scouting is girl-led, so knowing how your troop will make decisions and what form of troop governance the troop will follow will help pave the way for success (see pg. 21).

Parent/Guardian and Family Support

- How often will we communicate with troop families?
- How will we keep families in the loop? The Volunteer Toolkit? Emails? Group Texts? Private social media page?

Parent/guardian involvement and family support can make a girl's experience even more valuable and will help ensure they have the richest experience possible. Decide what your expectations will be for parent and family involvement and communicate that with them at your Parent Meeting (see pg. 18).

When do troop/parent volunteers need to register and complete a background check?

Any prospective or continuing troop/parent volunteer:

- serving as a troop co-leader;
- working directly with girls or who has regular contact with girls;
- who will handle member information;
- who will handle Girl Scout funds;
- who will chaperone an event or transport girls other than their own; or?
- other adult volunteers as deemed necessary;

Needs to:

- register annually as a member of GSUSA; and
- complete a background check.

For questions related to the volunteer background check process contact volunteerservices@nccoastalpines.org.

IT IS **important** THAT ALL GIRL SCOUT VOLUNTEERS:

- embrace the Girl Scout Promise and Law;
- understand the Three Keys to Leadership and the Three Girl Scout Processes, and strive to use them regularly;
- share their knowledge, experience, and skills in a positive, flexible way;
- process and complete forms and other paperwork, as necessary;
- communicate effectively with fellow volunteers, girls, parents, and council staff;
- maintain a close connection to the area service unit;
- facilitate and ensure a safe, fun experience for every girl;
- foster an inclusive environment that encourages respect for individual differences.

Your Troop Volunteer **Team**

Connecting with your parents and families



It takes a village to lift up the next generation of leaders; you don't have to embark on your troop leader journey alone! Set the stage for a successful troop year by tapping into the people resources already at your fingertips: caregivers and other family members, friends, and members of the community have their own unique strengths and can provide troops with time, experience, and ideas—so get them involved from the very beginning as part of your troop volunteer team!

Some members of your volunteer team might play more active roles than others—and that's OK! One caregiver in your troop might step up as a dedicated troop treasurer, while others might volunteer to chaperone a field trip. Some roles, especially those that involve handling troop funds and supervising girls, require additional registration and approval. Be sure those volunteers get signed up before they jump into the fun!

Family Connections: The Key Ingredient to Successful Girl Scout Troops!

Girl Scouting provides the best opportunities for girls when families step up and play an active part in the troop. Without meaningful support from parents, it's difficult for a troop to be all it can be. Plus, girls feel a special sense of pride when their families take part and show interest in the things they are doing! Kick the year off right with a parent and caregiver meeting. A parent and caregiver meeting should be the first meeting you hold to start each troop year—it sets up both new and returning troops for success!

Why? Because it helps:

- Families understand what Girl Scouting can do for their girl
- Families and leaders identify ways they will work as a team to support the troop
- Families and leaders agree about what the troop pays for and what families pay for individually
- You fill key troop positions—you never know which parent will make an awesome assistant leader or troop cookie manager
- Families know how the troop will communicate things like upcoming events or schedule changes
- Families learn about uniforms, books, and other important basics

Outlining clear expectations, building a team, and engaging families in the Girl Scout experience is a great way to start off on the right foot. When families are involved, leaders have support, and when the troop has a plan, girls benefit!

Check out our step-by-step guide and parent meeting outline in the Volunteer Toolkit or use the agenda provided on the following pages. (Remember, you can access the Volunteer Toolkit via MyGS!) This meeting will make all the difference in the world: 100% of troops with the most satisfied parents and troop co-leaders report they hold parent meetings. You'll also want to hold an additional family meeting ahead of cookie season to introduce parents and caregivers to the program and how they can pitch in.

And remember to make family part of the formula! While Girl Scout programming is always focused on the girls themselves, it's important and helpful to open a few events to their families throughout the year. Inviting a whole crew to celebrate her accomplishments in Girl Scouting—whether at a holiday open house, a bridging ceremony, or a fun “reverse meeting” where girls take on the role of leader and guide the adults, including caregivers, through an activity—will help parents better understand the value of Girl Scouts and be more likely to invest their time and talents with the troop.

That said, there's no need to wait for one of these special events to engage parents in their Girl Scouts' troop lives. Keep communication lines open throughout the year—whether it's through your troop's social media page, personal emails, or in-person chats—to keep parents in the loop on what the girls are doing and learning during each meeting, and encourage them to let their daughters “be the expert” at home, by, for example, explaining or teaching a new skill she's learned to the rest of the family.

THE GOAL OF
YOUR PARENT
MEETING SHOULD
BE TO GENERATE
ENTHUSIASM,
GIVE AND GET
INFORMATION,
AND BUILD A
SUPPORT
NETWORK!

Kicking Off Your First Parent Meeting

To engage your parents, we recommend that each troop host a parent meeting at least three times a year – before the troop starts, before cookie season starts, and at the end of the year!

Your first parent meeting is your chance to get to know your Girl Scouts and their families. It is also a time to set clear expectations for the troop, ask family members to commit to supporting and assisting the troop, and brainstorm all the exciting things your troop wants to do during the year!

The goal of your parent meeting should be to generate enthusiasm, give and get information, and build a support network!

Parents can...

- facilitate a badge or activity;
- serve as the troop cookie program coordinator;
- serve as the troop treasurer;
- serve as the outdoor certified adult;
- drive to/from trips and events;
- help chaperone cookie booths;
- serve as the troop first aider;
- serve as an additional troop co-leader
- serve as the fall sale program coordinator

Kick-Off Meeting Checklist



- ☐ Arrange meeting time and place.
- ☐ Invite girls, parents, and other family members (found on your troop roster in My GS or the Volunteer Toolkit at www.nccoastalpines.org); send a reminder text or make reminder phone calls a day or two before the meeting.
- ☐ Plan a craft or interactive activity for the girls to do during the meeting - decorate a small clay pot and plant a flower, teach the girls the Girl Scout Promise, string green, gold and silver beads to make a Girl Scout bracelet – the ideas are endless and totally up to your imagination!

Prior to the parent meeting, meet with your co-leader to discuss and decide:

- Who will send out the meeting invite and reminder?
- Who will lead the parent meeting?
- Are there any dates that you won't be available or school and religious holidays to plan around?
- Will the troop need to collect dues?
- Who will gather supplies for the meeting?

Sample Parent Meeting AGENDA

Welcome

- Co-leader introductions - share why you chose to lead the troop!
- Parent and girl introductions
- Recite the Girl Scout Promise and Law
- Dismiss girls to work on craft/activity and gather parents to meet

Share Your Role and Responsibilities as the Troop Co-Leaders

- Be a role model and guide for the girls
- Ensure safety
- Ensure troop organization and communication

Share Parent/Guardian Responsibilities

- Ensure girls regularly attend and participate in troop meetings
- Provide assistance and support to the troop when needed
- Introduce the 4-Hour Pledge

Share Troop Information

- Troop meeting dates, times and locations
- What happens when a meeting is cancelled?
- Troop communication
- Share your contact information; collect parent information.
- Troop financial needs and troop dues
- Books and uniforms

Closing

- Collect parent contact information
- Collect Parent Interest Survey and Meet My Girl Forms
- Collect Parent Permission and Health History Forms (TP105)
- Invite girls to share their activity
- Thank everyone for coming

Where to purchase books and uniforms

GS-NCCP has four retail shops where you can purchase Girl Scout clothing, handbooks, uniforms, and other fun items!

Shop online at www.nccoastalpines.org and have your items delivered right to your door or order by phone at 800.284.4475.

The 4-Hour Pledge

The 4-Hour Pledge is a program centered on parent/guardian involvement. With the 4-Hour Pledge, you offer options and ask parents/guardians to make a four-hour commitment to the troop. Parents and family members select volunteer roles or tasks that interest them, and at the same time help you and the troop! We recommend that you ask one parent to coordinate the 4-Hour Pledge Program, matching parents with opportunities, tracking hours, and planning recognitions!

The 4-Hour Pledge Program

1. Ask parents/guardians to commit a minimum of four hours to the troop.
2. Offer a variety of options, with a variety of different time commitments to choose from.
3. Recognize parents and family members when they hit four hours of time given!

Let's Go! Your First Troop Meeting



Your first troop meeting is a great chance to get to know the girls and brainstorm all the exciting things they want to do in the year to come. If you're feeling a little nervous about leading troop meetings and experiences with your girls, that's OK! Just remember that:

It doesn't need to be perfect. Did an activity run over time? Or maybe a field trip didn't go according to plan? Take a deep breath, roll with the changes, and have fun! The girls aren't expecting perfection from you: your time, attention, and guidance are the best part of your leadership.

Learn with your girls. Keeping activities girl-led also means that at some point, the girls will want to earn a badge or complete a project in a subject unfamiliar to you. But don't let that hold you back! Be open with the girls when you don't know something and become their partner in learning more. You'll show them that learning is a lifelong process and that with an open mind, they can overcome any challenges that come their way.

Six Elements of a Great Troop Meeting

The only requirement for your meeting? That your girls are engaged and having a fun time! That being said, many troop leaders use this basic structure for their meetings:

- **Ramp up.** Plan activities for the girls on arrival at the meeting so they have something to do until the meeting begins. This could be as simple as coloring pages, journaling, or talking with one another. (5 minutes)
- **Opening.** Each troop decides how to open its meetings—most begin with the Girl Scout Promise and Law, a simple flag ceremony, song, game, story, or other activity designed by the girls. (5–10 minutes)
- **Troop business.** Collect dues and make announcements or plan an upcoming event or trip while families are present. (5 minutes)
- **Let the fun begin.** Use the meeting plans found in the Volunteer Toolkit! Activities are already designed to fit easily into this part of your meeting as you help your troop earn badges and complete Journeys. (30–45 minutes)
- **Clean up.** Because Girl Scouts should always leave a place cleaner than they found it! (5 minutes)
- **Closing.** Just like the opening, each troop can decide how to close—with a song, a game, a story, or pretty much anything else! (5–10 minutes)

First meeting checklist

- ☐ **Cover the basics.** Review the details about when and where the meeting will take place and make sure parents/caregivers are aware.
- ☐ **Get ready.** Use the Volunteer Toolkit to verify your troop roster and email parents. This might be a great time to ask parents to provide you with any needed items, such as health history forms, uniform order forms, and troop dues.
- ☐ **Know the agenda.** Refer to our “Six Elements of a Troop Meeting” list and the Volunteer Toolkit sample meeting agenda.
- ☐ **Review and practice your agenda.** You'll feel calmer during the actual meeting and ready to make adjustments as needed.
- ☐ **Prepare for fun!** When the girls and parents see that you're prepared for the meeting and ready to have a great time, they'll follow your lead!

GOT snacks?

Snacks are optional, but if your troop has chosen to include snacks, guide families to consider healthy snacks and always share any food allergies the girls in your troop may have. Include snack time as part of the activity section.

Letting Girls **Lead**

Girl Scouts from Daisies to Ambassadors learn-by-doing and gain confidence and leadership skills when given the opportunity to lead. Girls can partner with you and other adults, while you facilitate, act as a sounding board, and ask and answer questions. Below are some traditions that troops have used for girl-led governance which you may use or adapt for your troop.

Daisy/Brownie Circle

While sitting in a circle, girls create a formal group decision-making body. The circle is a time for girls to express their ideas and talk about activities while you play an active role in facilitating the discussion and helping them plan. If girls are talking over each other, consider passing an object, such as a ball or play microphone that entitles one girl to speak at a time.

Patrol or Team System

In this system for Girl Scout Juniors and older girls, large troops divide into small groups, with every member playing a role. Teams of four-to-six girls are best so that each girl gets a chance to express her opinions.

Patrols may be organized by interest or activity, with each team taking responsibility for some part of the total project; girls may even enjoy coming up with names for their patrol or team.

Executive Board

In this system for Juniors and older girls, the executive board makes decisions for the entire group. The board plans activities and assigns tasks based on interests and needs. The rest of the troop passes their ideas to the executive board. The board usually has a president, vice president, secretary, and treasurer and holds its own meetings to plan and discuss troop meetings and activities. Be sure to limit the length of time each girl serves on the board, so all troop members have the opportunity to participate and lead.

Town Meeting

Under the town meeting system for Juniors and older, business is discussed, and decisions are made at meetings by all the girls in the troop. Your role is to act as a moderator, making sure everyone gets a chance to talk and that all ideas are considered.

How will decisions be made?

As often as possible, girls should be directly involved in the decision-making process and the older the girls are, the more decisions they should make. Decide if the girls in your troop will vote anonymously (by writing their vote on a piece of paper) or openly (by a show of hands). Different types of decisions may need to be made in different ways, depending on the nature of the decision. We encourage you to share the different methods with the girls and decide which method(s) the troop will use when making decisions.

GIRL-LED

BASED ON GRADE LEVELS AND ABILITIES, GIRLS CAN HELP LEAD BY PLANNING THE OPENING AND CLOSING ACTIVITIES, TEACHING A SONG OR GAME, OR MAKING SURE THE MEETING SPACE IS LEFT CLEANER THAN IT WAS FOUND.

Friendship Circle

The Friendship Circle is a Girl Scout tradition! Have girls stand in a circle placing their right arm over their left and hold the hands of the girls standing next to them. One girl starts by squeezing her neighbor's hand. The Friendship Squeeze is passed around the circle until it comes back to the girl who started it and the girls twist out of the circle, lifting their arms and turning around and out at the same time!



Judith Batty
Interim CEO of GSUSA

WHAT GIRL SCOUTS STANDS FOR

Former CEO Sylvia Acevedo shared the message that “At Girl Scouts, we seek to instill in girls the fundamental values of respect for all, inclusivity, equity, and the belief that injustice anywhere is a slight to justice everywhere. For more than 100 years, we have prepared girls to be leaders in our world, to speak up, speak out, and take action for fairness, equality, civility, and compassion for all people, and to arm them with the courage, confidence, and character they need to make our world a better place. Girl Scouts will always stand for justice, for respect, and for the inherent value and worth of each individual who makes up the beautiful and richly diverse tapestry of the United States.”

Newly appointed Interim CEO Judith Batty, pictured, shares in this commitment. In light of the unrest that has erupted in reaction to the ever-present violence being committed against Black and Asian American people, as well as the increased awareness among Americans more broadly of the systemic racism that exists in our country—Judith is also committed to ensuring that Girl Scouts is an actively anti-racist organization.

For more information on our council’s resources on DEI, please visit our Diversity, Equity and Inclusion page at nccoastalpines.org

Respect Myself and Others

As a Girl Scout co-leader, you’ll find there are times when getting a group of girls to agree on an activity or trip seems to be an impossible task, but there are some simple things you can keep in mind to make it a little easier. Remember, when girls feel secure, capable, and accepted by the group, they are more likely to empathize with others and understand a different point of view. Remember to encourage and involve everyone in the planning and decision making.

When girls feel that they are actively making decisions and setting the goals for their activities, they are less likely to jeopardize those activities through misbehavior. Allow girls to lead.

Safe SPACE

Create an emotionally safe space.

Adults are responsible for making Girl Scouts a place where girls feel safe both emotionally and physically. Protect the emotional safety of girls by encouraging behaviors like respecting a diversity of opinions; resolving conflicts constructively, and avoiding physical and verbal bullying, clique behavior, and discrimination. For information on upcoming courses on how to create a fun, inclusive environment for your girls, contact learning@nccoastalpines.org.

Handling Disruptive Behavior

- Respond consistently;
- Try nonverbal cues to address the behavior;
- Use gentle verbal reminders;
- Redirect to the activity if not responding to the reminder.

Explore the Reason for the Behavior

- If for attention, respond to positive behaviors/ choices;
- If for power, give responsibility/assign a role or task;
- If for belonging, structure group activities to help them feel a part of the group.

Teach Positive Behaviors

- Discuss and role play positive behaviors;
- Be on the lookout for positive behaviors and provide gentle praise.

If Misbehavior Continues

- Establish consequences: loss of privileges, dismissed from the activity;
- Aside from the other girls, privately describe and discuss the behavior of concern and how it affects the group.

A leader is defined not only by the qualities and skills she/he has, but also by how those qualities and skills are used to make a difference in the world.

By offering girls new ways to see the world and opportunities to get involved in the community, you teach them the importance of helping others and giving back. The next few pages will introduce you to the Girl Scout program and how it serves to, “build girls of courage, confidence, and character, who make the world a better place.”



Take Action!

Putting the Girl Scout Leadership Experience into action.

The Girl Scout Program

At Girl Scouts, girls have loads of fun, make new friends, and experience new adventures. Our program centers on the Girl Scout Leadership Experience, or GSLE (as we like to call it)! The GSLE combines fun and friendship with activities and experiences designed to build girls of courage, confidence, and character by engaging them in the process of leadership.

Girl Scouts' Three Keys to Leadership

In Girl Scouts, girls will:

DISCOVER

Find out who they are, what they care about, and what their talents are!

CONNECT

Collaborate with others, locally and globally, to make a difference in the world!

TAKE ACTION

Do something to make the world a better place!



Journeys

Each Girl Scout Journey is a series of activities grouped around a theme and offers girls an opportunity to reflect, reward, and celebrate. Girls identify a problem, come up with a creative solution, create a team plan to make the solution a reality, and put the plan into action. Journeys represent a girl's exploration and discovery of her leadership skills.

Badges

What have your girls always wanted to do? Make their own movie, sleep under the stars, write a book of short stories, plant a garden? Great news! They can learn to do all these things and more while earning Girl Scout badges.

With so many different activities available to girls today, Girl Scouting has evolved to serve the changing needs of girls and remains the largest leadership development program for girls. The Girl Scout program is based on the National Program Portfolio, developed by Girl Scouts of the USA (GSUSA), and has three main parts – the National Leadership Journeys, the Girl's Guide to Girl Scouting, and the National Proficiency Badges. Complemented by outdoor adventures, travel opportunities, the Girl Scout Cookie Program, and recognitions, the National Program Portfolio is designed to help girls develop as leaders and build confidence by learning new skills. It also ensures that Girl Scouts at every level are sharing a powerful and consistent national experience.

Girl Scouts' Three Processes

GIRL-LED

Girls take the lead in choosing and directing the activities they engage in.

LEARNING-BY-DOING

Girls learn by engaging in hands-on activities

COOPERATIVE LEARNING

Girls share what they know and learn with each other in an atmosphere of respect and cooperation.



Journeys, Badges *and* Patches

Girl Scout Journeys are individual guidebooks that are customizable, flexible, and can be tailored to a troop's interests. Girls and their co-leaders work together to select the Journey they would like to complete. Journeys are a girl-led, girl-centered leadership experience embarked upon together by the members of the troop.

What Journey Will You Choose?

Girl Scouts has developed a variety of Journeys for girls and troops to choose from and once your troop has selected their Journey, you can further customize it to adapt it to your troop's needs. For example, how many sessions will you devote to completing the Journey? What field trips and outside experts would you like to add to make the Journey come alive for your troop? Some area service units even plan and organize "Journey Encampments" where multiple troops spend the weekend working on a Journey together. Journeys are also a great opportunity to involve parents and families by inviting them to host an activity!

The Girl's Guide to Girl Scouting and National Proficiency Badges

The Girl's Guide to Girl Scouting and/or the Daisy, Brownie and Junior handbooks, is where girls find opportunities to work on petals and badges. Petals and badges are awards earned by girls giving them the opportunity to try new things while exploring a specific topic.

Petals are earned by Girl Scout Daisies through a 3-step process. Badges can be earned by all grade-levels (Daisy through Ambassador).

Girls feel proud and confident when they've learned a new skill! As you lead girls through their Girl Scout experience, you'll have the opportunity to help them earn the petals and badges that interest them most!

Patches

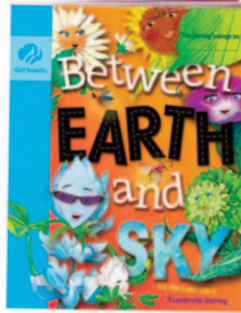
GS-NCCP offers a variety of patch programs to supplement your troop meetings and activities and are a great way for girls to explore new topics and earn a patch while doing it! Troops can review the different patch programs available and decide together which ones they would like to complete! The council patch programs include programs for every grade level of Girl Scouts - from Daisy to Ambassador! For more information on current patch programs, search "council patch program" on the website at www.nccoastalpines.org and get started today!

Our Program Team
is ready to help you
kick off your Journey. Contact
programteam@nccoastalpines.org
to learn more about the
many Journey resources
available to you!

Badges vs. Patches?

There really is a difference! A badge represents the skills in which a girl has shown proficiency and the experiences she has participated in to earn the badge. Patches, sometimes called "fun patches", represent participation in a particular event such as a trip to a local police department.

Badges are designed not to be earned in one day. Girls should spend multiple sessions learning about the topic and practicing the skills associated with a particular badge. Inside each Girl's Guide you will find a chart of the different types of badges girls of that grade level can earn. Fun Fact: badges are placed on the front of a girl's uniform and patches are placed on the back.



Girl Scout Journey's at a Glance

By teaming up and working together, girls unleash their skills, talents, and passions to complete their Journey. There are currently 7 Girl Scout Journey Series available for girls and troops. Each Girl Scout Journey is topic-specific and aligned to Girl Scouts' five leadership outcomes:

Sense of Self • Positive Values • Challenge Seeking • Healthy Relationships • Community Problem Solving

It's Your World – Change It!

Girls follow the footsteps of our founder, Juliette Gordon Low, to become advocates to make positive change in the world. *Daisy through Ambassador.*

It's Your Planet – Love it!

Girls learn ways in which they can use natural resources wisely and be stewards for the environment. *Daisy through Ambassador.*

It's Your Story – Tell It!

Girls learn to express their own story in creative ways. *Daisy through Ambassador.*

Think Like an Engineer

Girls learn how to think like a designer as they participate in hands-on design challenges. *Daisy through Ambassador and Multi-Level troop.*

Think Like a Programmer

Girls learn how programmers solve problems as they participate in interactive, computational-thinking activities. *Daisy through Junior and Multi-Level troop.*

Think Like a Citizen Scientist

Girls learn the scientific method by undertaking a citizen science project that involves making observations, collecting data, and working with scientists. *Daisy through Ambassador and Multi-Level troop.*

Outdoor Journey

Girls are inspired to take an interest in environmental stewardship and deepen their outdoor skills in this Journey anchored by the Troop Camping badge. *Daisy through Ambassador and Multi-Level troop.*

CHECK OUT GIRL SCOUTS' BADGE Explorer!

Need a quick-look and summary of a Badge and its requirements? Check out Girl Scouts' Badge Explorer available in the Volunteer Toolkit! This "everything you need is right here" resource provides short summaries and overviews of all of the individual requirements for every Girl Scout Daisy, Brownie, Junior, Cadette, Senior, and Ambassador badge in one place!

Need a place to track badges and patches earned by the girls in your troop? Use our Volunteer Toolkit (VTK). See page 37 for additional details.

Program Support *and* Activities for Every Grade Level

At Girl Scouts, we know that it takes a lot to keep up with girls today. It takes activities and experiences that provide girls access to life-changing experiences that can inspire them to do big things. At GS-NCCP, nobody understands that more than our Program Team. Each year, they plan and make available countless programs and opportunities for troops and girls at every grade level!

We encourage all of our troop co-leaders, parents, and girls to visit the Activities page on the council website when you're ready to explore the possibilities, experience a new adventure, and have a little nonstop fun! There you'll be able to search by grade level, activity category, or location to find the many pre-planned, staff, or community-partner led programs available to you and your girls. With activities focused on Entrepreneurship, Life Skills, STEM - Science, Technology, Engineering and Math, and Outdoor Adventures, we're sure you'll find something for your troop to help you bring the Girl Scout experience alive for your girls and make your role a little easier!

Looking for virtual opportunities? Check out our Girl Scouting at Home page on the council's website. There you will find information on virtual troop meetings, activities, events and trainings. Girl Scouting at Home also features resources and tips for successful virtual opportunities for your girls.

Girls Want to Make a Difference

For Cadettes: Program Aide Core and Program Aide Specialties

As Program Aides, Girl Scout Cadettes guide and teach younger girls and act as role models and mentors. For the older girls, serving as a Program Aide (PA) is a chance for them to champion the Girl Scout program and gain valuable leadership experience and skills. And for the younger girls, it means a chance to be with, and learn from, teens—some of their favorite people!

Program Aides work alongside adults to assist girls in experiencing the Girl Scout Leadership Experience, which is built on Girl Scouts' Three Keys to Leadership: girls engage in ways that allow them to discover themselves, connect with others, and take action to make the world a better place. Being a PA allows Girl Scout Cadettes the opportunity to develop their communication skills, strengthen their leadership skills, and build their courage, confidence, and character while working with and mentoring younger girls in the Girl Scout program.

After completing Program Aide Core training girls can elect to complete one or all of the Program Aide Specialty trainings. Sample Program Aide Specialty trainings may include arts and craft, songs, games, and ceremonies. Learn more about Program Aide and Program Aide Specialty training and requirements on our council webpage under older girl opportunities.

Benefits of Becoming a Program Aide

Program Aides discover their talents as mentors and leaders of younger girls, gain the confidence, knowledge, and expertise to guide girls, and prepare to hold future leadership positions both inside and outside of Girl Scouts.

Becoming a Program Aide is a big step toward incorporating more leadership opportunities into a girl's Girl Scout experience. As a PA, girls will take on the role of teacher, leader, and role model. As a teacher and leader, girls aid in program delivery and play a vital role in the success of programs being delivered by troops, service units, and GS-NCCP staff. As role models, PA's give girls a needed jolt of energy as they support them through a workshop or a long day at camp. Younger Girl Scouts will see their PA's as the girl they want to become. Being a PA also teaches girls added responsibility and discipline that will help them in their day-to-day lives.

For Seniors and Ambassadors: Volunteer in Training

Volunteer in Training (VIT) prepares our oldest Girl Scouts to assume roles as future Girl Scout volunteers, including troop co-leaders! VIT is ideal for teens who would like to mentor a Girl Scout Daisy, Brownie, Junior or Cadette group outside of the camp experience. Program information and a facilitator's guide are available on the council's website.



Girl Scouts' Highest **Awards**

Each year, the Girl Scout Bronze, Silver and Gold Awards are presented to girls who have planned and executed far-reaching projects in response to pressing community needs. In the process, girls gain skills in leadership, project planning, time management, and budgeting, plus confidence to last a lifetime.

Bronze Award

Scout Bronze Award is the highest honor a Girl Scout Junior can achieve. The Girl Scout Bronze Award is a leadership adventure for Girl Scout Juniors across the country and around the world. Imagine what a girl can accomplish when she teams up with others and uses her unique skills and interests to take action and to make the world a better place! Girls work together with the other members of their troop to earn the Girl Scout Bronze Award. Earning the Bronze Award involves the time to complete a Journey, and then a suggested minimum of 20 hours building their team, exploring their community, choosing their project, planning it, putting their plan in motion, and spreading the word about their project. To learn more, complete the online Girl Scout Bronze Award training available on our council webpage.

Girl Scout Silver Award

The Girl Scout Silver Award is the highest award a Girl Scout Cadette can earn and gives a girl the chance to show that she is a leader who is organized, determined, and dedicated to improving her community. Earning the Silver Award puts girls among an exceptional group who have used their knowledge and leadership skills to make a difference in the world. The prerequisite to earning the Girl Scout Silver Award is to complete a Girl Scout Cadette Journey. Once Girl Scouts complete their Journey, the suggested minimum time for earning your Girl Scout Silver Award is 50 hours. Girl Scouts can start by planning the time in parts, then dividing it up by the steps. Get started on the Girl Scout Silver Award by completing the Girl Scout Silver Award training module on our council webpage.

Girl Scout Gold Award

The Girl Scout Gold Award is the highest and most prestigious award that Girl Scout Seniors and Ambassadors can earn. A girl earning the Girl Scout Gold Award will be joining the ranks of generations of young women who have made a difference in their communities both locally and globally. The Girl Scout Gold Award follows the Standards of Excellence and challenges you to develop yourself as a leader, achieve the Girl Scout Leadership Outcomes, and make a mark on your community that creates a lasting impact on the lives of others.

Fulfilling the requirements for the Girl Scout Gold Award starts with the completion of two Girl Scout Senior or Ambassador Journeys or having earned the Silver Award and completing one Senior or Ambassador Journey. Each Journey completed gives you the skills you need to plan and implement your Take Action project.

After you have fulfilled the Journey(s) requirement, 80 hours is the suggested minimum hours to complete the 7 steps to go Gold: identifying an issue, investigating it thoroughly, getting help and building a team, creating a plan, presenting your plan and gathering feedback, taking action, and educating and inspiring others.

We're committed to providing resources to help you achieve success. In fact, we've launched several new resources to support you along the way including our new Girls Guide To Going Gold, Girl Scout Gold Award online orientation, hands-on Gold Award workshops, and virtual office hours-- all to help prepare you to create sustainable change.

If you have a Girl Scout Junior, Cadette, Senior, or Ambassador troop, your girls are ready to earn one of Girl Scouting's highest awards! Council-sponsored award workshops and online trainings are a great starting point for girls, leaders, and project advisors who want to learn about the process, requirements, timelines, and paperwork involved in earning the Girl Scout Bronze, Silver, and Gold Awards. Check out the council event calendar at www.nccoastalpines.org for an award workshop near you or email girlawards@nccoastalpines.org.

Scholarships

Gladys Marion Scholarship Endowment

The Gladys Marion Scholarship was made possible by a lifetime member of Girl Scouts who gave her time and shared her talents to support Girl Scouts as they developed their leadership skills and prepared to be the next generation of leaders. The scholarship, for high school seniors primarily residing in Brunswick, New Hanover, or Pender County, recognizes those who have demonstrated significant leadership as members of Girl Scouts – North Carolina Coastal Pines through earning their Girl Scout Gold Award or equivalent participation in Girl Scouts – North Carolina Coastal Pines leadership programs. The scholarship is a four-year scholarship and will support the recipient each year over the course of her undergraduate tenure, provided the recipient continues to meet academic requirements.

This scholarship is open to all Girl Scouts. Preference will be given to high school seniors primarily residing in Brunswick, New Hanover, or Pender county.

Jane S. Barringer Award

“Mrs. B” has been an inspiration to Girl Scouts in our council for 50 years! As a teen advisor she has offered girls different perspectives and opportunities to make a difference. If you are proactive and passionate about making the world a better place, apply for this scholarship designed to further your education or skill development.

This Award is open to Gold Award Girl Scouts who are high school seniors or adult professionals pursuing further education or skill development.

Misty Crabtree Eastham Scholarship

As a girl in foster care, Misty joined Girl Scouts and gained a network of friends to support and guide her— friends who joined her in a journey of adventure that provided life-changing opportunities. Misty overcame adversity and embodied a sense of selflessness, generosity, drive, and determination. Her scholarship foundation recognizes and rewards Girl Scouts with these same qualities. The award from this scholarship is used to help pay for college expenses.

This scholarship is open to Gold Award Girl Scouts who are high school seniors. Preference will be given to girls who have overcome adversity as defined by the applicant.



Ready, Set, Take Action

Community Service and Take Action Projects

You know it when you meet a Girl Scout. A Girl Scout raises her hand when someone asks for assistance and proudly steps up to help! For over 100 years, Girl Scouts have been encouraged to do anything they set their sights on and as a result, Girl Scouts continue to make an impact locally and globally.

Community Service Projects

Community service projects address an immediate need in the community and are appropriate for every Girl Scout – from Daisy through Ambassador! A great definition of community service is, “Community service makes the world a better place for some people right now.”

Take Action Projects

Take Action projects transform a community service project into a long-term, lasting impact for the community. With Take Action projects, girls are challenged and encouraged to research, plan, and lead projects that tackle the root of a local, national, or global problem. Girls think bigger and are encouraged to solve and address the problem in a way that will prohibit the problem from reoccurring. And more importantly, Take Action projects aim for long-term benefits that change the world in a meaningful, measurable, and sustainable way!

What is Take Action?

Girls will create and carry out a Take Action project with every Journey they complete. The Girl Scout Bronze, Silver, and Gold Awards all require the completion of a Take Action project.

Overview of Take Action

A Take Action project is a chance for girls to partner with others in their community to solve a problem. They learn about getting to the root causes of issues, mobilizing and engaging community members and volunteers, and striving toward creating lasting change in their world. An important component is to understand and address the cause of a problem.

Girls must also make sure each project is sustainable and that the impact is measurable.

- **Measurable:** The success of the project can be determined based on the number of people the project helped, the number of people who were involved, any reduction in the community's need, and other concrete numbers.
- **Sustainable:** Girls must make arrangements (such as collaborating with community leaders and/or organizations; building alliances with mentors) to ensure that the project creates lasting change and is not a one-time event.

Steps of a Good Take Action Project

- 1 Girls identify assets and needs in a community
- 2 Girls reach out beyond their circle to meet others. Try to meet people affected by your issue and people who are trying to solve it
- 3 Girls make a decision about what they will take action on
- 4 Girls learn the steps needed to carry out an action plan
- 5 Girls assist with project logistics
- 6 Girls take action alongside community members
- 7 Girls reflect on their action and assess what they gained from it. Girls celebrate their community accomplishments

SAVANNAH AND DAISY ON THE Go!

When a troop can't make it to an activity, we can come to you! Savannah and Daisy are our two mobile program vehicles specially equipped and available for troop visit requests offering programs in Financial Literacy, Healthy Living, Leadership, Outdoor Education and STEM. For more information about programs and scheduling, email mobileprogram@nccoastalpines.org.

Leadership in the **Outdoors**

Studies show that girls today are not spending nearly enough time outdoors. Technology and structured activities leave even less time for girls to get outside and explore! But when girls spend quality time outdoors and increase their exposure to nature, they thrive – physically, emotionally, and intellectually! It's true. When Girl Scouts get outside, connect with nature in a girl-led setting and dive into a whole new world of activities, they grow in self-confidence, develop their leadership skills, and foster their passion for environmental stewardship. In fact, many Girl Scouts will tell you that “camping trips” and “summer camp” are one of the best things about their Girl Scout experience!

Camp and Outdoor Program

The Girl Scout camp and outdoor program is all about trying new things, meeting new friends, and having fun! Whether it's taking your next troop meeting outdoors, going on a hike, packing up and heading off for a weekend camping trip, or paddling a canoe, we've got you covered!

Not quite ready to take your troop and girls outdoors yet? No worries. Our camp and outdoor program team offers a variety of council-sponsored, memory-making outdoor experiences for troops and girls. From staff-supported, troop camping weekends to Teen Camporee and Brownie and Junior Jamborees to outdoor excursions, Summer Resident Camp, Day Camp and more, troops and girls can spend quality time outdoors through our camp and outdoor program. Check out the Activity Guide (available on the council website) each program year to see what the team has planned!

Ready to take your troop and girls outside but not sure where to start? No problem. Our outdoor education program will prepare you to take your troop and girls on all sorts of outdoor adventures!

Outdoor Education, Training and Certification

It's important to remember that not all outdoor adventures include tent or cabin camping. Our outdoor education program uses a 3-part, progressive format to allow co-leaders and volunteers to incorporate increasingly challenging outdoor programming into the Girl Scout year. To become an Outdoor Certified adult, volunteers complete all three stages of the progression.

Troop co-leaders and volunteers are strongly encouraged to complete the first 2 stages of the progression to gain essential knowledge on safety and preparation for outdoor activities.

Girl Scouts - North Carolina Coastal Pines' Outdoor Training Program

Let's Go Outside

The first in the progression series, this 30-minute online module is the first step in preparing to take girls from out of the normal meeting space and into a local space for a meeting. The module includes information regarding outdoor progression, paperwork, forms, and Safety Activity Checkpoints.

Let's Go Exploring

Building on the knowledge gained in Let's Go Outside, this 45-minute online module is the second step in the progression and prepares volunteers to take girls further into nature (hiking) or on a local overnight (backyard sleepover) by providing a more in-depth look at safety and outdoor programming.

Let's Go Camping

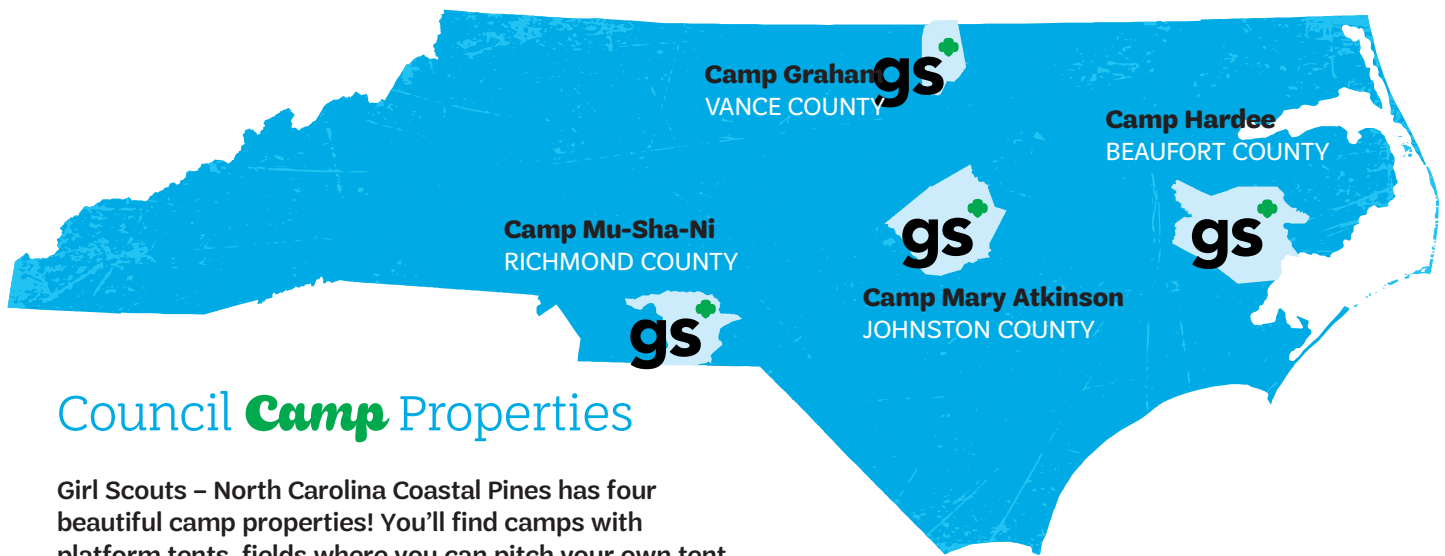
Let's Go Camping is the final step in our outdoor education progression and prepares volunteers to safely take girls camping (tent or cabin) and cook outdoors. This bended training combines an online module with an in-person overnight training experience. Upon completion, volunteers receive their outdoor certification.

Let's Go Camping: All in One

For those wishing to gain their outdoor certification in one weekend, we offer this alternative. Let's Go Camping: All in One take place over two-nights combining all the skills and knowledge from our three-part progression series while giving participants the opportunity to develop and experience the essential camping skills needed for a successful troop camping trip. Upon completion, volunteers receive their outdoor certification.

GET **Outside**

For more information on camp adventures or programs visit the Camps page on the website. To register for any of our camp and outdoor programs or trainings, or to take an online module, visit Activities on the council website at www.nccoastalpines.org.



Council **Camp** Properties

Girl Scouts – North Carolina Coastal Pines has four beautiful camp properties! You'll find camps with platform tents, fields where you can pitch your own tent, and camps with heated and cooled cabins! You'll even find a camp with treehouses to sleep in!



Camp Graham

Camp Graham is located on scenic Kerr Lake in Vance County and offers 155 acres of forest, lake coves, and open fields to explore. Campers can enjoy canoeing, kayaking, and sailing in the semi-private cove, or large group activities in the many wide-open spaces. Other camp amenities include trails and the Swinging Bridge, an Archery Range, an outdoor stage, and oh yes, those treehouses we mentioned!

Camp Hardee

Camp Hardee's 96 acres sit quietly on the south side of the Pamlico River in Beaufort County. With river frontage, woodlands, and open areas, campers can enjoy water activities, several hiking trails, swimming, and more! The smallest of our camp properties, all buildings and activity areas are within easy walking distance of each other and our challenge-by-choice Alpine Tower! With many buildings available for covered activities and large-group gatherings, and open-air tents or cabins with A/C and heat, Camp Hardee makes camping year-round easy!

Camp Mu-Sha-Ni

Camp Mu-Sha-Ni is located in Richmond County in an area of North Carolina known as the Sandhills. Here girls can go fishing, canoeing, or they may choose to hike to the beaver pond while exploring the 843 acres of fields, forests, ponds, and wetlands. With six platform tent units, it is a little more primitive than our other properties, but Camp Mu-Sha-Ni's Troop House and Chalfant Shelter are equipped with heat and air for year-round camping comfort.

Camp Mary Atkinson

Camp Mary Atkinson is located in the heart of Johnston County with a pond for canoeing, kayaking, and paddle boarding; a swimming pool, nature trails, and an archery range! Campers can also enjoy the Leadership Center

Our Camp Facilities are Available to Troops and Groups!

Our camp properties are playgrounds full of outdoor opportunities! Troops and groups may reserve a campsite at one of our camps for year-round overnight camping or day outings such as picnics or hikes. To learn more and reserve your spot for your next outdoor adventure, visit Camps on the council website.

SUMMER **Fun** GUIDE

Be on the lookout for the Summer Fun Guide in January where you'll find information on all of our amazing summer camp adventures including how and when to register! It's a great day when the Summer Fun Guide hits the website!



Summer Camp ADVENTURES

Girl Scout camp is all about trying new things, making new friends, and having fun! Whether it's a week full of fun in your local community or an overnight adventure, we've got you covered! GS-NCCP offers a variety of camp adventures for girls and troops. From day camp, troop camp, and summer resident camp to adventure trips, we have something for everyone!

Day Camp

Day camp is a week full of fun that allows girls to experience the adventures of camp during the day while returning to the comforts of home at night! These volunteer-led sessions provide girls with ways to explore, try new things, and meet new friends in a positive and structured all-girl environment.

Troop Camp

Troop camp allows troops to spend time exploring and enjoying our beautiful resident camp facilities with the added support of trained staff provided by the council. A camp director, lifeguards, a health supervisor, an arts and crafts director, and dining hall staff are all on hand to lead activities and provide support! These week-long (or mini sessions, if you prefer) are a great chance to camp as a troop while still planning some of your own activities. Meals are also provided and served in the dining hall! How great is that?

Summer Resident Camp

At our summer resident camps, campers will spend an unforgettable week where no two days are alike! Girls swim, hike, play games, craft, sit and sing around the campfire, and make new friends - and that's just the first day (kidding, not really). At summer resident camp, every session has a theme and each day

is full of staff-led activities designed to provide unique opportunities for girls to discover their strengths, improve their skills, learn to appreciate the natural world, and, most of all, have fun! The adventure is hers! Resident camp is offered at Camp Graham, Camp Hardee, and Camp Mary Atkinson.

Adventure Trips

When a girl wants to explore beyond camp, and experience an adventure, she's ready for an adventure trip! What do girls do on an adventure trip? They trek with llamas in the Pisgah National Forest, experience the thrill of surfing at Wrightsville Beach, explore the Outer Banks, and tube down rivers! Every week is different, and girls register and choose the adventure that interests them the most!



CAMP **Open** HOUSES

Curious about our camp facilities and all they have to offer?

Want to see what attending summer camp is like? Bring the family and a picnic lunch and join us at a Camp Open House held in the spring at each of our summer resident camp facilities – Camp Graham, Camp Hardee, and Camp Mary Atkinson. Members of our camp and outdoor program team will be there to guide your visit and answer your questions while you explore the grounds, tents, cabins, waterfront, and more! Registration to attend an open house is encouraged but not required. For more information on our Camp Open Houses check out the Summer Fun Guide or visit the camp section of the website at www.nccoastalpines.org

Girl Scouts - North Carolina Coastal Pines is committed to providing you with a positive and meaningful experience. After all, you're a Girl Scout too! Learning, developing new skills, and going on new adventures isn't just for girls! These pages are full of great information and answers to some of those, "I'm ready to know more, what's next?" questions that you are sure to have throughout the year!



Extras!

Where to go when you have a question or want to learn more!

Girl Scouts Give

"Be a sister to every Girl Scout" is at the core of everything we do. Introduced in 2019, Girl Scouts Give is a fundraising campaign and patch program designed to help girls understand the importance of supporting their fellow Girl Scout Sisters through investments of their TIME, TALENT, and TREASURE and to recognize that they are part of a larger council and movement.

By participating in both the campaign and patch program, girls will learn more about ways to be a sister to every Girl Scout, all the different ways to be a philanthropist, why donating to Girl Scouts is important, and how to use things you're doing every day to create good. They will also have an opportunity to bring their families into the fun. Based on constituent feedback, Girl Scouts Give was designed to replace the Family Partnership Campaign.

Girl Scouts Give allows our Girl Scout family to say, "I want to be a sister to every Girl Scout and make a difference for a local girl." With the help of gifts made toward the campaign, we can bring the Girl Scout Leadership Experience to more girls, no matter their personal or family circumstances.

Girl Scouts Give

What's New

- Girl Scouts Give is targeted support. Money raised through Girl Scouts Give supports our financial assistance programs that help every girl be a Girl Scout.
- Girl Scouts Give engages the girls. We want girls to understand the importance of giving back, especially to their Girl Scout Sisters. This program teaches girls about local Girl Scouts, enables them to be part of the philanthropy discussion with their troop and parents, strategize for how they'll save and earn money, and complete the brand-new patch program -- all within the guidelines of fundraising & money-earning.
- Girl Scouts Give builds a culture of philanthropy. In addition to the Troop Campaign, GS – NCCP Service Units and Areas are encouraged to participate through a variety of options, all designed to create a culture of philanthropy for Girl Scouts, from within Girl Scouts.

Individual Donations

Donations to Girl Scouts Give can be made online at <https://gsnccp.org/GirlScoutsGive>, at any of our four council retail shops, or by mail to:

Girl Scouts – North Carolina Coastal Pines
6901 Pinecrest Road
Raleigh, NC 27613

Please make checks payable to Girl Scouts – North Carolina Coastal Pines, include your troop number, if applicable, to ensure accurate processing of your gift!
Email GirlScoutsGive@nccoastalpines.org for more info



Financial Assistance

Nearly 75% of our 41-county service area is designated as economically distressed. Girl Scouting in these communities is essential to provide a stable outlet for these girls to grow, lead, and thrive. That's why GS – NCCP is committed to offering need-based financial assistance for:

- annual membership fees
- local & council-sponsored activities
- events, trips, or projects that go beyond the ordinary troop program and enhance the Girl Scout experience
- summer camp experiences

For more information or questions email helpdesk@nccoastalpines.org. A copy of the council's Financial Assistance Request Form is available on the website at www.nccoastalpines.org or by request at volunteerservices@nccoastalpines.org.

Suggested Training Progression for Troop Co-Leaders and Troop Volunteers

Lead the Way! Volunteer Training and Adult Learning

Girl Scouts - North Carolina Coastal Pines
strives to develop and deliver training
programs, educational resources, and
learning experiences to help our volunteers
succeed and thrive in their roles.



gsLearn is our online volunteer training platform. This new system will give volunteers more just-in-time training, both online and in-person learning opportunities, and the ability to track all your accomplishments! gsLearn allows volunteers to learn at your own pace, access additional resources, and repeat info when you need it!

As a new leader, gsLearn will be one of the first tools you will become familiar with as it houses four of our five core leadership trainings for troop co-leaders designed to create a framework to get you started! Volunteers gain the knowledge they need to work with girls and parents and an understanding of the Girl Scout Leadership Experience. This series consists of the Successful Leader Learning Series, Volunteer 360, GSUSA Volunteer Toolkit- Troop Leader View and Troop Banking: Getting Started and Making Changes. In addition to our core training, gsLearn houses over 600 plus trainings that could assist with both personal and professional development. We encourage all of our volunteers to continually check in to gsLearn for new learning opportunities.

Supplementing the Core Leadership Series are a variety of specialty trainings and learning opportunities offered throughout the year for volunteers to gain program ideas, guidance, required skills, such as First Aid/CPR and outdoor training, position-specific training, and a whole lot more! In Lead On! we give you a quick look at our volunteer and adult learning programs. For a more comprehensive overview and information on all of our upcoming learning opportunities, we invite you to visit the Volunteer page of the website at www.nccostalpines.org.

Troop Leadership Progression

All troop co-leaders must complete our core leadership series:

- Core Leadership Series
 - Successful Leader Learning Series
 - Volunteer 360
 - GSUSA Volunteer Toolkit – Troop Leader View
 - Troop Banking: Getting Started and Making Changes
 - NEW Diversity, Equity, Inclusion and Belonging Training for Volunteers
 - New Co-Leader Live
- Program Level Training (Currently available to Daisy, Brownie and Junior Co-Leaders)
- Girl Scouting's Highest Awards

Outdoor Education Progression¹

There must be at least one outdoor certified adult volunteer accompanying a troop camping trip.

- Volunteer 360
- Let's Go Outside
- Let's Go Exploring
- Let's Go Camping
- Let's Go Camping – All in One
- Let's Recertify

¹ Outdoor Education Training prepares leaders for outdoor adventures; Let's Go Outside, Let's Go Exploring and Let's Go Camping are intended to be taken in order. Let's Go Camping — All-in-One is a weekend-long course designed to provide a volunteer with all three modules at one time.

First Aid and Safety Progression

There must be at least one First Aid/CPR/AED certified adult volunteer accompanying a troop/group on an overnight, or at troop activities held outside the normal meeting space. For water trips and activities, if certified personnel (small craft safety, lifeguards) are not provided on site, a small craft safety and/or lifeguarding certified adult is required per applicable SAC.

- Adult/Child FA/CPR/AED Wilderness and Remote First Aid
- Lifeguarding

The Volunteer Toolkit

The Volunteer Toolkit (VTK) is your digital troop assistant! This web-based program allows you more time to focus on your girls by making managing your troop and planning your meetings smooth and easy all year long! Inside you'll find meeting overviews, activity plans, badge and Journey outlines, meeting aids, Girl Scout resources, and more!

Plan and Customize Your Year!

At Girl Scouts, we know that when girls take part in shaping their Girl Scout experience and adventures, they will be more engaged and will have more fun! The Volunteer Toolkit makes it easy for troop co-leaders and girls to explore the many meeting topics and ideas available for their grade-level together and select those they want to include in their year! Co-leaders can take this information to plan and customize the troop's year using VTK's pre-populated meeting plans, agendas, supply lists, and activity instructions!

Manage Troop Rosters, Attendance, and Accomplishments!

Tracking your troop's activities and accomplishments just got easier! With the Volunteer Toolkit you will be able to view your troop roster, update contact information, record attendance at meetings, track girls' badge and Journey achievements and renew memberships.

One-Click Communication!

The Volunteer Toolkit is not just for co-leaders, it's for parents too! With its unique parent-view, parents can keep up with troop activities, meeting information, and what badges and Journeys their girl(s) are working on. And you can email upcoming meeting agendas and troop plans to them with just one click!



LEARN MORE ABOUT THE VTK

For more information on the Volunteer Toolkit or to register for one of our upcoming VTK webinars or trainings, visit Activities on the council website at www.nccoastalpines.org.

Easy Navigation at your Fingertips!

Here are just a few of the many features you'll find inside the VTK!

Girl Scouts of the USA continues to update and enhance the Volunteer Toolkit with additional resources, features, and functions. We strongly encourage all co-leaders to utilize the VTK to streamline their troop management and planning.

MY TROOP

- View, edit, download and print rosters
- Edit contact info
- View achievements and attendance (print the roster and use the achievements list as your shopping list for awards and badges!)
- Email families
- Renew memberships

YEAR PLAN

- Specify meeting dates and locations
- Preview and choose pre-populated year plans
- Add and/or combine meeting plans to customize your year
- Add custom troop activities like troop celebrations and day trips

MEETING PLAN

- View, download, or print individual meeting summaries, activity plans and supply lists!
- Track attendance and achievements
- Search and print meeting aids such as nametags, handouts, and more!

RESOURCES

- Access Award Logs, Badge Charts, Meeting Plans, and more.
- Access council specific resources on Troop Leadership, Safety, Training, Girl Scout Traditions and Awards, Trips and Travel, Girl Scouts' Product Sale, and Camp and Outdoor Programs!

FINANCES

- Submit the annual troop finance report.

Girl Scouts of the USA continues to update and enhance the Volunteer Toolkit with additional resources, features, and functions. We strongly encourage all co-leaders to utilize the VTK to streamline their troop management and planning.

Adult Awards **and** Recognitions

We are continuously proud of the amazing contributions our volunteers make across our 41 counties. We know that without your support and time, we could not do this work without you. We know your sacrifices are never made with the expectation of a reward, other than the reward of seeing our girls soar to new heights! Listed below are ways to say thank you!

Council Awards and Recognitions

Council level adult awards and recognitions honor our volunteers for their outstanding service and contributions to our council, girls, and the entire Girl Scout Movement. Council-level adult recognitions and awards formally honor the outstanding contributions and exemplary years of service of our volunteers to the council and the Girl Scout Movement.

Nominations may be submitted by a volunteer's peers, service unit team members, council staff, and even the girls themselves! The Adult Recognitions Task Group reviews all nominations and endorsements and selects each year's award recipients from among the nominations received. The awards are then presented during the Adult Award and Recognitions Luncheon following the Annual Meeting in March.

Nominating a volunteer is easy with our Council Level Adult Awards and Recognitions Guide and our nomination forms located on our website under volunteers.

Area Level Recognition

Area level awards formally recognize volunteers at the local level and are presented at area appreciation events or celebrations. Area awards are peer nominated, so the number of nominees relies heavily on nominations and endorsements from co-leaders, volunteers, or service unit team members. Nominations reflect the individual's service and contributions during the current program year.

ENCORE! GS-NCCP's Peer Appreciation Program

Surprise a fellow Girl Scout volunteer with our online ENCORE! recognition program! Send a High Five, Fist Bump, or Pat on the Back to cheer on your peers and recognize a job well done!

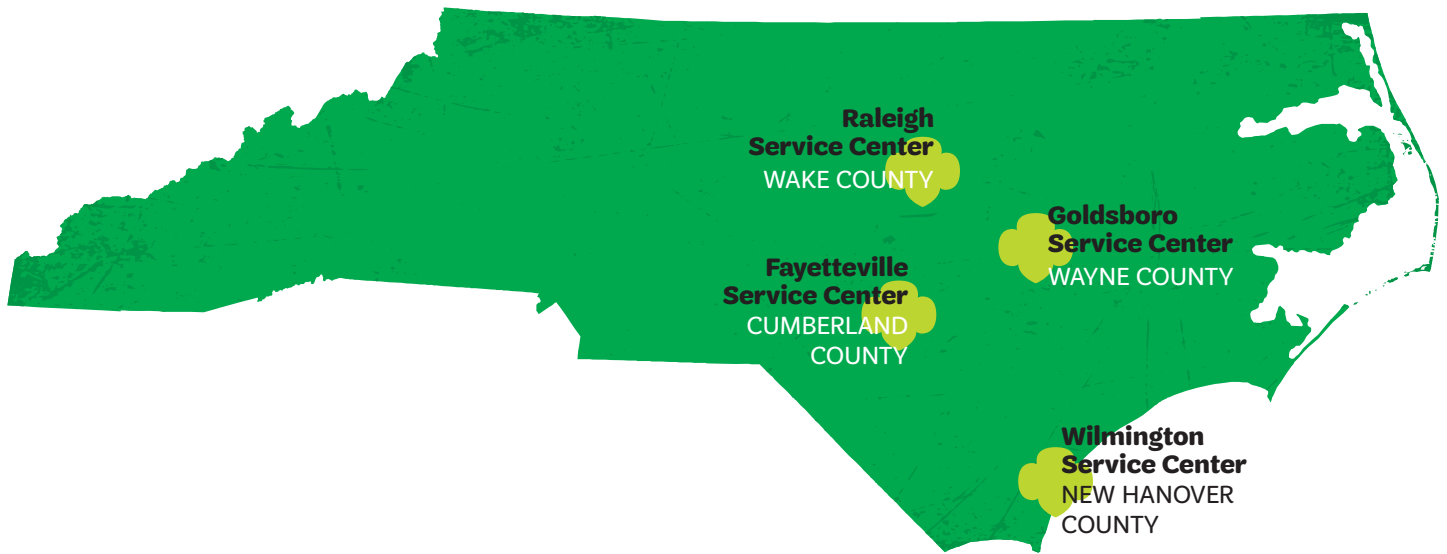
President's Volunteer Service Award

Girl Scouts - North Carolina Coastal Pines is thrilled to partner with Points of Light, the President's Volunteer Service Award (PVSA) agency, to bring this program to life for our girls and volunteers. This recognition sets our girls and volunteers apart and is a tremendous honor. By sharing your time and talents with others, you lead by example and encourage others to make the world a better place.

For more information on our adult recognitions and awards, please visit our website at www.nccoastalpines.org and search adult awards and recognitions.



Service Centers *and* Retail Shops



SHOP ONLINE 24/7 at <https://www.girlscoutshop.com/NORTH-CAROLINA-COASTAL-PINES-COUNCIL>

Raleigh Service Center

6901 Pinecrest Road
Raleigh, NC 27613
919.782.3021 or
800.284.4475

Service Center
Monday-Thursday
8:30 a.m. - 5 p.m.
Friday - 8:30 a.m. - 12:30 p.m.

Shop
Monday-Wednesday
9 a.m. - 5 p.m.
Thursday - 9 a.m. - 6:30 p.m.
Friday - 9 a.m. - 3 p.m.
Saturday - 10 a.m. - 3 p.m.

Fayetteville Service Center

Eutaw Village Plaza
894 Elm Street
Suites B & C
Fayetteville, NC 28303
910.437.9900 or
800.284.4475

Service Center and Shop
Monday-Wednesday
9 a.m. - 5 p.m.
Thursday - 9 a.m. - 6:30 p.m.
Friday - 9 a.m. - 12:30 p.m.
Sat/Sun - closed

Goldsboro Service Center

108 E. Lockhaven Drive
Goldsboro, NC 27534
919.734-6231 or
800.284.4475

Service Center and Shop
Monday - 9 a.m. - 5 p.m.
Wednesday - 9 a.m. - 5:30 p.m.
Friday - 9 a.m. - 12:30 p.m.
Sat/Sun - closed

Wilmington Service Center

2250 Shipyard Boulevard
Wilmington, NC 28403
910.202.9197 or
800.284.4475

Service Center and Shop
Monday-Wednesday
9 a.m. - 5 p.m.
Thursday - 9 a.m. - 6:30 p.m.
Friday - 9 a.m. - 12:30 p.m.
Sat/Sun - closed

Organizational Structure

Girl Scouts of the USA (GSUSA)

A national organization supporting the work of more than 100 councils across the U.S. for more than 100 years. Headquartered in New York City.

North Carolina Coastal Pines:

Independent 501(c)(3) nonprofit chartered by GSUSA and operating under the direction of a local board of directors and overseeing all service units and troops within a specific geographic area.

SERVICE UNIT

Our Service Units are made up of volunteers who support the work of troop volunteers within a given geographic area.

Troops

Volunteer-supervised groups of girls.



Council Retail **Shops**

Did you know that Girl Scouts - North Carolina Coastal Pines has four retail shops and a 24-hour, always open, online shop to serve you and your troop?

Our Girl Scout shops are conveniently located inside each of the council's four service centers in Raleigh, Fayetteville, Goldsboro, and Wilmington. Inside each shop you'll find shelves of Girl Scout merchandise including uniforms and other wearables for girls and adults, badges, program patches, fun patches, Girl Guides, Cookie Program materials, and other Girl Scout themed merchandise and gifts to inspire your year!

The Retail Shops of Girl Scouts - NC Coastal Pines are here to serve our volunteers and girls with all of your uniform and program needs, as well as apparel, camp supplies, and additional fun Girl Scout-themed items. It is our goal to provide you the highest quality customer service and a great merchandise assortment. Please feel free to email us directly with your orders, or merchandise suggestions. You can email us at shop@nccoastalpin.es.org.

Girl Scouts at each level have one required element (Tunic, Sash or Vest) for the display of official pins and awards which will be required when girls participate in ceremonies or officially represent the Girl Scout Movement. There is also an Adult Vest and components available for all of our volunteers- while adults don't earn badges, the back of this vest is a great place to display your fun patches! We want to encourage girls, troops, and volunteers throughout our council to wear their uniform.

Online Shop

Our online shop is available at <https://www.girlscoutshop.com/> for ease and convenience!

As a new volunteer, we know you'll have questions. Please call, email, or stop by our shops anytime! Our retail team is happy to answer your questions and guide you to program resources! They can even point out badges and other activities popular with girls in your grade-level.

Mobile Shop

Retail also participates in an exciting Girl Scout Mobile Retail Shop. When your service unit is having a large event like camporee at Camp Mary Atkinson or any of our camp locations, or maybe a large cookie rally, you can contact the Retail Team to request the mobile shop to come to your event. You can find the mobile request link on our council website or email the shop directly for the request. The Retail Team asks that there be a minimum of 50 shoppers at the event, and that they have 30 days-notice to plan for your event. Also, check your Council Newsletter for events where our mobile shop will be making an appearance near you.

Present this coupon to receive 10% off purchase of new adult vest & complete uniform patches & insignia!

Volunteer must purchase adult vest, American flag patch, volunteer patch, council ID, insignia tab, membership pin, and World Association pin. Offer available only in council retail shops; not eligible on e-commerce, trading post or mobile shop events. Limit one coupon per customer.



Be sure to stop by the Retail Shop after completing New Co-Leader Orientation to receive a Building Leaders fun patch!

Girl Scout Glossary

At Girl Scouts, we sometimes speak our own language. Here are just a few of the common words, abbreviations, and terms you'll hear and their definitions.

Bridging - The act of moving up from one Girl Scout level to the next. Girls may cross an actual bridge at a Bridging Ceremony to symbolize the transition.

Camporee - A weekend camping event, usually organized by a service unit, to serve its members.

Founder's Day - October 31, Juliette Gordon Low's birthday. Troops may celebrate with a birthday party or by learning more about the history of Girl Scouts at their meeting closest to October 31!

Girl Scout Handshake - A way to greet other Girl Scouts. Girl Scouts shake with the left hand, because it is closer to the heart, and give the Girl Scout Sign with the right.

Girl Scout Leader Day, April 22 - Girl Scout Leader Day honors all Girl Scout co-leaders. Council staff, girls, their families, and communities are encouraged to find a special way to show their thanks and appreciation on this day.

Girl Scout Promise and Law - The Girl Scout Promise is a pledge made by both girls and adults to live up to the ideals of Girl Scouting. Members live the 10 parts of the Girl Scout Law to fulfill the Girl Scout Promise.

Girl Scout Sign - Made by holding up the three middle fingers of the right hand – each standing for one part of the Girl Scout Promise. Used when reciting the Girl Scout Promise.

Girl Scout Week - Girl Scout week is the week that includes March 12 and begins with Girl Scout Sunday and ends with Girl Scout Sabbath. The week includes March 12, the birthday of Girl Scouts, because it was on this day in 1912 that Juliette Gordon Low held the first meeting for Girl Scouts in the United States. Girl Scout Sunday and Girl Scout Sabbath give girls an opportunity to attend their place of worship and be recognized as Girl Scouts. Girls may share a greeting, usher, or perform a flag ceremony at their place of worship on these days. This can also be a time when girls explore other faiths or just enjoy time together!

Investiture/Rededication - Ceremony at which a girl first becomes a Girl Scout by making the Girl Scout Promise and receiving a Membership Pin. Returning Girl Scouts rededicate themselves to Girl Scouts.

Juliette Gordon Low, aka "Daisy" - Founder of Girl Scouts of the USA (GSUSA).

Juliettes - Individually registered girls not affiliated with a troop. Juliettes work toward the same badges and awards and are welcome to attend local and council Girl Scout events and activities.

My GS - Online portal for event, training, and activity registration; member profile information and the Volunteer Toolkit.

Quiet Sign - A way to let girls and others know it's time to be quiet, shown by raising your hand and keeping it up. As each person sees it, they stop talking and raise their own hand; this continues until everyone is quiet.

Safety Activity Checkpoints - GSUSA resource containing Girl Scout program standards and guidelines for activities and events to ensure the health and safety of all girls. Safety Activity Checkpoints are reviewed and updated annually by GSUSA.

SWAPS - "Special Whatchamacallits Affectionately Pinned Somewhere" often made and traded between Girl Scouts at events. When traded at events, SWAPS will generally follow the event theme or represent the maker's area and/or interests. Visit Pinterest and search "SWAPS" for inspiration and ideas!

Volunteer Essentials - GSUSA resource containing guidelines to ensure the delivery of the Girl Scout program and the health and safety of girls. Volunteer Essentials is reviewed and updated annually by GSUSA.

World Association of Girl Guides and Girl Scouts (WAGGGS) - Worldwide organization of Girl Guides and Girl Scouts with over 144 member countries to which GSUSA belongs. WAGGGS headquarters are in London, England.

World Thinking Day, February 22 - World Thinking Day celebrates the sisterhood between Girl Guides and Girl Scouts around the globe. Every year, a global action theme unites members in service. All Girl Scouts are encouraged to celebrate diversity and world cultures and give service on World Thinking Day. Visit www.worldthinkingday.org for more ideas.

Council Contacts

We realize that there's a lot to learn and that you will have questions. No worries, we've got you covered!

Who to call and where to look when you need help with:

Volunteer Resources, Adult Training and Learning Opportunities	Visit the Volunteers page on the website. Email: learning@nccoastalpines.org
Camp and Outdoor Programs Summer Resident Camp Troop and Group Camping Day Camp	Visit the Camps page on the website. Refer to the Summer Fun Guide – available online in January. Email: outdoorprogram@nccoastalpines.org
Girl Scouts Give Donations Money-Earning Projects	Visit the Donate page on the website. Search: SU104 (Troop Money-Earning Guidelines) on the website. Refer to Volunteer Essentials – available on the website. Email: donate@nccoastalpines.org
Financial Assistance	Search: Financial Assistance on the website. Email: learning@nccoastalpines.org for questions related to financial aid for adult training and events. Email: program@nccoastalpines.org for questions related to financial aid for girl programs.
Highest Awards Support Gold, Silver, and Bronze	Email: girlawards@nccoastalpines.org
Insurance Certificate of Insurance Request	Search: OPG750 (Council Certificate of Insurance) on the website. Search: TP301; TP302 or TP303 (Accident and Sickness Enrollment Forms) on the website. Refer to Volunteer Essentials – available on the website. Email: insurance@nccoastalpines.org
Product Sale Programs	Visit the Cookies page on the website. Email: cookies@nccoastalpines.org
Safety	Refer to Safety Activity Checkpoints and/or Volunteer Essentials – both available on the website. Email: volunteerservices@nccoastalpines.org
Registering for Events and Activities	Email: helpdesk@nccoastalpines.org
Troop Finances and Troop Banking	Search: TP450 (Troop Banking Guidelines) on the website. Email: troopbanking@nccoastalpines.org
Working With Journeys	Email: programteam@nccoastalpines.org

* Search the Forms page of the website at www.nccoastalpines.org by entering the form name or abbreviation.



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VOLUNTEER POSITION DESCRIPTION TROOP CO-LEADER

SUMMARY:	A Troop Co-Leader has the enthusiasm and ability to generate a girl's interest and curiosity to discover new things, connect with others and take action to make the world a better place through the Girl Scout Leadership Experience (GSLE). The nature of this position requires the individual to provide a comprehensive, progressive and age-appropriate program in direct service to girls and to help guide them to discover their own leadership skills on an individual and group basis.
TERM OF APPOINTMENT:	The Troop Co-Leader is appointed for a term of one program year and may be eligible for reappointment.
ACCOUNTABILITY:	The Troop Co-Leader is accountable to the Membership Director.
RESPONSIBILITIES:	<ul style="list-style-type: none">• Ensure all girls are registered members of Girl Scouts of the USA (GSUSA).• Ensure programs offered align to the GSLE by utilizing <i>Journeys</i>, <i>The Girl's Guide to Girl Scouting</i> and participation in Council and area sponsored events and activities.• Support and encourage girls to attain desired goals and awards and provide appropriate and ongoing recognition of girls' achievements.• Remain up-to-date and informed about the GSLE through regular participation in monthly service unit/area meetings.• Promote annual Fall Product and Cookie Sale programs, program opportunities, and events offered by the council, the area, and the service unit.• Maintain regular communication with parents and/or guardians regarding troop meetings and activities.• Maintain and submit accurate financial and program records as required.• Remain informed about and comply with all current policies, procedures and guidelines of Girl Scouts-North Carolina Coastal Pines and GSUSA.
QUALIFICATIONS AND CORE COMPETENCIES:	<p>Girl-led Focus: Empower, encourage, and guide girls and volunteers to understand Girl Scouts' girl-led, learn-by-doing and cooperative approach to developing a girl's leadership skills.</p> <p>Personal Integrity: Serve as a role model for volunteers guided by the Girl Scout Mission, Promise and Law - modeling reliability, dependability, honesty, credibility, respect for others, respect for self, inclusivity, positivity and a spirit of collaboration.</p> <p>Adaptability: Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments.</p> <p>Oral Communication: Practice positive communication skills and express ideas clearly and accurately.</p> <p>Foster Diversity: Understand, respect and embrace individual differences.</p> <p>Additional Requirements:</p> <ul style="list-style-type: none">• Registered member of GSUSA and a valid background check.• Completion of any required training assigned and provided by GS-NCCP and GSUSA.• Email, internet, and texting capabilities for consistent and effective communication, document sharing and research.• For co-leaders of Special Interest Troops, one must also poses experience or a desire to learn to lead girls in an area of special interest as identified by the troop.

I accept the volunteer position responsibilities and will adhere to the qualifications listed above for the term of appointment unless my volunteer service is terminated earlier by the Council in its sole discretion. I agree and understand that during my appointment as a volunteer of GS-NCCP that I am volunteering and I am not entitled to any payment or compensation for the services which I render to GS-NCCP or on GS-NCCP's behalf and I further understand that by serving in this volunteer position I am not an employee or an independent contractor of GS-NCCP.

Appointment Term: _____ to _____ Troop Number(s): _____
Troop Co-Leader Signature and Printed Name: _____ Date _____

Complete and provide copies to: Troop Co-Leader, Service Unit Manager, and Membership Director

Parent Interest Survey



Our troop families are a great resource for bringing meaningful program activities to our girls. By sharing a little bit about your interests, hobbies, and/or professional experiences, we will be able to match your time and talents to the activities, programs, and badges the girls will be working on this year.

Name: _____

Phone: _____

Email: _____

Do you hold a current certification in any of the following?

- ☐ Standard First Aid
- ☐ CPR: Infant/Child _____ Adult _____
- ☐ Lifeguard
- ☐ Water Safety Instructor
- ☐ Archery

At Girl Scouts, the safety of the girls is always a top priority. In order for the girls to participate in troop/group activities outside the normal meeting place or go camping, we will need a First Aider and/or an Outdoor Certified Adult. Would you be interested in earning certification in any of the following and serving as the First Aider or Outdoor Certified Adult? If so, please let us know by checking below.

- ☐ Adult and Child First Aid/CPR/AED
- ☐ GS-NCCP Outdoor Certified Adult

Do you have a job, business, or profession that would be of interest to the girls? Fantastic. Tell us more! *Please use the back, if necessary.*

Are you affiliated with any community groups or organizations that the troop/girls may be able to complete a community service or Take Action project for? If so, please list them below and/or on the back.

What other talents or skills do you have that you would be interested in sharing with the troop/group?

Do you have a special interest or experience in any of the following areas? Great! If the girls choose a related activity or badge we'll reach out to you for ideas and suggestions!

- ☐ Architecture
- ☐ Arts & Crafts
- ☐ Astronomy
- ☐ Auto Maintenance
- ☐ Bicycling
- ☐ Camping
- ☐ Canoeing
- ☐ Career Planning
- ☐ Chemistry/Science
- ☐ Child Care
- ☐ Community Service
- ☐ Computers
- ☐ Cooking/Nutrition
- ☐ Dental Health
- ☐ Drama
- ☐ Drawing/Painting
- ☐ Environmental Issues
- ☐ First Aid, Health & Safety
- ☐ Gardening
- ☐ Global Issues
- ☐ Health & Fitness
- ☐ Hiking
- ☐ Horseback Riding
- ☐ Human/Personal Relations
- ☐ Kayaking
- ☐ Literacy
- ☐ Music, Singing
- ☐ Photography
- ☐ Sewing
- ☐ Sports
- ☐ Swimming
- ☐ Woodworking
- ☐ Women's Issues
- ☐ Other, please list on back.

Meet My Girl



Your girl's troop co-leaders want to make her time in Girl Scouts happy, rewarding, and, most of all, fun! The questions below help to give your co-leaders some additional information about your girl that is not included on the health history form so they can get to know them a little quicker!

Girl's Name: _____

Does she go by a nickname?: _____

My girl's favorite color is: _____

My girl's favorite snack is: _____

My girl's favorite cartoon/show is: _____

What kinds of stories does your girl enjoy? _____

My girl is afraid of: _____

My girl makes friends:

- ☐ Very easily
- ☐ Somewhat easily
- ☐ With difficulty

My girl is looking forward to (check all that apply):

- ☐ Troop Meetings
- ☐ Making New Friends
- ☐ Camping
- ☐ Selling Cookies

My girl might have the following special needs during Girl Scout activities:

What else, if anything, would you like to share about your girl?

In line with recommendations from Girl Scouts of the USA, our council has developed a plan and a team to help respond to any crisis needing attention beyond local troop or service unit volunteers. Such emergencies are incidents of a serious nature that occur during Girl Scout activities.

For the purposes of Girl Scouts and this plan, an emergency or crisis is defined as any of the following:

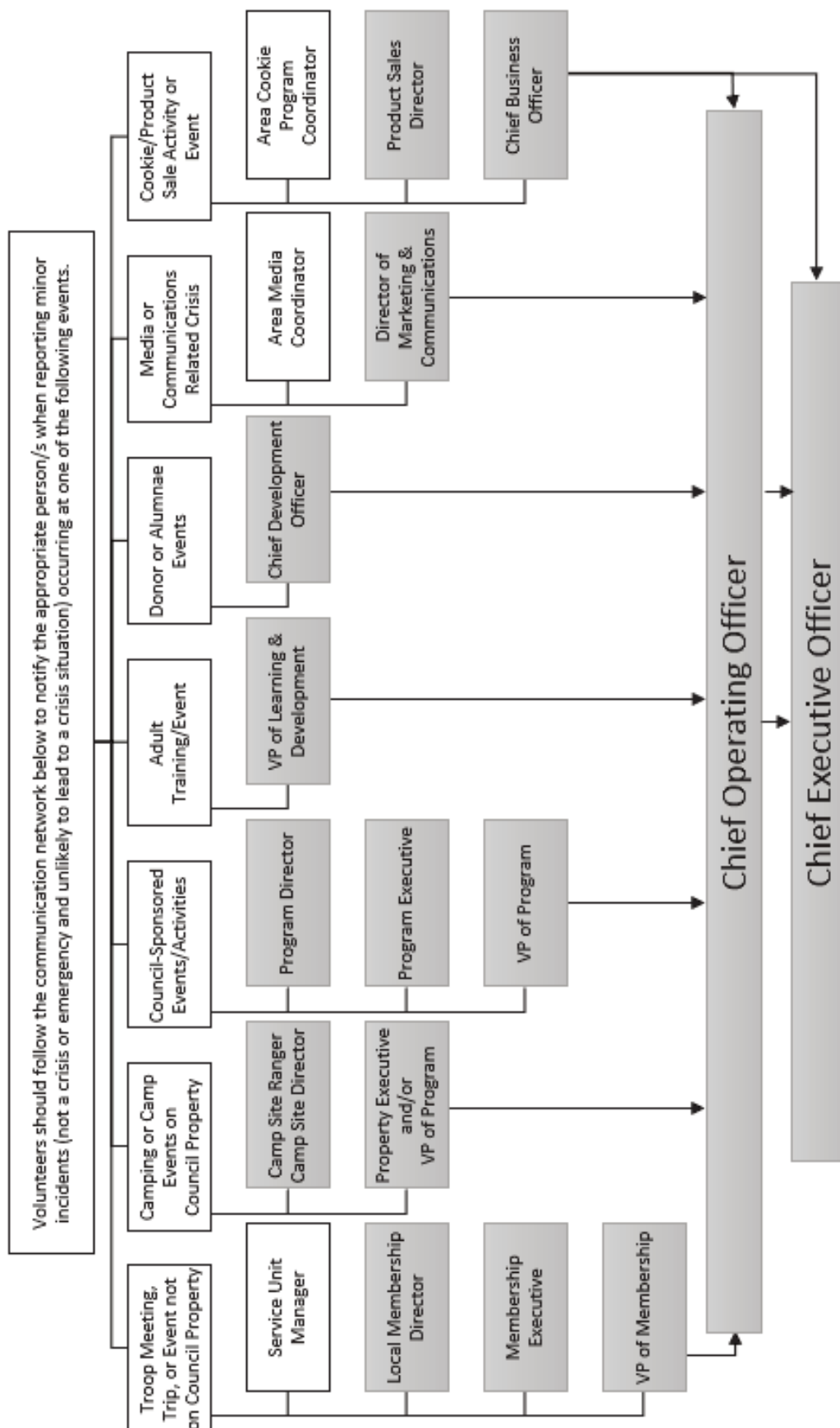
- Death or serious injury during a Girl Scout activity
- Allegation of misconduct, abuse or anything that threatens safety of member(s)
- Violence/natural disaster threatening Girl Scouts
- Traffic accident involving Girl Scouts during Girl Scout activity
- An illness serious enough to require hospitalization and/or widespread illness
- Any situation which involves law enforcement officers
- Lost group/camper/Girl Scout (who is ultimately found)
- Crime either committed by or against a girl, volunteer, or staff member
- Allegation of tampering with or safety of products sold
- Threat of legal action
- Other occurrences that may have adverse media or legal implications

If you become aware of any incident related to the ones outlined above:

1. **Remain calm.** Find out as much information as quickly as possible about the situation including: **Who:** name(s), girl/adult, emergency contact; **What:** nature of incident; **Where/When:** location, address and when it occurred; **How:** possible causes.
2. **Give priority attention to the care for the injured.** If needed, call 9-1-1 to secure emergency medical care and police as appropriate.
3. **Ensure the safety of others** including, but not limited to, troop members, campers, volunteers, etc.
4. **Ascertain whether a parent/guardian or emergency contact has been notified,** as applicable.
5. **Notify the council of the emergency** by calling **800-284-4475, available 24 hours a day**, and provide your information when requested.
6. As needed, **retain responsible person at the scene and/or with the injured.** Do not disturb victim or surroundings until assistance arrives.
7. **For all internal, public, or media inquiries, make no statement of any kind.** Do not share any names or information. Refer inquiries to Crisis Management Team and direct them to call the council at **800-284-4475**. A council spokesperson will respond to all media inquiries. If pressured, use the following statement: “Thank you for sharing your concern. I don’t have all of the facts, and I am not in a position to answer any questions. Please call the council at 800-284-4475.”
8. **Gather facts.** Complete an Accident/Injury Report Form or Incident Report Form and submit to the Crisis Management Team at the Raleigh Service Center/Corporate Office along with copies of the health history and parental permission form and any other pertinent resources as promptly as possible but within 24 hours of occurrence to incidents@ncccoastalpines.org.
9. **Be sensitive to the fact that those involved in a traumatic situation may need further support.** Contact the council staff liaison or the Crisis Management Team if additional assistance is needed.

For minor incidents that are not a crisis or emergency and are unlikely to lead to a crisis situation, please follow the communication network on the reverse side to notify appropriate person(s) and complete the accident/injury/incident report(s) as appropriate.

Council Communication Network for Minor Incidents



Following notification, complete the council's Accident/Incident Report (CP115) and the Accident/Incident Log (CP116). Both forms can be always be found under FORMS on the council website at: www.ncccoastalpines.org.

Indicates Girl Scouts-NC
Coastal Pinet Employee

List any WITNESSES		
Name	Address	Phone Number

ACCIDENT DESCRIPTION	
<p>What was the injured person doing at the time of the accident?</p> <p>Did the accident occur at a Girl Scout event? (circle one) YES NO</p> <p>Describe how the accident occurred.</p> <p>What caused the accident?</p>	<p>Draw a diagram of the site of the accident.</p>

ACCIDENT/INCIDENT SITE CONDITIONS (if applicable)					
INDOOR CONDITIONS			OUTDOOR CONDITIONS		
Type of Lighting (describe)	Quality of Lighting Poor Good Excellent		Weather Conditions (describe)	Clear Sleet Snow Other _____	Rain _____
			Visibility (describe)	Daylight Fog	Dark Other _____
Type of Floor (describe)	Concrete Carpet Tile Wood Other _____		Type of Surface (describe)	Concrete/Asphalt Curbing Other _____	Grass/Ground Stairs/Ramp
Condition of Floor (describe)	Dry Wet Worn/Damaged Freshly Waxed Other _____		Condition of Surface (describe)	Dry Wet/Standing Water Icy/Snowy Hole/Damaged Surface Other _____	

PERSON COMPLETING THIS REPORT	
Name (please print): _____ Position _____	
Telephone Number: () _____ Date _____	
Other Comments:	



ACCIDENT/INCIDENT LOG

919-782-3021; 800-284-4475

Page 1 of ____

BRIEF DESCRIPTION OF ACCIDENT/INCIDENT: This form should be completed by each person who has any involvement with the situation. Please submit to incidents@nccoastalpines.org when completed.

Date of Accident/Incident: ____/____/____

Name of Injured Party (please print): _____

Person Completing the Form (please print): _____ Telephone Number () _____

Use this section to record subsequent communication and events relating to the accident/incident. This should include communication from volunteers, staff, insurance, media, and any other parties.

DATE	DETAILED DESCRIPTION OF ACTIONS/COMMUNICATIONS

[illegible]

How and When to Use the Troop Permission Request Form (TP103)

Co-leaders are required to notify their service unit manager of any troop camping, overnight or longer activities, water sports (including swimming or boating activities), or any adventure activity requiring outside certification in advance of the activity. This is an important protection for both co-leaders and the girls. It confirms that you are aware of applicable *Safety Activity Checkpoints* and other safety requirements.

For high-risk activities and overnight trips (one or two overnight stays): submit this form a minimum of 4 weeks prior to the activity/trip. Refer to *Safety Activity Checkpoints* to determine if a TP103 is required for an activity.

For extended trips: submit a preliminary copy of this form at least 3 months prior to a domestic trip or 18 months prior to an international trip. Submit a finalized copy of this form at least 6 weeks prior to the trip. All trips: Save a copy of this form for your records so you can make and send updates/changes as needed.

- **Domestic Trips:** Trips of three or more overnight stays or involve air travel; places that are out of state/council
- **International Trip:** Trips outside of the continental United States

Service unit managers should have email capabilities and can accept and approve this form via email. We recommend that you check with your service unit manager to see if this is possible in your area. If the service unit manager is not available in your area, please contact council staff for assistance and approval.

Things to Remember When Planning Trips and Activities

- For all activities, refer to specific *Safety Activity Checkpoints* in Travel/Tips and Girl Scouts Travel and Destinations in *Volunteer Essentials*.
- If applicable, complete a TP103 and submit to your service unit manager at least four weeks in advance of the activity.
- Most activities/trips require an adult certified in adult and child first aid/CPR. Refer to *Safety Activity Checkpoints* to see if a first aider is required for the activity. If required, you will include their information along with a copy of their certification when completing the TP103.
- Water activities require a lifeguard and/or trained boating personnel. Refer to *Safety Activity Checkpoints* for activities that require these certifications. If required, you will include their information along with a copy of their certification when completing the TP103.
- An emergency contact adult is someone who is not participating on the trip/activity and has agreed to be the person that you or the parents can contact in case of emergency. This person should have a list of girls on the trip, their parents'/guardians' contact names and phone numbers, your contact numbers while on the trip and a detailed agenda of your trip. The emergency contact adult should keep this information with them for the entire time the group is on the trip.
- If you are going camping, an Outdoor Skills trained adult must plan with, prepare, and accompany the troop/girls on the trip.
- All adults participating in an activity/trip with a troop must be registered and have an approved background check on file with Girl Scouts – North Carolina Coastal Pines.
- If you are renting, leasing, or borrowing a vehicle, complete a Request for a Certificate of Insurance (a copy is available in the Forms section of the council website) and send it to: 6901 Pinecrest Road, Raleigh, NC 27613; Attention: Property Executive. If you are using personal vehicles, you do not need to request a certificate of insurance. Bus contracts must be signed by the Chief Executive Officer or designee of Girl Scouts – North Carolina Coastal Pines. Please send a copy of the contract to the Property Executive.
- Each driver of personal vehicles should have a packet that contains:
 - Checklist for drivers (Safety Activity Checkpoints)
 - Permission forms for each girl in the vehicle
 - Health history forms for each girl and adult in the vehicle
 - Name and phone number of the home emergency contact person
 - Name and cell phone numbers of all adults/chaperones on the trip
 - The driver must have personal car insurance that includes liability coverage.

Section II: For Camping or Overnight Activities - *complete if applicable.*

☐ CAMPING ☐ DOMESTIC TRIP ☐ INTERNATIONAL TRIPS

Housing (camp, motel, etc.) _____ Reservations? ☐ Yes ☐ No

Outdoor Skills Adult (for Camping) _____ Date taken _____

Number of nights included in trip: _____

Section III: For Swimming and/or Boating Activities *complete if applicable.*

☐ SWIMMING ☐ BOATING (CANOE, KAYAK, SAILBOAT, CORCL BOATS, PADDLE BOARDS)

☐ Pool ☐ Lake/Pond ☐ River ☐ Beach/Ocean ☐ Water Park - Location _____

Certified Lifesaver/Lifeguard (☐ POOL ☐ WATERFRONT) Adult:

EXPIRATION DATE 

Certified ☐ CANOE ☐ KAYAK ☐ SAILBOAT ☐ PADDLE BOARD Adult:

EXPIRATION DATE 

Section IV: For Any Other Activities Requiring Permission – *complete if applicable; list activity and attach any additional certifications.*

(Examples include Archery and/or High Ropes) _____

Attachments **Required for final approval of trip, optional for preliminary approval.*

- ☐ Trip roster (adults and girls) with emergency contact information and indication of drivers
- ☐ Copy of front and back of First Aider's certification(s)
- ☐ A copy of any required agreements or contracts for use of premises, hiring a bus, etc.
- ☐ Detailed itinerary including flight/bus numbers if applicable (for overnight and extended trips)

Trip Advisor Understanding

☐ I have read and understand the guidelines in *Volunteer Essentials* and the *Safety Activity Checkpoints* for each activity planned during the trip.

Trip Advisor Signature: _____ Date: _____

☐ APPROVED

Service Unit Manager's Signature (or e-signature)

☐ NEEDS REVISION*

Date of action on this application

*Suggested revisions _____

 Denotes Extra Forms/Certifications required for section.

TROOP PERMISSION REQUEST FOR CAMPING, OVERNIGHTS, WATERSPORTS AND ADVENTURE ACTIVITIES (TP103)

Trip Type – circle all that apply.

High-Risk Activity

Overnight Trip

Domestic Trip

International Trip

For assistance filling out this form, refer to “How to Fill out and When to Use a TP103”, available on the council website.

Section I: All Required Permissions - complete for all activities requiring permission.

Date of this request _____

Activity beginning/ending date(s) _____ Location/destination _____

Troop No. _____

Leader/Adult in charge _____ Tel. DAY _____ EVE. _____

Best number to reach you at during the event: _____

Emergency Contact _____ Tel. DAY _____ EVE. _____

Emergency Contact has a copy of the troop/group trip roster with each participant's emergency contact information.

Certified First Aid Adult (for ALL activities): _____

Expiration Dates for First Aid _____ CPR _____ (Required: attach copy of certification to request.)

At most, Emergency Medical Services response time will be (circle one): <15 minutes 15-30 minutes 30+ minutes*

*Per *Volunteer Essentials*, If 30+ minutes first aider must be Wilderness First Aid (WFA) or Wilderness First Responder (WFR)*

Description of planned activities: _____

Number of GIRLS _____; ADULTS _____; NON-MEMBERS _____ (EXTRA INSURANCE PURCHASED ☐)

of girls per grade level: _____ Daisy _____ Brownie _____ Junior _____ Cadette _____ Senior _____ Ambassador

of adults (including parents): _____ Women _____ Men _____ # of boys (under 18) _____ # of non-Girl Scout girls

Please attach a roster of all girls attending this trip.

Participating Adults: (Must be registered and have background check – SUM to check boxes of adults on “Approved” list)

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

Transportation (describe type/how many) _____ ☐ Borrowing/Renting 

List Safety Activity Checkpoints that apply to this activity:

 Denotes Extra Forms/Certifications required for section.

Section II: For Camping or Overnight Activities - *complete if applicable.*

☐ CAMPING ☐ DOMESTIC TRIP ☐ INTERNATIONAL TRIPS

Housing (camp, motel, etc.) _____ Reservations? ☐ Yes ☐ No

Outdoor Skills Adult (for Camping) _____ Date taken _____

Number of nights included in trip: _____

Section III: For Swimming and/or Boating Activities *complete if applicable.*

☐ SWIMMING ☐ BOATING (CANOE, KAYAK, SAILBOAT, CORCL BOATS, PADDLE BOARDS)

☐ Pool ☐ Lake/Pond ☐ River ☐ Beach/Ocean ☐ Water Park - Location _____

Certified Lifesaver/Lifeguard (☐ POOL ☐ WATERFRONT) Adult:

EXPIRATION DATE



Certified ☐ CANOE ☐ KAYAK ☐ SAILBOAT ☐ PADDLE BOARD Adult:

EXPIRATION DATE



Section IV: For Any Other Activities Requiring Permission – *complete if applicable; list activity and attach any additional certifications.*

(Examples include Archery and/or High Ropes) _____

Attachments **Required for final approval of trip, optional for preliminary approval.*

- ☐ Trip roster (adults and girls) with emergency contact information and indication of drivers
- ☐ Copy of front and back of First Aider's certification(s)
- ☐ A copy of any required agreements or contracts for use of premises, hiring a bus, etc.
- ☐ Detailed itinerary including flight/bus numbers if applicable (for overnight and extended trips)

Trip Advisor Understanding

☐ I have read and understand the guidelines in *Volunteer Essentials* and the *Safety Activity Checkpoints* for each activity planned during the trip.

Trip Advisor Signature: _____ Date: _____

☐ APPROVED

Service Unit Manager's Signature (or e-signature)

☐ NEEDS REVISION*

Date of action on this application

*Suggested revisions _____

 Denotes Extra Forms/Certifications required for section.



PARENT/GUARDIAN PERMISSION FOR GIRL SCOUT ACTIVITIES TP105

Please complete this form and return to your daughter's troop leader. Permission(s) and release information is needed before your daughter can participate in Girl Scout troop activities. Please print legibly.

Girl's Name _____ Troop# _____

Address _____ State _____ Zip _____

Parent's/Guardian's Name _____

Parent's/Guardian's Phone # () - _____ Cell Phone # () - _____

Emergency Contact Name/phone # _____

(*Someone other than the parent/guardian who we can call in an emergency.)

This permission is required for all Troop activities. My daughter/ward has my permission to participate in any troop/group-sanctioned or Girl Scouts-North Carolina Coastal Pines-sanctioned trip, event and activities in person and on-line during the 20__-20__ membership year. I understand that I will receive information giving specific departure and arrival times, planned activities, contact persons, and any other pertinent information prior to any trip or event.

COVID-19 is an extremely contagious virus that spreads easily through person-to-person contact. As with any social activity, participation in in-person Girl Scouts activities could present the risk of contracting COVID-19. While GSNCCP takes every safety and preventative precaution, GSNCCP can in no way warrant that COVID-19 infection will not occur through participation in GSNCCP programs or troop activities. Prior to any Girl Scout program or activity, discuss proper physical distancing behaviors and health/safety protocols with your girl.

I agree that pictures or videos of my daughter/ward may be used to promote the Girl Scout program. ☐ Yes ☐ No

GSUSA provides activity accident insurance as secondary coverage to the family's own insurance coverage.

Custody Type: (select one) ☐ Both Parents ☐ Mother only ☐ Father only ☐ Other _____

My child may be picked up by: _____

*Signature of Parent or Legal Guardian

Date/Updated Date

HEALTH HISTORY FOR GIRLS

Name of Participant _____ Date of Birth _____ Age ____

Name of Participant's Physician _____ Telephone # () - _____

Family Medical/Hospital Insurance Carrier _____ Policy # _____ Group # _____

For the safety of your child, is there a condition that you would like us to know (e.g., nosebleed, emotional disturbances, menstrual cramps, motion sickness, etc.)? _____

Is your daughter currently under a physician's care for a medical problem? If so, explain: (optional) _____

List any allergies your daughter/ward may have (i.e., Pollen, insect stings, etc.) _____

Are you current with your immunizations (check one): _____ YES _____ NO _____ Choose not to immunize.

Authorization for Treatment: I hereby give permission to the medical personnel selected by the Girl Scout adult in charge to order X-rays, routine tests, treatment; to release any records necessary for insurance purposes; and to provide or arrange necessary related transportation for my child. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the Girl Scout adult in charge to secure and administer treatment, including hospitalization, for the person named above. This completed form may be photocopied for use off-site.

Signature of parent/guardian of minor

Date/ Updated Date

Girl's Name _____

MEDICATION PERMISSION AND INSTRUCTIONS

Written parental consent is required before a minor (under 18) Girl Scout may be given any medication or treatment of any kind. During trips or at events, girls may need medication for ailments such as headaches, stomachaches, diarrhea, or a low-grade fever. They might need sunscreen, insect repellent or Chapstick. You **MUST** send any over-the-counter medication your daughter may need in the original bottle/package (INCLUDING ASPIRIN, TYLENOL, ETC.). Prescription drugs must be in the original bottle/package with the physician's instructions for administering them. Put all drugs in their original bottle/package in a Ziploc bag and label it with your daughter's name. Medication will be available from the adult in charge of first aid and can be given as specified by instructions on the label for prescription drugs or by written instructions from parents/guardians for over-the-counter drugs. Complete the middle part of this form with instructions for over the counter drugs..

Girls may keep asthma sprays, epi-pens, insect repellent, or sunscreen with them if they know how to use them with prior written permission from parents or from the adult in charge of first aid. All other medication must be turned into the adult in charge of first aid, unless we have a note signed by a physician stating that a girl must keep a certain medication with her.

It is the responsibility of the girl/parent to make sure all medication is picked up at the end of the trip/event/camp.

List all over-the-counter and/or prescription medication that your daughter will have at this trip/event/camp.

Give exact instructions for administering over-the-counter medications. *We cannot administer over-the-counter medication without written instructions.

MEDICATION

Prescribed

INSTRUCTIONS

INITIAL/DATE

_____	(original container with doctor's orders)	_____
_____	(original container with doctor's orders)	_____
_____	(original container with doctor's orders)	_____
_____	(original container with doctor's orders)	_____

Over the counter

INSTRUCTIONS

INITIAL/DATE

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Medication/chemical treatments recommended by the American Red Cross:

The following items are recommended by the American Red Cross as the appropriate treatment for these conditions. Initial each treatment you want your daughter to receive if needed. These medications should be available in trip/event/camp first aid kits. No other medication is available unless sent with your daughter.

_____	Poisoning	Syrup of Ipecac, Activated Charcoal - administered as directed by the Carolina Poison Control Center, 1-800-848-6946.
_____	Small wounds, cuts, animal or tick bite, minor burn	Antibiotic ointment
_____	Poison Ivy	Topical antihistamine such as Caladryl or Benadryl
_____	Marine life stings	Baking soda and salt water
_____	Sunburn	Aloe gel
_____	Insect bites	Topical antihistamine such as Benadryl

I give my permission for my daughter/ward, _____, to take the medications listed above and, if needed, to have any of the treatments I have initialed.

Signature of Parent or Legal Guardian _____



Girl Scouts – North Carolina Coastal Pines
6901 Pinecrest Road, Raleigh, NC 27613

ADULT HEALTH HISTORY TP106

Name _____ ☐ Male ☐ Female Phone (H) _____ (C) _____ Birthdate _____

Address _____ City _____ State _____ Zip _____

IN CASE OF EMERGENCY, NOTIFY:

Name _____ Phone (H) _____ (W) _____

Address _____ City _____ State _____ Zip _____

Can your emergency contact receive text messages? ☐ Yes ☐ No

Physician's Name _____

Physician's Phone _____

Are there any health concerns the first aider/co-leader(s) should be aware of? ☐ Yes ☐ No If yes, explain _____

Do you consider yourself to be physically and mentally able to participate in normal program activities? ☐ Yes ☐ No

If no, please explain _____

If I am exposed to contagious disease in the three weeks prior to event/program, I will notify the director. To the best of my knowledge, this health history is correct.

IN CASE OF EMERGENCY, I GIVE MY PERMISSION TO PERSONS REPRESENTING GIRL SCOUTS NORTH CAROLINA COASTAL PINES TO SEE THAT I RECEIVE APPROPRIATE EMERGENCY MEDICAL OR SURGICAL TREATMENT, AND/OR HOSPITALIZATION IF NECESSARY. IT IS UNDERSTOOD THAT EVERY EFFORT WILL BE MADE TO REACH THE PERSON NAMED ABOVE.

Signature _____ Date _____



VOLUNTEER POSITION DESCRIPTION TROOP CO-LEADER

SUMMARY:	A Troop Co-Leader has the enthusiasm and ability to generate a girl's interest and curiosity to discover new things, connect with others and take action to make the world a better place through the Girl Scout Leadership Experience (GSLE). The nature of this position requires the individual to provide a comprehensive, progressive and age-appropriate program in direct service to girls and to help guide them to discover their own leadership skills on an individual and group basis.
TERM OF APPOINTMENT:	The Troop Co-Leader is appointed for a term of one program year and may be eligible for reappointment.
ACCOUNTABILITY:	The Troop Co-Leader is accountable to the Membership Director.
RESPONSIBILITIES:	<ul style="list-style-type: none">• Ensure all girls are registered members of Girl Scouts of the USA (GSUSA).• Ensure programs offered align to the GSLE by utilizing <i>Journeys</i>, <i>The Girl's Guide to Girl Scouting</i> and participation in Council and area sponsored events and activities.• Support and encourage girls to attain desired goals and awards and provide appropriate and ongoing recognition of girls' achievements.• Remain up-to-date and informed about the GSLE through regular participation in monthly service unit/area meetings.• Promote annual Fall Product and Cookie Sale programs, program opportunities, and events offered by the council, the area, and the service unit.• Maintain regular communication with parents and/or guardians regarding troop meetings and activities.• Maintain and submit accurate financial and program records as required.• Remain informed about and comply with all current policies, procedures and guidelines of Girl Scouts-North Carolina Coastal Pines and GSUSA.
QUALIFICATIONS AND CORE COMPETENCIES:	<p>Girl-led Focus: Empower, encourage, and guide girls and volunteers to understand Girl Scouts' girl-led, learn-by-doing and cooperative approach to developing a girl's leadership skills.</p> <p>Personal Integrity: Serve as a role model for volunteers guided by the Girl Scout Mission, Promise and Law - modeling reliability, dependability, honesty, credibility, respect for others, respect for self, inclusivity, positivity and a spirit of collaboration.</p> <p>Adaptability: Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments.</p> <p>Oral Communication: Practice positive communication skills and express ideas clearly and accurately.</p> <p>Foster Diversity: Understand, respect and embrace individual differences.</p> <p>Additional Requirements:</p> <ul style="list-style-type: none">• Registered member of GSUSA and a valid background check.• Completion of any required training assigned and provided by GS-NCCP and GSUSA.• Email, internet, and texting capabilities for consistent and effective communication, document sharing and research.• For co-leaders of Special Interest Troops, one must also poses experience or a desire to learn to lead girls in an area of special interest as identified by the troop.

I accept the volunteer position responsibilities and will adhere to the qualifications listed above for the term of appointment unless my volunteer service is terminated earlier by the Council in its sole discretion. I agree and understand that during my appointment as a volunteer of GS-NCCP that I am volunteering and I am not entitled to any payment or compensation for the services which I render to GS-NCCP or on GS-NCCP's behalf and I further understand that by serving in this volunteer position I am not an employee or an independent contractor of GS-NCCP.

Appointment Term: _____ to _____ Troop Number(s): _____
Troop Co-Leader Signature and Printed Name: _____ Date _____



Complete and provide copies to: Troop Co-Leader, Service Unit Manager, and Membership Director

New Troop Co-Leader Checklist



We are so excited to have you onboard! Our checklist will keep you on track and put you on the path to success! Remember, your support team is there to support you every step of the way so feel free to reach out to your membership director or service unit manager whenever you need help or have a question. Not sure who they are? Email: volunteerservices@nccoastalpines.org and we'll get you connected!

First things first...

-  Who doesn't like checking things off their to-do list? If you're here, you've completed your Girl Scout member registration and background screening. Awesome. Check one!
-  Did you complete the **Successful Leader Learning Series, 367 Volunteer 360, GSUSA Volunteer Toolkit– Troop Leader View, 367 Troop Banking: Getting Started and Making Changes, NEW Diversity, Equity, Inclusion and Belonging Training for Volunteers and New Co-Leader Live**? Fantastic. Check two! Oops – you haven't completed the above trainings? That's ok. Log Into your MyGS account and connect to gsLearn to complete the above trainings! Once you complete the above trainings, we strongly recommend that if you are a co-leader of a Daisy, Brownie or Junior troop, you complete program level training also available on gsLearn.

Get on the path to success...

- ☐ Take time to check out all the resources available for you like the Volunteers page on the council website, the *Volunteer Toolkit (VTK)*, your virtual planner for all things Girl Scouts, and MyGS - your connection to your troop roster and where you'll go to register for activities, events, and, more! **Speaking of your Troop Roster. Be sure to check your roster regularly for new girls who have joined your troop; if you see a new name, be sure to reach out to welcome them.** *LeadOn!, p. 37*
- ☐ Connect with your co-leader and get to know each other; discuss how you'll share the responsibilities of leading your troop. *LeadOn!, p. 15*

When you begin to meet with your girls and their families:

- ☐ Have a brainstorming session with the girls to talk about the year - what activities would they like to do, what petals and/or badges would they like to earn, are there any community service projects they'd like to organize?, etc. *Prep for this by checking out the badges and Journeys for your grade-level in the VTK or browse the Girls Guide to Girl Scouting.* *LeadOn!, p. 20*
- ☐ Ask parents to complete and return the **Parent Interest and Meet My Girl** form. *You'll want to have this to prep for the upcoming Parent Meeting.* *LeadOn!, p. 47*

At your 2nd or 3rd meeting, begin to engage your parents and caregivers:

- ☐ Connect with the girls' families by holding a parent/guardian meeting so you can involve their time and talents early and where they fit best. Be sure to share the *4-Hour Pledge* concept and specific roles where parents can help. Remember, people respond better to a direct request like, "Monica, I noticed you are a veterinarian. Can I count on your help when the girls begin to work on the Pets badge?" *Prep for this by checking out the Parent Interest forms to find where their talents lie - you might find more helpers than you thought!* *LeadOn!, pp. 19*
- ☐ Did your girls come up with a long list of things to do at the brainstorming session? Share information on the Fall Product Program and the Girl Scout Cookie Program with your parents and girls. Both are great ways to fund the activities the girls have chosen! Now is also a good time to discuss troop dues with your families. *LeadOn!, p. 16*

Continue on the path to success...

- ☐ Set up your troop bank account. We recommend troop accounts are set up within the first 30 days. It's easy, start by completing the Troop Banking Application; you'll find a link to the application on the Troop Banking page of the website.
- ☐ Plan to attend the Co-Leader Conference (typically held in October and late Jan./early Feb.) to learn more about the Girl Scout program for your grade level and gain confidence in delivering badge work, Journeys, and more! Visit Activities to register.
- ☐ Meet the members of your Girl Scout support team - if you haven't already, be sure to touch base with your membership director and your service unit manager as soon as possible! *LeadOn!, p. 6*
- ☐ Attend your area meeting! The area meeting is where you'll meet other troop leaders and gain important information on Girl Scout activities and events that you, the troop, and/or the girls might like to participate in! We encourage at least one adult member of the troop regularly attend the area meeting – yep, that's right, if you can't make it, it's ok to send a parent in your place! *LeadOn!, p. 6*

Give yourself a hug – you're doing great! Check three!



Girl Scouts-North Carolina Coastal Pines ♦ Contact: learning@nccoastalpines.org.



Get Social!

Meet other members and be inspired by all the amazing things our girls do by connecting with us on our social media networks!

 facebook.com/girlscoutsnccoastalpines

 twitter.com/girlscoutsnccp

 pinterest.com/nccoastalpines

 instagram.com/gsnccp

 blog.nccoastalpines.org

 **Don't miss the Council News!**

Stay up-to-date on council-sponsored and local volunteer trainings, troop activities, and more when you subscribe to the Council News using the link located at the bottom of the home page at www.nccoastalpines.org.