

A Go-To Guide for Co-Leaders!

Lead On!



Building girls of
courage, confidence,
and character, who
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.

A Go-To Guide for Co-Leaders!

Lead On!

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.

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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 members 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 the movement.

Thank you for stepping into one of the most powerful roles in Girl Scouting—as a troop co-leader. You are not just supporting a group of girls; you are fueling a national movement rooted in sisterhood, purpose, and change.



At Girl Scouts – North Carolina Coastal Pines, we believe that every girl deserves the chance to lead, dream big, and unlock her fullest potential. And it's co-leaders like you who make that possible. By showing up, you are helping girls develop courage, confidence, and character—not just for today, but for a lifetime.

Your impact runs deep. You'll be the reason a Girl Scout speaks up for the first time, conquers a new skill, or realizes that her voice matters. Through each meeting, badge earned, campout, and conversation, you're helping build future scientists, changemakers, artists, engineers, entrepreneurs—and most importantly, kind and capable humans.

You're also part of something bigger. The Girl Scout Movement spans generations and communities across the country, and you are now a part of that living legacy. Whether you're returning to Girl Scouts or joining us for the first time, this guide is here to support your journey. It's filled with tips, tools, and inspiration to help you lead with ease and joy.

We're so glad you're here—and we can't wait to see the difference you'll make. Our girls are growing stronger every day because of volunteers like you.

With gratitude,

Lisa M.K. Jones
Chief Executive Officer
Girl Scouts - North Carolina Coastal Pines

Let's Get Started

Managing Your Member Experience Online

After you have registered as a member, 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). We strongly encourage members to opt into text and email to ensure you are up to date on all council news and information. 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 all of our onboarding training (see page 63) and how to connect with your service unit and council. To activate your gsLearn account, select gsLearn from the My GS account menu on the left. The first time you access gsLearn, please allow time for your courses to populate to your gsLearn home page. This can take up to 90 minutes. However courses can always be accessed in the gsLearn Library.



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 Manager/ 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/Assistant Troop Co-Leader

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, 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 our Youth

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/caregivers 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.

Rallyhood

Consider using **Rallyhood**, an online communication tool to share files, pictures, and more with members within your troop. Contact volunteerservices@nccoastalpines.org to get started!

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, please complete GSUSA Girl Scout Child Abuse and Neglect Prevention Training via gsLearn and refer to Volunteer Policies via our website.

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!

Search Safety and First Aid on the council website and 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/caregivers, 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/Caregivers

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 caregivers 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 Girl Scouts

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 Youth

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

Women can sleep in the same quarters as girls as long as there are two unrelated adults. Men cannot sleep in the same area as girls 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 nccoastalpines.org or by request at programteam@nccoastalpines.org.

When Do You Need Additional Insurance?

Activity Accident insurance is automatic upon membership registration and applies to all adult and youth members who may become injured during a Girl Scout approved and supervised activity.

This coverage works like supplemental medical/health coverage and is intended to help with out-of-pocket medical expenses that may not be covered by personal insurance. Activity Accident insurance extends to non-members who are invited to participate in a Girl Scout approved and supervised activity, whether an adult volunteer for the day, or a friend of a Girl Scout who is joining along to try out scouting. Activity Accident coverage applies to day events, overnight trips (including camp), and international travel.

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.

Safety Checklist

[Day Trips, Frieid trips and Overnights]

4-6 Weeks Before Trip

- ☐ With girl input, establish the purpose of the trip. Does it relate to a 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.

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.

For more information on managing troop funds, please view “GSUSA New Leader Onboarding: Funding the Fun - Managing Girl Scout Troop Finances” via gsLearn.

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 council's Fall Product or Cookie Program, and troop money-earning projects. One of the best ways to earn money for your troop is to participate in the council's Fall Product or Cookie Program. 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!

Money-Earning Projects

Girl Scouts engage in money-earning activities/projects to reduce the costs associated with Girl Scout programming, activities, trips, community service, or Highest Award projects. Like all Girl Scout events and activities, money-earning projects should provide girls with additional leadership and skill-building opportunities. Download the Money-Earning Project Guidelines and submit the required SU104 Money-Earning Project Approval Form from the Troop Finances page of our website.

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, apparel, or alcohol.

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 Truist.

To offset any charges associated with opening a new account, the council deposits \$50 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.gsncpp.org/troop-banking). 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 Truist 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. (Limitations on money handling may be placed on individuals whose background check reveals theft, fraud, forgery, or other crimes.)
- Complete the online application form to change signers on an existing troop account (located at www.gsncpp.org/troop-banking). 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 Truist 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.

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!

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 more than 20 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!

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 the Girl Scout Co-Leader Division of Responsibilities document and the questions below to guide your conversation with troop volunteers or co-leaders 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.)
- Will our troop charge dues?
- How much money will we need to cover supplies and activities? What should our financial plan look like?

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.

Girl Scouts — 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.



It is important that all Girl Scout volunteers:

- embrace the Girl Scout Promise and Law;
- understand the Three Keys to Leadership
- understand 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.

Troops earn funds by participating in council-sponsored Product 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 average about \$5 per meeting or about \$40 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? Rallyhood? 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.



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 share 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; 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 – 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.

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Share Troop Information

The 4-Hour Pledge is a program centered on parent/guardian involvement. With the 4-Hour Pledge, you offer options and ask parents/caregivers 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/caregivers 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!

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.



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 requests, 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!

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! This is a great time to specifically utilize the Year 1 and 2 Troop Plans (see page 21). Activities are already designed to fit easily into this part of your meeting as your help your troop earn badges and awards.
- **Clean up.** Because Girl Scouts should always leave a place better than they found it! (5 minutes)
- **Closing.** Just like the opening, each troop can decide how to close—with a reflection, song, a game, a story, or pretty much anything else! Take time to reflect at the end of each troop meeting and activity. Girl Scouts means learn by doing, so taking time to reflect on what you've done helps cement the things they've learned in their long-term memory by connecting concepts to their lives. For sample reflection activities and additional information, check out the video and resources in gsLearn. (5–10 minutes)

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 of the youth and adults in your troop. 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 through Ambassadors, 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 through Ambassadors, 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 through Ambassadors, 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, members 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.



Troop Year Plans
gsncpp.org/troopyear

Troop Year Plans

Ready to plan your troop year? Our age-appropriate troop year plans are the best tool for first year troop leaders to get started with Girl Scouts without getting overwhelmed. The entire year is mapped out—just follow along to help your Girl Scouts complete badge activities, improve their communities, and explore the world around them.

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!



What We Stand For

Girl Scouts is committed to becoming an anti-racist organization. We see this work as fundamental to our mission of serving all Girl Scouts and creating an environment where they feel welcomed, supported, and respected. At the 56th National Council Session, delegates representing councils from across the country uplifted Girl Scouts' commitment to diversity, equity, inclusion, and racial justice (DEIRJ) and voted to insert the word "anti-racist" into the Preamble of our Constitution, codifying our guiding principle to be an inclusive, anti-racist organization where all members feel welcome, respected, and empowered.

As we strive to develop girls of courage, confidence, and character, who will make the world a better place, our success will be determined by our ability to create pathways of inclusion and belonging across Girl Scouts. This strengthens our mission and builds upon our 2020 anti-racism pledge to infuse DEIRJ values at all levels of our organization, which are the building blocks of our Movement and foundational to the Girl Scout Law that calls us to be a sister to every Girl Scout. Being an advocate for racial justice also means reflecting on—and meaningfully addressing—the systems and practices that perpetuate inequities within our organization. We are proud of the progress we have made to remove systemic barriers and support communities of color, and we remain committed to advancing these efforts.

For more information on our council's resources for DEIRJ, please visit our Diversity, Equity, and Inclusion page at www.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.

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.

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.

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 they have, 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!

Mobile on the Go!

Bring Girl Scout programming to you! Our Mobile Program vehicles, Daisy and Savannah, have programs available from all levels! The mobile program vans offer a variety of engaging mobile programs focused on STEM, financial literacy, leadership, healthy living, and outdoor skills. In STEM programs, participants can delve into robotics and space sciences. Financial Literacy programs through Cookie University teach goal setting and sales skills.

Honor is our van on the road supporting Year 1 and Year 2 Troops with a variety of amazing programs! Request a mobile program today at gsnccp.org/mobile/!





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 is made up of the National Leadership Awards, Handbooks, the Girl's Guide to Girl Scouting (Ambassadors), 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.



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

Visit Badge Explorer on the Girl Scout website www.girlscouts.org to search the different types of badges across the grade levels. Petals and badges are awards earned by girls giving them the opportunity to try new things while exploring a specific topic.

Girl Scout Daisy badges are earned through a 3-step process whereas Girl Scout Brownies through Ambassadors complete a 5-step process.

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 opportunities 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, visit our website and search **badges** and **patches** to get started today.

Top Notch Reflection Tool

Our new Top Notch Reflection Tool is live and ready to be used as a guide for Girl Scouts to have a program year overflowing with adventure, leadership development, skill building and lots of excitement and fun! The Top Notch Reflection Tool is intended for Girl Scouts to take a thoughtful look over their program year and to celebrate growth and success. This online reflection tool is implemented annually to collect information that both staff and administrative volunteers use to make informed decisions about future programmatic support. These decisions ensure girls receive an enriching Girl Scout experience based on the Girl Scout Leadership Experience, and that leaders have the support and resources they need.

Badges or Patches

There really is a difference! A badge represents the skills in which a girl has shown proficiency and the experiences they have 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.



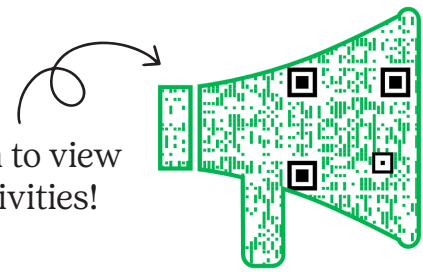
Check Out Girl Scouts' Badge Explorer!

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 and award 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 38 for additional details.

Program Support and Activities for Every Grade Level

Scan to view activities!



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!

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!

If you've got a group of Girl Scout Cadettes who are ready to flex their leadership muscles by completing the Program Aide training, we encourage you to reserve one of our Program Aide Core Training Toolkits. Troop leaders and volunteers can reserve a PA Core Training Toolkit and host a local training session for older youth. The kit contains all but a few of the items facilitators need for the training and eliminates the need for you to make copies and gather supplies. Make kit reservations via our website.

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.

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.

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.

Resource Kits

Girl Scouts-North Carolina Coastal Pines has some pretty cool resources available to support our Girl Scout volunteers as they guide girls through the Girl Scout Leadership Experience. Looking for resources for your next meeting, event, training, or day camp? We've got you covered! Resource Kits offerings include Daisy and Brownie Robotics Kits, Program Aide Core Training Toolkit, Flags, Bridges, Compasses, and Pocket Knives. Resource Kits can be reserved from the four Girl Scout Centers and picked up from the retail shops or reserved and picked up from the Girl Scout office in Cape Carteret, fees may apply. For a complete list of our kits and to make a reservation, visit our website at www.nccoastalpin.es.org and search Resource Kits!



Girl Scouts Highest Awards

Each year, the Girl Scout Gold, Silver, and Bronze Awards are earned by Girl Scouts who have planned and executed far-reaching projects in response to pressing community needs. In the process, they gain skills in leadership, project planning, time management and budgeting, plus confidence to last a lifetime. Gold, Silver and Bronze Award Girl Scouts are the youth leaders their communities need to create solutions to the new and ever-changing challenges that arise.

Highest Award Chats

Girl Scout leaders, parents, and other volunteers – here's your chance to ask questions, gather information, and share ideas about supporting Girl Scouts in earning the Girl Scout Gold, Silver, or Bronze Award. No question is too general or too specific! These are free drop-in events, but registration is required to receive the meeting link. Visit the Activities page for upcoming dates.

Highest Award Office Hours

Do you have Highest Award questions you would like to discuss one-on-one with the Program Director? Office hours are available by appointment every Monday from 12:00 PM to 7:00 PM. Whether you're just getting started or are in the middle of your project, this is a great opportunity to ask questions, get feedback, and gain confidence as you work toward Girl Scouting's highest honors. Book at gsnccp.org/bookHA

Girl Scout Bronze Award

The Girl Scout Bronze Award is the highest honor a Girl Scout Junior can achieve. Earning the Girl Scout Bronze Award involves the time to complete your choice of Junior Leadership Awards, then a recommended minimum of 20 hours (per Girl Scout) building a team, exploring the 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 web page.

Girl Scout Silver Award

Going for the Girl Scout Silver Award gives a Girl Scout Cadette the chance to show that they are a leader who is organized, determined, and dedicated to improving their community. Earning the award puts Cadettes 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 either the Girl Scout Bronze Award or your choice of Cadette Leadership Awards. Once that is completed, Cadettes can either work in a small group of 2-4 Girl Scouts, or individually, to complete a Silver Award Take Action Project. Each Girl Scout, whether working as a part of a team or as an individual, should complete a minimum of 50 hours toward the project. Look for these resources:

- The Cadette Workbook for Earning Your Silver Award and Adult Guide for Earning the Silver Award are available in both digital and printed copies.
- Silver Award Proposal and Silver Award Final Report. The proposal will give Cadettes valuable feedback before they begin their Silver Award. The final report has two parts – one completed by the team and the second is an individual reflection completed by each Girl Scout.
- GSUSA offers a Silver Award Workshop available through gsLearn, as well as four Volunteer Toolkit modules to support your troop as your Cadettes pursue the Silver Award.
- See above for information on Highest Awards Office Hours if you would like to talk one-on-one about building your Silver Award project.

IMPORTANT DATE: Silver Award Final Reports must be submitted by the September 30th after the oldest member of the team completes 8th grade.

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 Scout who earns the Gold Award joins the ranks of generations of young women who have made a difference in their communities both locally and globally. The Girl Scout Gold Award challenges Girl Scouts to develop themselves as leaders, achieve the Girl Scout Leadership Outcomes, and make a mark on their community that creates a lasting impact on the lives of others.

Fulfilling the requirements for the Girl Scout Gold Award starts with earning the Girl Scout Silver Award or your choice of Senior/Ambassador Leadership Awards. These awards give Girl Scouts the skills they need to plan and implement their project.

After they have completed the prerequisites, Girl Scouts will need to complete the online Gold Award Orientation and attend a Gold Award Workshop (either virtually or in person). Eighty hours is the minimum hours to complete the seven steps to go Gold: identifying an issue, investigating it thoroughly, getting help and building a team, creating a plan, presenting the plan and gathering feedback, taking action, and educating and inspiring others.

GS-NCCP is committed to providing resources to help Girl Scouts achieve success. These include Your Guide to Going Gold, the Gold Award Proposal Rubric, Girl Scout Gold Award online orientation, hands-on Gold Award workshops, and virtual office hours—all to help prepare Girl Scouts to create sustainable change.

IMPORTANT DATES:

- It is highly recommended that Girl Scout Gold Award Proposals be submitted no later than March 1st of a Girl Scout's senior year in high school.
- Gold Award Final Reports must be submitted by September 30th after a Girl Scout completes 12th grade.



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 Girl Scouts different perspectives and opportunities to make a difference. Girl Scouts who are passionate about making the world a better place should apply for this scholarship, which is designed to further education or skills 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

Misty was a Girl Scout who earned her Girl Scout Gold Award in spite of many adversities in her life. Girl Scouts gave her a network of friends to support and guide her through life-changing decisions. One of those decisions took her out of an abusive home life and into foster care with her then Girl Scout leader. Misty overcame adversity and embodied a sense of selflessness, generosity, drive, and determination. She completed an Associate's degree, a Bachelor's degree, a certificate program, and had been accepted to a Pharmacy Tech program before she was diagnosed with cancer. She was also an extremely supportive and devoted military spouse for 15 years. Her scholarship 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.

GSUSA Gold Award Scholarship

The GSUSA Gold Award Scholarship recognizes the outstanding achievements of and provides financial support to one Gold Award Girl Scout per council. Girl Scouts who are high school seniors or graduates, and earned their Gold Award between April 1, 2025 and March 31, 2026 are eligible to apply for this scholarship in 2025. Girl Scouts who earn their Gold Award in 9th, 10th, or 11th grade will be eligible to apply during their 12th grade year.

Scan the QR code or visit gsnccp.org/scholarships for more information!



Ready, Set, Take Action

Community Service and Take Action Projects

For over hundred years, a Girl Scout raises her hand when someone asks for assistance and proudly steps up to help! 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. Plus, 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 has a measurable impact and is a sustainable solution.

- **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 Members 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

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 Overnight 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!

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.

Girl Scouts - North Carolina Coastal Pines' Outdoor Training Program

Outdoor Adventures: Getting Started (Online Part One)

A prerequisite online class for both Basic and Extended Camping Skills. This class is designed to teach individuals the basics of preparing for a trip, basic safety, and youth management.

Outdoor Adventures: Moving Forward (Online Part Two)

A prerequisite online class for both Basic and Extended Camping Skills. This class is designed to introduce individuals to the basic content of the in-person classes as well as teach menu planning and food safety.

Outdoor Adventures: Basic Camping Skills (Day-Only Training-5 Hours)

An in-person, day-only class to teach troop leaders the skills they need to take their troops overnight camping on council properties in any of our pre-existing structures.

Outdoor Adventures: Extended Camping Skills (Overnight Training)

An in-person, overnight class to teach troop leaders the skills they need to take their troops overnight camping both on and off council properties in off-site pre-existing structures and portable structures.

Outdoor Adventures: Advanced Cooking (Extra Module)

An in-person add-on class designed to teach troop leaders advanced cooking methods they can teach their girls such as Dutch ovens, box ovens, grilling and pie irons.





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

Located southeast of Washington, NC on the south side of the Pamlico River, Camp Hardee consists of 95 acres with river frontage, woodlands, and open space. The smaller and more intimate of our properties, Camp Hardee offers modern comforts while providing a genuine camp experience. The property hosts cabin camping as well as an encampment field for tent camping. In addition, Camp Hardee offers campers the opportunity to experience our axe throwing wall and archery range!

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 Johnston County, only 40 minutes from Raleigh. The property spans over 278 wooded acres and is home to traditional resident camp, day camp, adventure trips, and an on-site horse program. Depending on age level, campers are offered the chance to climb the alpine tower and boulder on the climbing grotto. Access to a zero entry swimming pool and lake offers campers a chance to swim multiple times a day as well as participate in watercraft activities that include canoeing, kayaking, and paddleboarding.

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 overnight 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.

Summer Overnight Camp

At our summer overnight 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 overnight 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! Resident camp is offered at Camp Graham and Camp Mary Atkinson.

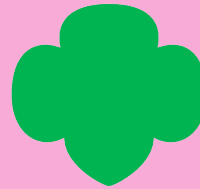


Camp Open Houses

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 overnight 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!



Want to level up your troop promotions?

Everyone in Girl Scouts has a role in contributing to the positive image of Girl Scouts in the world! Whether it's a patch, a t-shirt, or a flyer — your promotions and designs you create as a volunteer show the world all the amazing things Girl Scouts do, and who we are.

When you're advertising your troop, or your troop events, review our guidelines and resources to make your journey as easy as possible. We have a branding guide, with all the information you need to know (no graphic design experience needed!), as well as Canva templates. To get all the brand assets and a font package, please email GS-NCCP's Marketing and Communications department at branding@nccoastalpines.org.

Whether you're a first time Troop Co-Leader or a seasoned veteran, you can learn all about creating for and representing the Girl Scouts - North Carolina Coastal Pines brand in 2025 and beyond. Visit gsnccp.org/branding or scan the QR code to the right to visit the branding page on our website.



Extras!

Community Support

Our community of giving fuels a diverse array of programs, from cutting-edge robotics and STEM initiatives to transformative outdoor adventures and vital community engagement efforts. Donations ensure that every Girl Scout, regardless of economic background, can access these enriching experiences, build lifelong friendships, and become a confident leader. Together, let's strengthen our community, inspire young minds, and create unforgettable moments of growth and adventure.

Join us in making a meaningful difference and helping every Girl Scout shine brightly! Donations can be made as cash gifts, credit card gifts, pledges, matching gifts, gifts of real estate, stock, bonds, and other securities. They may be delivered by mail, over the phone, through online donations, or bank drafts. Corporate matching programs can make a gift go even farther!

Diverse Programming: Donor support funds a wide range of diverse programming, offering everything from cutting-edge robotics and STEM activities to mobile programs that bring the Girl Scout experience to every corner of our community.

Financial Assistance for Girl Scouts: Donor generosity provides essential financial assistance, making it possible for all girls, regardless of their economic background, to join Girl Scouts. This support ensures that every Girl Scout can benefit from our enriching programs, build lifelong friendships, and grow into confident, capable leaders.

Community Engagement Programs: With your help, we can strengthen our community engagement programs, empowering Girl Scouts to make a meaningful impact in their neighborhoods. These programs encourage Girl Scouts to take on community service projects, develop a sense of social responsibility, and become active, engaged citizens who are committed to making the world a better place.

Outdoor Programming/Camp: Donations make it possible for Girl Scouts to experience the wonders of the great outdoors through our outdoor programming and camps. These experiences foster a love for nature, teach valuable survival and teamwork skills, and provide unforgettable memories of adventure and camaraderie.

Mobile Programming: Thanks to donor support, our mobile programming initiatives bring the Girl Scout experience directly to Girl Scouts who may not have access to traditional troop settings. This innovative approach ensures that every Girl Scout, no matter where she lives, can participate in enriching activities, build critical skills, and feel connected to the Girl Scout community.

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.



Giving HERsday

Every year, we hold our Giving HERsday fundraising campaign to raise money for the things our Girl Scouts need the most. The campaign allows us to respond to new challenges our Girl Scouts and their families may face, and to keep Girl Scouting accessible and affordable with Community Engagement Programs and financial assistance. We welcome volunteer fundraisers and stories to share, so consider joining us!

Individual Donations

Donations to Girl Scouts – North Carolina Coastal Pines can be made online at <https://gsnccp.org/give>, or at any of our four council retail shops, or by mail: Girl Scouts – North Carolina Coastal Pines 6901 Pinecrest Rd. Raleigh, NC 27613

Please make checks payable to Girl Scouts – North Carolina Coastal Pines. To inquire about other ways to make a difference, corporate support or general questions about giving, email development@nccoastalpines.org for more information.

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 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 our onboarding training 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. In addition to our onboarding training, gsLearn houses over 600 plus trainings that could assist with both personal and professional development. We encourage all of our volunteers to continually view the events/activities page on our website and gsLearn to check out new adult learning opportunities.



Troop Co-Leader - Onboarding Leader Training Content and Timeline (5hrs 12mins)

To be completed within first 30-days of onboarding (Total Time - 1 hour 22 mins)

- GSUSA New Leader Onboarding: What Girl Scouts Do (Please note that you only need to take the Program Level of your troop) (10mins)
- GSUSA New Leader Onboarding: Your First Troop Meeting (20 mins)
- GSUSA New Leader Onboarding: Troop Safety (20 mins)
- GSUSA Delivering Inclusive Program (20 mins)
- 367 Troop Banking: Getting Started and Making Changes (12 mins)

To be completed within first 60-days of onboarding (3 hours 50 mins)

- 367 Leadership Launchpad (1.5 hours) (Live Training Session)**
- GSUSA Girl Scout Child Abuse and Neglect Prevention Training (50 mins)
- 367 Diversity, Equity, Inclusion and Belonging Training (1.5 hours)

Recognition for Completion of Onboarding:

- \$40 Troop Start-Up funds
- Troop Co-Leader must complete first 30-days assignments within 30 days
- \$30 Council Shop Credit
- Troop Co-Leader must complete first 60-days assignments within 60 days

Assistant Troop Co-Leader - Onboarding Leader Training Content and Timeline

To be completed within first 30-days of onboarding (Total Time: 1 hour 30 mins total)

- GSUSA New Leader Onboarding: Troop Safety (20 mins)
- GSUSA Delivering Inclusive Program (20 mins)
- GSUSA Girl Scout Child Abuse and Neglect Prevention Training (50 mins)

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 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 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, log into gsLearn to view various training course options.

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
- Preview Troop Year Plans created specifically for Year 1 and 2 Leaders

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 Program, and Camp and Outdoor Programs!

Finances

- Submit the annual troop finance report.

Top Notch Reflection

- Online reflection tool utilized to gather information about your troop adventures and experiences.
- Opens September 1st each year. Complete by August 31st to receive a complimentary Top Notch Troop patch.

Co-Leader Connection

Get ready to supercharge your co-leader journey with our fun and engaging Co-Leader Connection series! These monthly webinars are packed with valuable information, awesome resources, and plenty of excitement to help you create the best volunteer and girl experience possible. Whether you're a new co-leader or a seasoned pro, there's something for everyone! Every month brings a new, thrilling topic based on topics our co-leaders have requested! Past workshops have included: Building an Inclusive Troop Environment or Everything You Need to Know About the Cookie Program! This is more than just a webinar—it's a chance to connect, share, and grow with fellow co-leaders. Join us the 1st Thursday of the month @ 6:30 on zoom! Register today on gsLearn!

New Leaders on the Block Mentorship Program

Are you a Year 1 or 2 Leader eager to embark on an amazing adventure? The Mentorship Program is here to supercharge your leadership journey! Each month, dive into exciting and relevant topics designed just for you. Ever wondered, "What is an Investiture Ceremony?" or "What's the buzz about World Thinking Day?" We've got all the answers and more! We know there's a lot coming your way, and we're here to make it fun and easy to grasp. Our Mentorship Program slows things down and breaks it all into bite-sized, enjoyable sessions! Got questions? This is your perfect chance to ask and learn in a relaxed, friendly environment. Join your assigned mentor for a quick session before or after your local service unit meeting or at a selected time during the month to learn and grow! You don't want to miss these opportunities to sharpen your skills and network with other new leaders. For more details, contact us at learning@nccoastalpines.org.

Skill Splash

Dive into Skill Splash, your ultimate day of fun and learning! Skill Splash is a new adult training event! This is our chance to cover topics our volunteers have asked for and offer certifications you need! And the best part? These Skill Splash events will be moving around, coming (or maybe splashing) to a camp or county near you! You'll leave better equipped and ready to conquer! For upcoming dates and locations, email learning@nccoastalpines.org or check out our website under volunteers! We look forward to connecting with you!

Administrative Team Conference

Our Administrative Team Conference (ATC) is the ultimate pep rally! Imagine the buzz and anticipation of a county's biggest football rivalry game—ATC is our grand kickoff for the Girl Scout year ahead!! It is our big rally before we take on the new adventures that the new year brings! This conference is held every August and has traditionally been a space for our current and prospective service unit team members to come together to learn, share and network! At ATC, as a council we share all the exciting plans for the upcoming year!

For more resources, visit
gsnccp.org/volresources



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 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 Committee 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.

Girl Scout Service Centers and Retail Shops



SHOP ONLINE 24/7 at gsnccp.org/shopGSNCCP!

Raleigh Girl Scout Center and Shop
6901 Pinecrest Road
Raleigh, NC 27613

Service Center Hours

Mon - Thurs - 9:00 a.m. - 5 p.m.
Fri - 9:00 a.m. - 12:30 p.m.

Raleigh Shop Hours

Mon - Thurs 9:00 a.m. - 5:30 p.m.
Fri - Sat 9:00 a.m. - 3 p.m.
Sun - Closed

Fayetteville Girl Scout Center and Shop
208 Westwood Shopping Center
Fayetteville, NC 28314

Service Center Hours

Mon - Thurs - 9:00 a.m. - 5 p.m.
Fri - 9:00 a.m. - 12:30 p.m.

Fayetteville Shop Hours

Mon - Thurs - 9:00 a.m. - 5:30 p.m.
Fri - 9:00 a.m. - 3 p.m.
Sat - by appointment
Sun - closed

Goldsboro Girl Scout Center and Shop
108 E. Lockhaven Drive
Goldsboro, NC 27534

Service Center Hours

Mon and Wed - 9:00 a.m. - 5 p.m.
Fri - 9:00 a.m. - 12:30 p.m.

Goldsboro Shop Hours

Mon and Wednesday - 9:00 a.m. - 5:30 p.m.
Fri - 9:00 a.m. - 3:00 p.m.
Sat - by appointment
Tues, Thursday, Sun - Closed

Wilmington Girl Scout Center and Shop
2250 Shipyard Boulevard, Suite 3
Wilmington, NC 28403

Service Center Hours

Mon - Thurs - 9:00 a.m. - 5 p.m.
Fri - 9:00 a.m. - 12:30 p.m.

Wilmington Shop Hours

Mon - Thurs - 9:00 a.m. - 5:30 p.m.
Fri - 9:00 a.m. - 3:00 p.m.
Sat - by appointment
Sun - Closed

The council service centers are closed for the following holidays and observances: New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving, Christmas Eve, Christmas Day. The council is also closed for winter break, which includes all work days between Christmas Eve and New Years Day.



Shop With GS-NCCCP

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. We are excited to welcome you into our shops and the opportunity to provide you with great customer service as you champion girl ambition.

The retail shops at Girl Scouts - NC Coastal Pines service volunteer and families with uniform, badge requirements, earned awards, fun patches, and Girl Scout themed merchandise and apparel.

Council retail shops offer in-person shopping, curbside pickup, and mail order options to serve our members. For orders, you can contact your local store at 1-800-284-4475 or shop@nccoastalpines.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 gsnccp.org/shopGSNCCP 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

Our retail shops are also excited to offer a Girl Scout Mobile Retail Shop! If your service unit or area is troop camping or hosting an event at our camp properties, the retail shop can work with you to open the Trading Post during your event. Contact the retail team to have the Mobile Retail Shop attend your next large service unit event or cookie rally! The Mobile Retail Shop reservation link is available on our council website. Please plan to reserve 60 days in advance as the Mobile Retail Shop books up quickly on a first come, first serve basis.

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 Live 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 31st, 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 31st!

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 22nd - 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 12th and begins with Girl Scout Sunday and ends with Girl Scout Sabbath. The week includes March 12th, 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, gsLearn, 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 every 2 years 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.

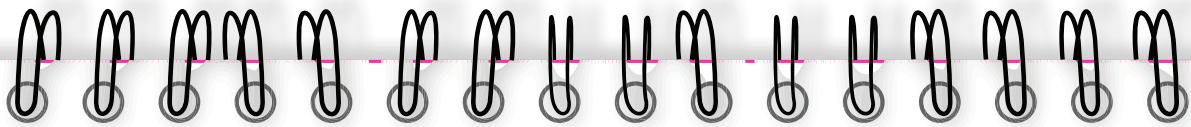
Council Contacts

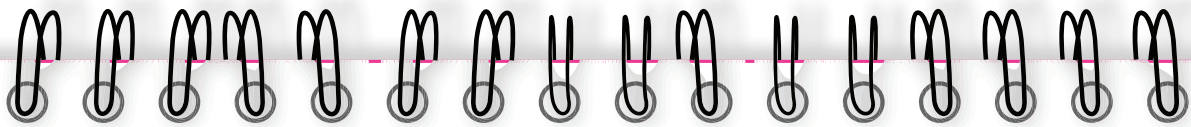
We realize that there's a lot to learn and that you will have questions. No worries, we've got you covered!

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: development@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.
Gold, Silver, and Bronze Award Support	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
Fall Product Program and Cookie Program	Visit the Cookies or Fall Product Program pages 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
Assistance with Badges, Council Patch Programs, Resource Kits, Virtual Troop Leader Resources, Events, Top Notch Reflection	Email: programteam@nccoastalpines.org
Retail Shops	Email: shop@nccoastalpines.org Phone number: 1-800-284-4475

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





— Girl Scout Co-leader Division of Responsibilities —

We are excited that you have decided to volunteer your time and talents to be a troop leader. Thank you!

While we know this is a significant responsibility, 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!

You and your coleader(s) and troop support volunteers have your own unique qualities and characteristics that will ensure the success of your Girl Scout troop. Sometimes, identifying those strengths and how they can be applied to your Girl Scout role can be challenging. Use the list of troop tasks below, in conjunction with your **“Lead On”** checklist found on page 63, as your guide to manage the responsibilities within your troop. By utilizing the **“4 Hour pledge”** and the **“Parent Interest Survey”** you can recruit more parent support to further strengthen and divide tasks.



Task/Role	Responsibility
<input type="checkbox"/> Research ideas for fun events and activities, oversees registration for the troop.	Name: _____
<input type="checkbox"/> Drafts meeting plans and makes supply lists needed	Name: _____
<input type="checkbox"/> Purchases supplies for meetings	Name: _____
<input type="checkbox"/> Utilize meeting plans and conducts meetings	Name: _____
<input type="checkbox"/> Sets up and corresponds with parents through social media outlets or apps as determined	Name: _____
<input type="checkbox"/> Attends area leader's meetings	Name: _____
<input type="checkbox"/> Communicates and maintains relationship with troop meeting location	Name: _____
<input type="checkbox"/> Completes and maintains troop and member paperwork as needed	Name: _____
<input type="checkbox"/> Troop Treasurer	Name: _____
<input type="checkbox"/> First Aid CPR Trained Adult	Name: _____
<input type="checkbox"/> Fall Product Coordinator	Name: _____
<input type="checkbox"/> Cookie Sale Coordinator	Name: _____
<input type="checkbox"/> Outdoor Certified Adult	Name: _____

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?



north carolina
coastal pines

Girl Scouts – North Carolina Coastal Pines Crisis Response

Toll-Free Emergency Hotline: 800-284-4475

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 the safety of member(s)
- Violence/natural disaster threatening Girl Scouts
- A traffic accident involving Girl Scouts during a Girl Scout activity
- An illness serious enough to require hospitalization and/or widespread illness
- Any situation that 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 compromising the 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:

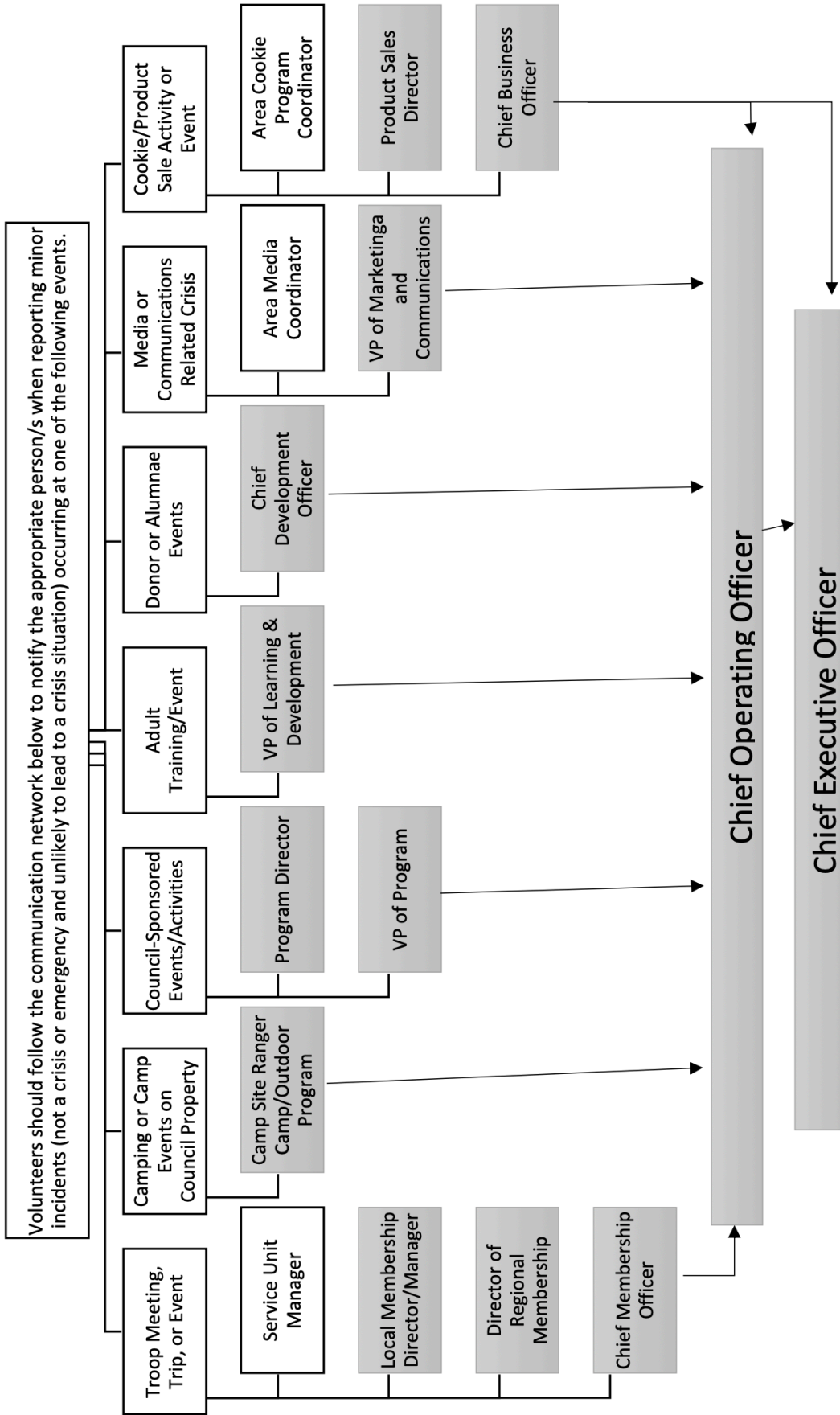
1. **Remain calm.** Find out as much information as quickly as possible about the situation, including **Who:** name(s), girl/adult, emergency contact; **What:** nature of the incident; **Where/When:** location, address, and when it occurred; **How:** possible causes.
2. **Give priority attention to 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 a responsible person at the scene and/or with the injured.** Do not disturb the 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 the 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 the occurrence to incidents@ncccoastalpinescouncil.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 the appropriate person(s) and complete the accident/injury/incident report(s) as appropriate.

CP111a/07-2025

(OVER)

Council Communication Network for Minor Incidents



Indicates Girl Scouts-NC
Coastal Pines Employee

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

ACCIDENT/INCIDENT REPORT

Premises, Facilities and Events

PROCEDURES AND COMMUNICATIONS

- **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.
- **Give priority attention to the care for the injured.** If needed, call 9-1-1 to secure emergency medical care and police as appropriate.
- **Ensure the safety of others** including, but not limited to, troop members, campers, volunteers, etc.
- **Ascertain whether a parent/guardian or emergency contact has been notified**, as applicable.
- **Notify the council of the emergency** by calling **800-284-4475, available 24 hours a day**, and provide your information when requested.
- As needed, **retain responsible person at the scene and/or with the injured.** Do not disturb victim or surroundings until assistance arrives.
- **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."
- **Gather facts.** Complete the 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@nccoastalpines.org.
- **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.

INJURED PERSON: If more than one injured person, list other persons in "Injuries" section below and complete a separate Accident/Incident report for each injured individual.

Name of Injured Person			Name of Parent/Guardian (if minor)		
			Notified by (circle one): Phone Other -specify: When? (time/date)		
Address			Parent's Response		
City	State	Zip	Telephone Number/s Home () Cell ()		

ACCIDENT/INCIDENT DATE AND LOCATION

Date of Accident ____/____/____	Time of Accident a.m. p.m.	Location of Accident (in detail)
Date Reported ____/____/____	Time Reported a.m. p.m.	

INJURIES: Describe the nature of any apparent injuries.

Injured Person is (circle one): Girl Volunteer Staff Visitor/Parent Helper Other		Transported by (circle one): N/A Volunteer Ambulance Parent Other _____	
Registered Member? (circle one) YES NO			
Describe the Injury		List the Name(s) of Any Other Injured Persons (complete a separate Accident/Injury Report for each)	
Was First Aid administered? (circle one) YES NO		1. _____	
First Aid administered by?		2. _____	
Where? (circle one) At accident site Hospital Doctor's office N/A		3. _____	
Where was the injured party taken after the accident?			
Who was the injured party released to after treatment - include name and relationship to injured?			

List any WITNESSES

Name	Address	Phone Number

ACCIDENT DESCRIPTION	
1	On 11/11/2019, a 2015 Ford Focus was involved in a rear-end collision with a 2018 Ford Focus. The 2015 Ford Focus was traveling in the southbound lane of Highway 101, and the 2018 Ford Focus was traveling in the northbound lane of Highway 101. The 2015 Ford Focus was traveling at approximately 35 mph at the time of the collision. The 2018 Ford Focus was traveling at approximately 45 mph at the time of the collision. The collision occurred at the intersection of Highway 101 and Highway 101. The 2015 Ford Focus was damaged to the rear end. The 2018 Ford Focus was damaged to the front end. The driver of the 2015 Ford Focus was not injured. The driver of the 2018 Ford Focus was not injured. The collision was caused by the 2015 Ford Focus being in the southbound lane of Highway 101 and the 2018 Ford Focus being in the northbound lane of Highway 101.

<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
Type of Floor (describe)	Concrete Carpet Tile Wood Other _____	Visibility (describe)	Daylight Fog	Dark Other _____	Clear
Condition of Floor (describe)	Dry Wet Worn/Damaged Freshly Waxed Other _____	Type of Surface (describe)	Concrete/Asphalt Curbing Other _____		Grass/Ground Stairs/Ramp
		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:

[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.

To fill out Troop
Permission Request Form
TP103, visit
gsnccp.org/tp103

Or scan this QR code:



To fill out Caregiver
Permission Request Form
TP105, visit
gsnccp.org/tp105

Or scan this QR code:



To view the volunteer position description
for troop co-leader, visit [gsnccp.org/
troopcoleader](https://gsnccp.org/troopcoleader) or scan the QR code below.



CAREGIVER (PARENT/GUARDIAN) PERMISSION FOR GIRL SCOUT ACTIVITIES TP105

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

Girl Scout's Name _____ Troop# _____

Address _____ State _____ Zip _____

Caregiver's Name _____ ☐ Legal Guardian

Caregiver's Phone # () - _____ Cell Phone # () - _____

Emergency Contact Name _____ Relation: _____ Phone # () - _____ ☐ Legal Guardian

(*Someone other than the caregiver who we can call in an emergency.)

This permission is required for all Girl Scout activities. My Girl Scout 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.

Health/Safety Note: Communicable diseases, such as COVID-19, may spread easily through person-to-person contact. As with any social activity, participation in in-person Girl Scouts activities could present the risk of contracting such diseases. While GSNCCP takes safety and preventative precautions, GSNCCP can in no way warrant that infection will not occur through participation in GSNCCP programs or troop activities. Prior to any Girl Scout program or activity, discuss appropriate health/safety protocols with your Girl Scout.

I agree that pictures or videos of my Girl Scout 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.

In addition to the caregiver and emergency contact above, my Girl Scout may be picked up by:

Name _____ Relation: _____ Phone # () - _____ ☐ Legal Guardian

Name _____ Relation: _____ Phone # () - _____ ☐ Legal Guardian

Name _____ Relation: _____ Phone # () - _____ ☐ Legal Guardian

*Signature of Caregiver

Date/Updated Date

HEALTH HISTORY FOR YOUTH

Name of Participant _____ Date of Birth _____ Age _____

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

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

For the safety of the participant, is there any health-related information that you would like us to know (e.g., nosebleed, emotional disturbances, menstrual cramps, motion sickness, etc.)? _____

Is the participant currently under a physician's care for a medical issue? If so, explain: (optional) _____

List any allergies the participant may have (i.e., Pollen, insect stings, etc.) _____

Is the participant current with 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, and 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 caregiver

Date/ Updated Date

TP105/09-22

Participant's Name _____

MEDICATION PERMISSION AND INSTRUCTIONS

Written caregiver consent is required before a minor (under 18) participant may be given any medication or treatment of any kind. During trips or at events, participants 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 participant 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 participant'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 caregivers for over-the-counter drugs. Complete the middle part of this form with instructions for over-the-counter drugs.

Participants may keep asthma sprays, epi-pens, insect repellent, or sunscreen with them if they know how to use them with prior written permission from caregivers 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 the participant must keep a certain medication with them.

It is the responsibility of the participant/caregiver 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	Call Poison Control Center, at 1-800-222-1222
_____	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 saltwater
_____	Sunburn	Aloe gel
_____	Insect bites	Topical antihistamine such as Benadryl

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

Signature of caregiver _____

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 Manager/Director.

RESPONSIBILITIES:

- Ensure all girls are registered members of Girl Scouts of the USA (GSUSA).
- Ensure programs offered align to the GSLE by utilizing *Journeys*, *The Girl's Guide to Girl Scouting* 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:

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.

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.

Adaptability: Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments.

Oral Communication: Practice positive communication skills and express ideas clearly and accurately.

Foster Diversity: Understand, respect and embrace individual differences.

Additional Requirements:

- 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 possess 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!



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!



Have you started or completed your onboarding training? Your training is crucial to your success and your overall experience as a leader! Your onboarding includes a group of courses that should be completed within your first 30 days and then 60 days. Please see page 37 of this book for additional details.

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. 38*



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 handbook for your grade level in the VTK. LeadOn!, p. 38*



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. 49*

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!, p. 49*



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 our council's annual volunteer training events to include the Administrative Team Conference and Skill Splash!



Meet the members of your Girl Scout Support team - if you haven't already, be sure to touch base with your mentor, 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*



Enhance your leadership skills through our Co-Leader Connection webinar series—monthly workshops focused on key topics like Camp Opportunities, Family Engagement, and more. These sessions are designed to support your continued growth and learning as a Girl Scout Co-Leader. Register on gsLearn today!

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





Get Social!

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



@girlscoutsnccoastalpines



@gsnccp



@gsnccp



@GirlScoutsNCCP



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