



# Troop Activity Training Guide

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## Girl Scout Mission

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

## Girl Scout Promise

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

## Girl Scout Law

I will do my best to be  
honest and fair,  
friendly and helpful,  
considerate and caring,  
courageous and strong,  
and responsible for what I say and do,

and to  
respect myself and others,  
respect authority,  
use resources wisely,  
make the world a better place,  
and be a sister to every Girl Scout

## Council Service Centers and Shops

### Raleigh Service Center

6901 Pinecrest Road  
Raleigh, NC 27613  
919-782-3021

### Goldsboro Service Center

108 E. Lockhaven Drive  
Goldsboro, NC  
919-734-6231

### Fayetteville Service Center

894 Elm Street Suite B & C  
Fayetteville, NC 28303  
910-437-9900

### Wilmington Service Center

2250 Shipyard Boulevard Suite 3  
Wilmington, NC 28403  
910-202-9197

\*Girl Scouts of the USA makes no attempt to define or interpret the word "God" in the Girl Scout Promise. It looks to individual members to establish for themselves the nature of their spiritual beliefs. When making the Girl Scout Promise, individuals may substitute wording appropriate to their own spiritual beliefs for the word "God." Please feel free to share this information with girls' families.

## Welcome!

Thank you for volunteering your time to provide girls an enriching troop experience! This training and reference guide will serve as a resource for troop co-leaders and/or volunteers who want to plan individual troop or multiple troop (total girl attendance less than or equal to 28) activities in their areas/communities.

### **What if the activity or event will exceed more than 28 girls in attendance or there are fees involved?**

If your activity or event has, or could have, more than 28 girls in attendance, or you plan to charge a registration fee that covers more than the individual cost per girl/person to participate, the event exceeds the requirements to be considered a troop activity. For example, you and another troop from your area would like to plan a trip to the pumpkin patch. The pumpkin patch admission is \$5.00 per person. You charge \$5.00 per girl and you have 20 girls attending. Your event is a troop activity. On the other hand, if you charge \$6.00 per girl and you have 20 girls attending your event exceeds the requirements for a troop activity because you are charging more than the per person cost; this creates a profit that must be reported. When this happens, you have 2 options. You may complete Area Event Director training, or you can enlist your Area Event Director's assistance to plan and hold the event. For questions, email [volunteersvices@nccoastalpines.org](mailto:volunteersvices@nccoastalpines.org).

## Using this guide

The Troop Activity Training Guide is broken down into three sections:

- Section One: a refresher on the Girl Scout Program and its components
- Section Two: Girl Scout Safety
- Section Three: Troop Activity Planning Process

The training and reference guide also includes a list of necessary forms and a glossary to help in your overall planning.

### **Remember**

- Information included in this training is based on Girl Scout guidelines, policies, and resources at the time of publication. Be sure to check back periodically, as these resources are updated annually.
- Girl participation in the planning process is a priority. Share as much responsibility as possible with girls of all levels.

## Course Objectives

Troop volunteers and co-leaders who complete this training will be able to:

- define the Girl Scout Leadership Experience (GSLE);
- explain the techniques to incorporate girl-led planning and progression;
- use the GSLE to plan girl-led troop activities;
- summarize the planning process for a troop activity; *and*
- identify and use procedural forms appropriately.

## The Girl Scout Program



### The Girl Scout Leadership Experience (GSLE)

The Girl Scout Leadership Experience (GSLE) is the core of who we are as an organization. In Girl Scouts, girls follow a path to **discover** themselves, **connect** with others, and **take action** to make the world a better place - all within the safety of an all-girl environment where girls take the lead, learn by doing and learn cooperatively.

The GSLE is a collection of engaging, challenging, and fun activities called the National Program Portfolio (NPP). The National Program Portfolio is a series of resources that brings the GSLE to life for girls. These resources include the Girl's Guide to Girl Scouting, Journeys, program awards (badges and pins), and Girl Scouts' Highest Awards (Bronze, Silver, and Gold). Troop activities supplement the GSLE by providing unique, engaging, and age-appropriate activities and experiences where girls can encounter the GSLE in a fun and purposeful way that is girl-led, cooperative, and hands-on.

The goal is to create activities and programs that are grounded in Girl Scouts' Three Keys to Leadership and Three Processes and that reflect Girl Scouts' Five Outcomes. The GSLE will help you unleash the inner G.I.R.L. (Go-getter, Innovator, Risk-taker, Leader) in every girl! Let's review those concepts.

### Girl Scouts' Three Keys to Leadership

The GSLE model engages girls by using Girl Scouts' **Three Keys to Leadership**:

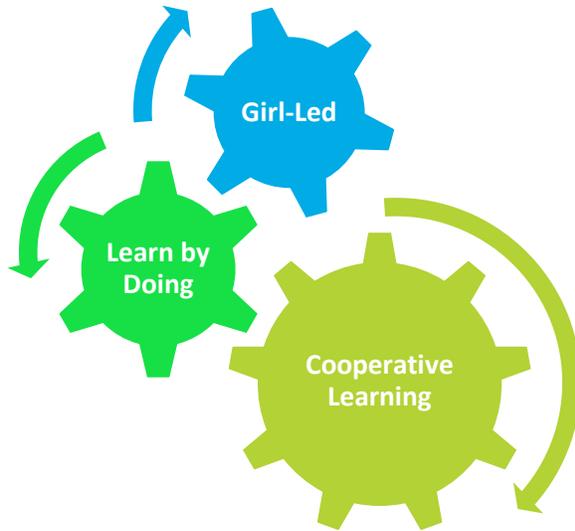
- **Discover:** Girls understand themselves and their values and use their knowledge and skills to explore the world.
- **Connect:** Girls connect with issues, people and things locally and globally that inspire them.
- **Take Action:** Girls act to make the world a better place.



Keep the Three Keys to Leadership in focus as you work with the girls to develop goals and activities.

## Girl Scouts' Three Processes

Girl Scouts' **Three Processes** ensure quality and promote the fun and friendship so integral to Girl Scouting. Troop Leaders help girls engage by incorporating the **Three Processes** into the troop's activities. Being a Girl Scout isn't just about what you do, it's about how you do it!



The Girl Scout experience is designed to be **girl-led**. Decision making, compromise, and communication are essential elements to developing strong leaders. Ensure that troop activity planning incorporates **girl-led** by asking the girls what they want to do or attend and discuss options.

At Girl Scouts, we encourage girls to **learn by doing**. By asking girls to take age-appropriate risks and try new things, we bring a hands-on element to our program. Remember to reflect on the activity or event to see if they enjoyed it and/or what they learned.

Girl Scouts is a **cooperative learning** experience where girls work together to discover, connect and take action in their community. Let the girls share knowledge, skills, and learning to promote trust, respect, teamwork and cooperation.

## Girl Scouts' Four Pillars

While girls may be exposed to these subjects at school, in other youth programs, or even on their own, girls experience and gain important skills in Girl Scouts' **Four Program Pillars – STEM, Outdoors, Life Skills, and Entrepreneurship** - the skills that put girls on a path to a lifetime of leadership, adventure, and success. And because our program is girl-led, girls decide what they'll do, together.



It's important that the activities and events that troops plan and participate in include programming tied to the Girl Scout Leadership Experience and our Four Pillars.

## Girl Scouts' Five Outcomes

Girl Scouts' **Five Outcomes** describe what girls gain as a result of their Girl Scout experience and are signs that let us see we are delivering on our mission. Checking the five outcomes is like noting road signs on a journey - the signs let you know you're on the right path to your destination.

Seeing the age-appropriate signs during Girl Scout activities lets adults know that girls are achieving the intended outcomes.

Activities and events grounded in these five outcomes result in our overall goals of girls leading with **Courage, Confidence and Character**.



### **SENSE OF SELF:**

Girls have confidence in themselves and their abilities, and form positive identities.



### **POSITIVE VALUES:**

Girls act ethically, honestly, and responsibly, and show concern for others.



### **CHALLENGE SEEKING:**

Girls learn to take appropriate risks, try things even if they might fail, and learn from mistakes.



### **COMMUNITY PROBLEM SOLVING:**

Girls desire to contribute to the world in purposeful and meaningful ways, learn how to identify problems in the community, and create "action plans" to solve them.



### **HEALTHY RELATIONSHIPS:**

Girls develop and maintain healthy relationships by communicating their feelings directly and resolving conflicts constructively.

## Progression

Girl Scout Daisies and Girl Scout Ambassadors have very different skills and interests. They have different life experiences and different needs for opportunities, support, and guidance. That is why, in Girl Scouts, we use the idea of Progression, the idea that we meet girls where they are and help them grow to where they want to be. How we work with the girls to help them discover, connect, and take action varies depending on a girl's age and level in Girl Scouts. Progression shows up in everything we do, from running troop meetings to activities, camp and travel.

**Examples of Progression in our Program:** One of our key processes in Girl Scouts is "girl-led," which maximizes girls' learning and development in their activities. However, people ask, "What can a Daisy lead?" I'm glad you asked!

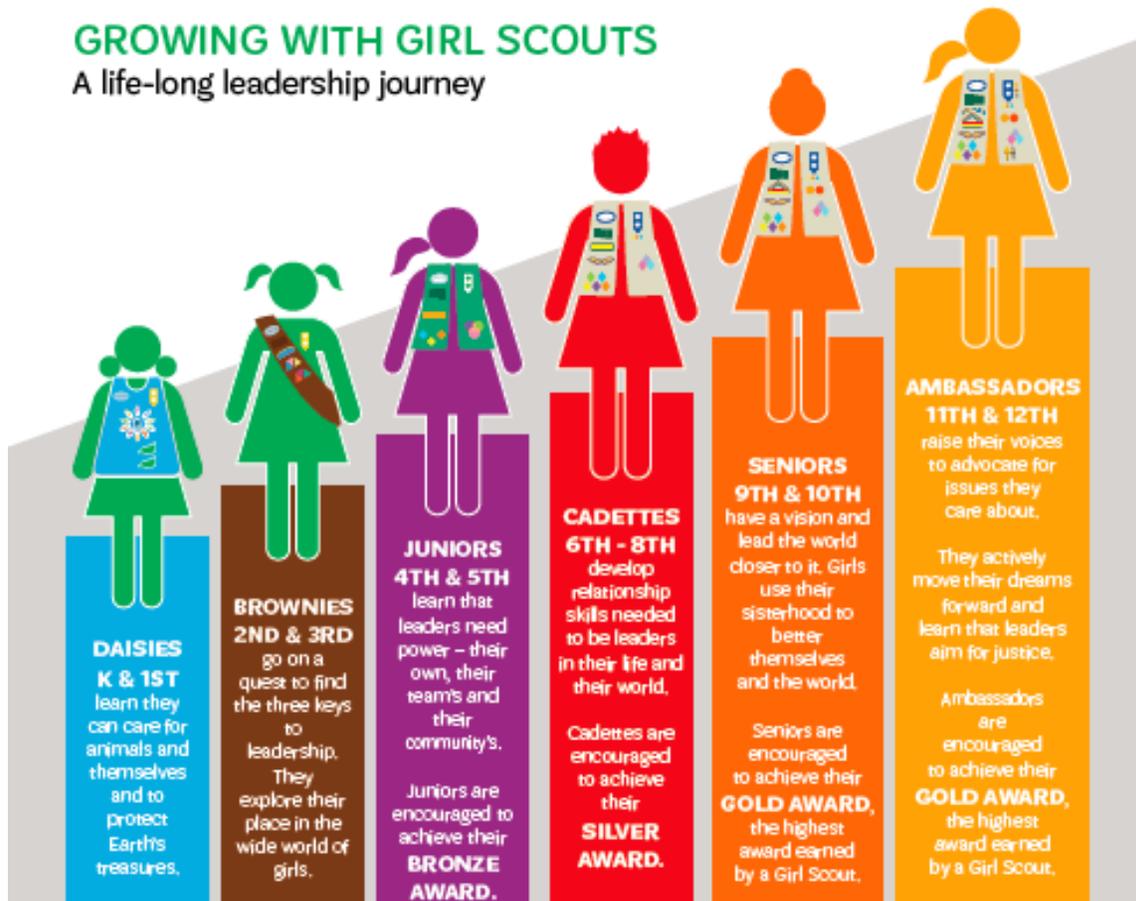
Anyone who has experienced three days with a kindergartener has seen that they have begun to develop opinions and are great at sharing ideas. So, Daisy Girl Scouts can brainstorm a short list of group agreements to help set some of the troop's regular meeting items. Then, after a few troop meetings, every girl will know how the meeting starts and ends because those are traditions they have learned to do the same way every time. Daisies also know how to clean up and collect/pass-out materials. So, the girls can take turns as the person who leads each of those parts of the meeting.

Another example of progression is based on one of our key processes, learn-by-doing. Children have different physical abilities. Girl Scouts' *Safety Activity Checkpoints* are designed with that in mind and will help you and your girls determine if your troop is ready for certain activities and how to prepare.

For example, if your girls want to explore caves, have them look at *Safety Activity Checkpoints*. They'll see right away that spelunking is for Juniors and older - Daisies and Brownies will be able to look forward to doing that when they're older. What if you have a troop of Senior Girl Scouts who have never been caving before but want to go? They should go through all of the basics in *Safety Activity*

Checkpoints and follow the guidance of your Juniors! In other words, if you had experienced spelunkers who were Junior Girl Scouts going along, the Juniors could take the lead around the skills and understanding of spelunking!

Your troop will see that very few activities are “Nevers,” but many do involve progression and the preparation associated with it to make for a fun, safe, and satisfying experience for all. As you work with your troop to plan activities, remember to think about your girls. Let them participate in the planning every step along the way by providing the examples, opportunities, and support they need to learn and discover.



## Checking In: Girl Scout Leadership Experience and Progression

1. What does GSLE stand for? \_\_\_\_\_
2. What is the meaning behind each Key to Leadership?
  - a. Discover: \_\_\_\_\_
  - b. Connect: \_\_\_\_\_

c. Take Action: \_\_\_\_\_

3. Girls who participate in Girl Scouts gain important skills in what four foundation areas (pillars)?
- a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_

4. What do girls gain by having activities rooted in the GSLE?
- a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_

5. Progression is an important aspect to Girl Scouts and the responsibility of the troop planning changes based on grade level. Explain the difference in relationships between co- leaders and girls in a Daisy troop and co-leaders and girls in a Cadette troop.

\_\_\_\_\_

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\_\_\_\_\_

# Troop Activities and Safety



Good planning makes for successful and safe activities! When girls are included in the planning process, they appreciate it more and take responsibility for enforcing the safety procedures. As a troop volunteer, your role is to guide the group to ensure their plans are appropriate for the girls' experience and skill level.

**What is Volunteer Essentials?**

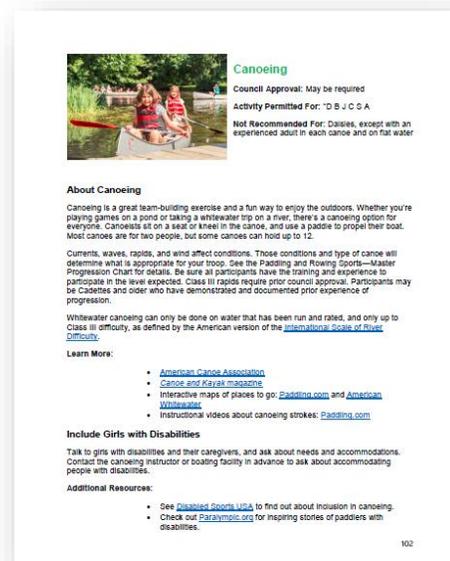
*Volunteer Essentials* outlines guidelines for Girl Scout activities, information on the Girl Scout program and experience, and general expectations. This vital resource will support you in providing a fun, safe and impactful Girl Scout experience. Always refer to the section in *Volunteer Essentials* that covers safety before planning any activity.

You will also take the lead in working with the group's other chaperones and leaders to ensure that all guidelines are communicated to girls, their parents, and any other participants in an activity.

Before planning any activity, be sure to review *Volunteer Essentials* and *Safety Activity Checkpoints*.

## Safety Activity Checkpoints

*Safety Activity Checkpoints* (SAC) is a resource for all troop co-leaders, camp and outdoor certified adults, area event directors and other adult volunteers who lead activities and events for girls. This document provides safety standards and guidelines for Girl Scouts of the United States of America (GSUSA) and Girl Scouts-North Carolina Coastal Pines (GSNCCP) approved activities. *Safety Activity Checkpoints* can be located on the council website under Forms and the Resource tab of the Volunteer Toolkit.



## When to Use Safety Activity Checkpoints

Troop co-leaders, camp and outdoor certified adults, area event directors and service/area teams should refer to *Safety Activity Checkpoints* every time girls want to participate in an activity including council-sponsored events. *Safety Activity Checkpoints* are updated annually, so always make sure you are referring to the most up-to-date version by accessing SAC from the council website or through the Volunteer Toolkit.

## Safety Activity Checkpoints Format

The Safety Activity Checkpoints document is broken down into three main sections:

- General Safety Standards and Guidelines for All Activities
- Activities at a Glance, and
- Individual Activities

### Section 1: General Safety Standards and Guidelines for All Activities

This section provides general safety standards and guidelines that apply to all activities and includes items like, activity preparation, insurance, first aid, health history, transportation, and more. This section also outlines which activities are not permitted by GSUSA or GSNCCP.

### Section 2: Activities at a Glance

This table serves as an easy reference guide to determine grade-level specifications for activity participation, council approval requirements, and instruction credentialing. Similar activities such as climbing and adventure activities or inflatable activities are grouped together in this section.

Activities at a Glance	Daisies	Brownies	Juniors	Confidantes	Seniors	Ambassadors	Council Approval Required	Required Instructor Certifications or Experience and Verification
Amusement Parks	D	B	J	C	S	A	May be required	Follow the adult-to-girl ratios listed in the introduction.
Animal Interaction and Adventure	D	B	J	C	S	A	May be required	Follow the adult-to-girl ratios listed in the introduction.
Arts and Crafts (See Miscellaneous SAC)	D	B	J	C	S	A	Not required	Follow the adult-to-girl ratios listed in the introduction.
Backpacking			J	C	S	A	May be required	Backpacking is not recommended for Daisies and Brownies, due to weight restrictions on their small frames, and the need when backpacking to be able to carry all their supplies needed to camp. (FOR DAISIES AND BROWNIES-REFER TO HIKING)
Bicycling	D	B	J	C	S	A	Not required. Bicycle trip approval may be required.	Follow the adult-to-girl ratios listed in the introduction.
Camping	D	B	J	C	S	A	May be required	Ensure that at least one adult is trained for camping as required by your council. In addition, follow the adult-to-girl ratios listed in the introduction.

### Section 3: Individual Activities

For each activity listed in the Activities at a Glance section, you will find additional, more detailed, information in the Activity Section of *Safety Activity Checkpoints*. Individual Activity Sheets include specific information needed to participate in the activity such as an “About” section which describes what the activity is along with information on how to include girls with disabilities, and specific safety precautions needed for that activity.



## Checking In: Safety Activity Checkpoints

1. What is the purpose of *Safety Activity Checkpoints*?

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2. When would you use *Safety Activity Checkpoints*?

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3. Where would you find the list of “not approved” activities in *Safety Activity Checkpoints*?

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4. True or False. *Safety Activity Checkpoints* are updated annually? \_\_\_\_\_

5. Where can you always find the most up-to-date version of *Safety Activity Checkpoints*? \_\_\_\_\_

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## Adult Chaperones

Girl Scout groups are large enough to provide a cooperative learning environment and small enough to allow for development of individual girls. The following group sizes are recommended:

Girl Scout Daisies: 5-12 girls  
Girl Scout Brownies: 10-20 girls  
Girl Scout Juniors: 10-25 girls

Girl Scout Cadettes: 5-25 girls  
Girl Scout Seniors: 5-30 girls  
Girl Scout Ambassadors: 5-30 girls

### Some tips for working with adult chaperones include:

- Review the Girl Scout Leadership Experience, key Girl Scout concepts and *Safety Activity Checkpoints* with the adults ahead of time to ensure they understand their role and responsibilities.
- Give them specific assignments for the activity, event, and/or overnight.
- Have their child in a different adult’s patrol or group.
- Be sure to remind them of Girl Scouts’ smoking and drinking policies.

## Adult-to-Girl Ratios

Troop co-leaders are responsible for arranging and maintaining proper adult supervision for meetings and activities. Each troop meeting or Girl Scout activity must have at least two unrelated, background checked volunteers (one being female) present at all times, plus additional adult volunteers to cover the adult/girl ratios, if necessary.

To assist co-leaders in determining the appropriate number of adults needed to supervise a specific number of girls, GSUSA provides adult-to-girl ratios in the form of a chart. This chart shows the minimum number of adults needed to supervise a specific number of girls depending on the activity. The ratios were devised to ensure the safety and health of the girls. For example, if one adult must respond to an emergency, a second adult is always on hand to supervise the rest of the girls.

You will find the adult-to-girl ratios you will need to follow in *Volunteer Essentials*. However, certain high-risk activities listed in *Safety Activity Checkpoints* will override the adult-to-girl ratios listed in *Volunteer Essentials* to ensure added safety. Always consult both resources when determining the number of adults required to be present for your troop activities and events.

**Please note:** For multi-level troops, use the adult-to-girl ratio for the lowest grade level in the troop. For an example, if the troop consists of Daisies and Brownies, the Daisy ratio should be followed.

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



### Checking In: Adult-to-Girl Ratios

Use the Adult-to-Girl Ratio chart to answer the following scenarios.

1. Your Junior troop meets in Franklin County and has decided they want to attend the Moving: Journey in a Day Event in Wilmington with three other sister troops from the area. There are total of 25 girls who want to attend. How many registered adults must attend the event? \_\_\_\_\_
2. Your Brownie troop is going camping and you have 13 girls in your troop. How many adults need to attend your camping trip? \_\_\_\_\_
3. Your Daisy troop is having a guest speaker at your troop meeting. You have 12 girls in your troop. How many adults need to attend the meeting? \_\_\_\_\_

### First Aid

Emergencies require prompt action and quick judgment. In partnership with GSUSA and the American Red Cross (ARC), the council offers courses at significantly discounted rates for registered members.

**NOTE:** First Aid/CPR training that is available entirely online does not satisfy Girl Scouts' requirements. Such courses do not offer enough opportunities for individuals to practice and receive feedback on skills and technique. In addition, courses that do not include adult and child CPR do not satisfy Girl Scouts' requirements.



## Troop First Aider

GSNCCP does not require a troop first aider to be present at meetings held in the usual troop meeting location however, all activities outside of the traditional troop setting require a troop first aider to attend (does not have to be the troop co-leader). The troop first aider is a registered volunteer who has successfully completed a Girl Scout background check and a Girl Scout-approved (American Red Cross, American Heart Association, EMP America, and National Safety Council) first aid and adult and child CPR/AED training.

If an activity will take the troop 30 minutes or more away from local Emergency Medical System (EMS), then a level two first aider is necessary. Individuals with the following certifications, can serve as a level two first aider for troop trips and activities: Wilderness and Remote First Aid, First Aid/CPR for Professional Rescuer or Lifeguard.

Access to EMS	Minimum Level of First Aid Required
Less than 30 minutes	Adult and Child First Aid/CPR/AED
More than 30 minutes	Wilderness and Remote First Aid

### TIP

Check out *Volunteer Essentials* for a list of Girl Scout approved items to include in your troop First Aid Kit.

## Troop Activity and Trip Insurance

A portion of the annual Girl Scout membership dues pays for supplementary/basic insurance for Girl Scout members only. This insurance provides up to a specified maximum for medical expenses incurred because of an accident while a member is participating in an approved Girl Scout activity lasting two nights or less, after the individual's primary insurance pays out. This is one reason that all adults should be registered members. *Non-registered parents, family members, friends, and other persons are not covered by Girl Scouts supplementary/basic insurance.*

An optional plan for additional activity insurance is available for Girl Scout members taking extended trips (3 nights or more) and for non-members who participate in approved and supervised Girl Scout activities. These plans are secondary insurance that cover individuals while participating in an approved Girl Scout activity.

For plan descriptions, see below. If additional insurance is required for an activity or an event, submit the request form and payment at least two weeks in advance to the council.

## Types of Additional Insurance

Copies of all GSNCCP forms are available in Forms on the council website (search the form number).

Insurance Type	Cost	Description
<b>Plan 2 Accident Insurance</b> GSNCCP Form TP300	\$0.11 per participant per day	Required: For members participating in approved Girl Scout activities lasting 3 days/2 nights or longer. Optional for non-members <i>participating</i> in an approved and supervised Girl Scout activity such as Thinking Day or Father Daughter Dance.
<b>Plan 3E Accident and Sickness Insurance</b> - supplemental to individual's insurance GSNCCP Form TP301	\$0.29 per participant per day	Optional for <i>member and non-member participants</i> in approved Girl Scout activities 4 days/3 nights or longer. This acts as a supplement to an individual's personal insurance.
<b>Plan 3P Accident and Sickness Insurance</b> – primary insurance GSNCCP Form TP302	\$0.70 per participant per calendar day	Optional for <i>member and non-member participants</i> in approved Girl Scout activities – most often purchased for council sponsored activities such as resident camp or for troop travel of 4 days/3 nights or longer. This acts as primary insurance and is recommended for trips outside council boundaries.
<b>Plan 3PI Accident and Sickness Insurance for International Trips</b> GSNCCP Form TP303	\$1.17 per participant per calendar day	Required for <i>member and non-member participants</i> on approved international trips. Primary coverage, not subject to coordination of benefits and includes emergency travel assistance service.

## Emergency Contact

For each activity, it is required that the troop designate an emergency contact who will remain near home during the duration of the trip or activity. Be sure to provide the following to your emergency contact:

- A list of names, phone numbers, emergency contacts and other vital information of all participants so they can contact you or the girls' families in an emergency.
- A complete trip itinerary including contact numbers for hotels, campgrounds, and attractions you plan to visit.
- Your route of travel along with basic vehicle information.

## Activities Involving Sensitive Issues

Girl Scouts is an inclusive organization, welcoming girls and families from a wide spectrum of cultures and backgrounds. To be responsive to girls' needs, some Girl Scout activities focus on subjects that may be considered sensitive in nature. There is no definitive list of sensitive issues but below we have listed some examples. Please keep in mind that what is considered a sensitive issue in some families, communities, or school districts, may not be in others.

When girls plan to discuss sensitive topics, use the Sensitive Issues Permission Form (PG500) to make parents/guardians aware of the subject/activity and to receive their approval. If the conversation comes up unexpectedly, notify parents/guardians as soon as possible to help them understand what was discussed, the context, and how the group processed it.

**Examples of sensitive issues include:**

- **Child Abuse:** information about types of abuse, including sexual abuse or molestation; danger awareness, and personal safety.
- **Puberty/Human Sexuality:** information about the physical and emotional changes that come with puberty; personal hygiene, teen pregnancy, etc.
- **Religion:** discussion of religion and/or religious beliefs among girls.
- **Substance Abuse:** drug awareness activities/education, including tobacco and alcohol.
- **Suicide:** recognizing the warning signs of plans for suicide, how to react, what to do, suicide prevention, etc.
- **Depression**
- **Violence:** rape/date rape, sexual harassment; school violence, family violence, etc.

**Looking for a Form?**

Remember current copies of all council forms can be found under Forms on the council website: [www.ncocoastalpines.org](http://www.ncocoastalpines.org).

## Inclusivity

Girl Scouts embraces girls of all abilities, backgrounds, and heritage, with a specific and positive philosophy of inclusion that benefits everyone. Each girl – without regard to socioeconomic status, race, physical or cognitive ability, ethnicity, primary language, or religion – is an equal and valued member of Girl Scouts. Inclusion is an approach and an attitude, rather than a set of guidelines. Inclusion is about belonging, about all girls being offered the same opportunities, about respect and dignity, and about honoring the uniqueness of and differences among all of us.

**Volunteers model inclusivity by:**

- **Welcoming every girl** and focusing on building community.
- **Emphasizing cooperation** instead of competition.
- **Providing a safe and socially comfortable environment** for girls.
- Honoring the **intrinsic value** of each person's life.
- **Teaching respect** for, understanding of, and dignity toward all girls and their families.
- **Actively reaching out** to girls and families who are traditionally excluded or marginalized.
- Fostering a **sense of belonging** to a community as a respected and valued peer.

## Troop Activity/Event Selection and Planning



Involving  
the Girls!

### Selecting Troop Programs, Activities, and Events

When working with girls to plan activities, you will want to ensure that the program/activity can be tied to the Girl Scout program and that it provides a quality experience for all the girls. Below is a list of questions to ask when trying to determine if the activity fits the Girl Scout program. If the answer to any of the questions is no, the troop co-leaders and girls will want to consider modifying the activity or possibly abandoning it all together (at least for now).

#### Does the activity:

- Support the Girl Scout Leadership Experience's Five Outcomes?
- Support completion of a Girl Scout Journey or badge?
- Reflect the values of Girl Scout Mission, Promise, and Law?
- Address the current needs of girls and the community?
- Provide an opportunity for personal growth, exploration, and discovery?
- Involve girl-planning and input?
- Provide a positive learning experience?
- Develop and reinforce skills and knowledge?
- Support the activity/event's purpose and goals?
- Offer participants the chance to provide feedback?
- Provide girls with leadership opportunities?

#### Next, you'll want to ask, is the activity?

- Safe?
- Appropriate for the applicable Girl Scout grade levels?
- Appropriate for girls' current abilities?
- Fun?
- Flexible?
- Affordable?
- Challenging?

- Inclusive to all members?
- Consistent with girl progression guidelines?
- Led by trained and enthusiastic staff and/or volunteers?

## Incorporating Girl-Led When Planning Your Activities and Events

Girls of all ages have ideas of places they want to go and/or things they want to do. By facilitating age-appropriate discussions and including girls in the planning process, girls will learn how to research, budget, earn money, and put together an itinerary for their activities. Essentially, the girls take the lead to plan the activity or trip, not the adults. Your role is to offer guidance, encouragement, and support without doing it for them. Here are some questions that you can use to **start a discussion with girls**:

- What could we do?
- Where could we go?
- When could we/should we go?
- How will we get there?
- How much will it cost?
- How should we get ready?
- What will we do along the way?

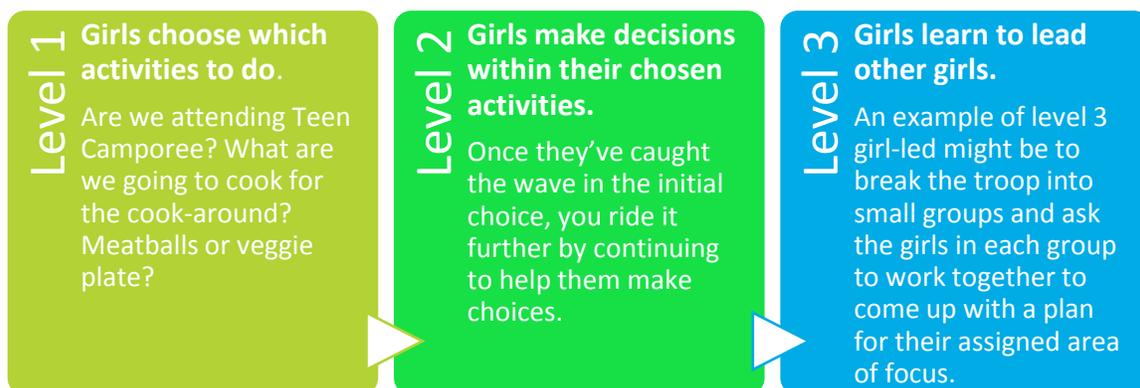
You'll find that even Girl Scout Daisies can brainstorm a list of ideas, Juniors can make phone calls to find out admission fees and hours of operation, and Seniors can make reservations. Sometimes it will be challenging or even scary for them and they may need some assistance the first time or two, but eventually you'll be able to gently step back as they build their skills and understanding.

### Three Levels of Girl-Led Progression

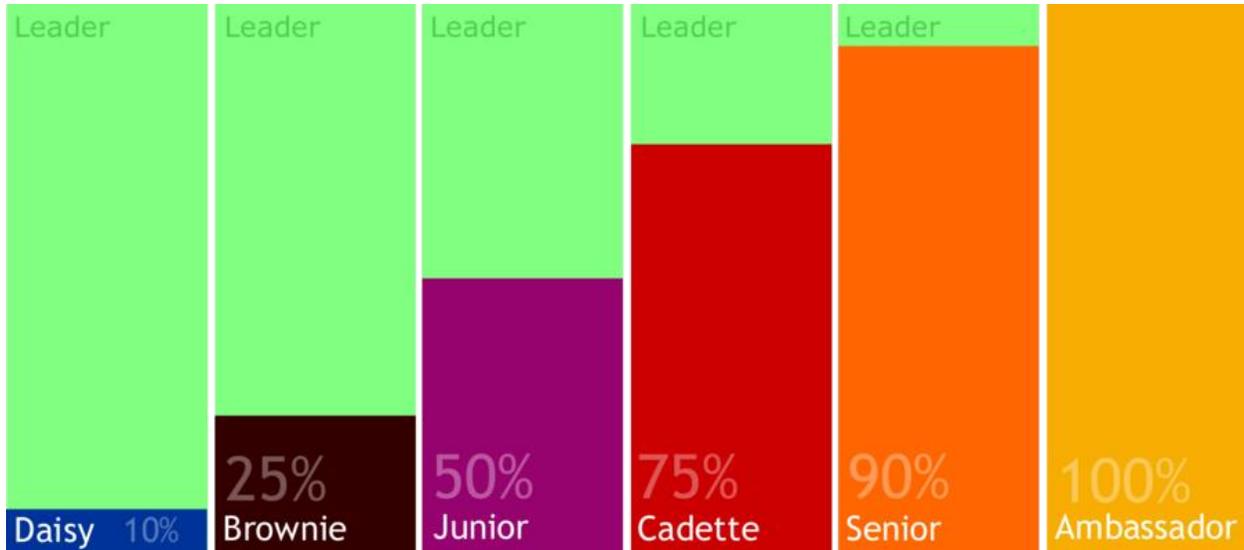
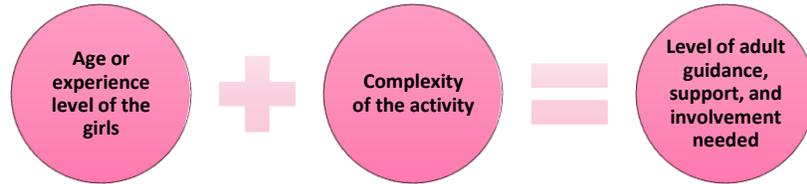
It's important to let girls take leadership roles in as much of the planning and carrying out of their activity, or trip, as possible, offering support only as needed. Doing so is the easiest and best way to incorporate girl-led into their Girl Scout experience. Naturally, you'll want to encourage them that they can do it and help them practice and prepare but they'll get it with practice.

Girl Scouts' **Girl-Led Progression** has three levels—and they progress as girls learn to master group collaboration skills.

### What does Girl-Led look like when planning activities?



Below is a simple graphic that shows how the troop leader’s role changes as girls progress through Girl Scouts’ different grade levels.



### Family Activities

Most Girl Scout activities are intended for the girls in the troop and their adult volunteers. In some cases, girls may choose to host a family event or overnight. To qualify as a family event, be sure to include the following:

- Advertise and promote the event as a Family Event and ensure all families are invited and welcome to attend.
- Ensure that the planned activities are age appropriate for all attending including any siblings.
- Ensure there are enough registered and approved adult volunteers to fulfill the girl-to-adult ratios.



### Checking In: Selecting Activities and Events

Considering the event selection questions above, list 3-6 events or activities that your troop has mentioned that they want to do this year that support the Girl Scout Leadership Experience program.

_____	_____	_____
_____	_____	_____

## Bringing Activities and Events to Life



Pulling it all together!

There are three ways that you can bring activities and events to life for the girls:

- 1) **Attend a Council-Sponsored Activity or Event:** Checkout the council’s annual Activity Guide, MyGS, or the Activities section of the website to see if there are any council-sponsored events or activities on the horizon that your troop or girls might like to attend. *This is a great way to supplement your troop’s year with challenging and fun activities that require little to no planning or organization by you and your girls.*
- 2) **Attend an Area-Sponsored Activity or Event:** Review your area/service unit activity calendar for upcoming events and activities the girls might like to do. *Like the above suggestion, this too is a great way to add activities and events to your troop year without the added effort of planning and organizing. Area-sponsored events are also great because they allow the girls to meet Girl Scouts in their local community.*
- 3) **Guide the Girls as they Pull It All Together:** Support and encourage your girls to plan the activity from beginning to end. *Super fun and the girls learn so much in the process!*

### Attending a Council-Sponsored Activity or Event

The council’s annual Activity guide is full of amazing programs, trainings, and special opportunities designed by council staff to help build and strengthen leadership skills while teaching girls to embrace their inner **G.I.R.L.** (**G**o-getter, **I**nnovator, **R**isk-taker, and **L**eader. All council-sponsored activities can be found in the Activity Guide, the Activities section of the website and through MyGS. Each activity listed in the Activity Guide or in Activities online will contain the following information:

**Opening Date:** the date registration opens. Note: online activity registration opens at 10:00 a.m. EST.

**Individual Registration:** indicates if the activity can be attended by girls with or without their troop. Individually registered Girl Scout(s) must attend with a registered adult.

**Troop Registration:** indicates if the activity can be attended by three or more girls from a troop with the appropriate number of adults according to the safety ratios. Prior approval is required to register additional adults beyond the safety ratio.

**Closing Date:** The last day to register for an activity if space is available. Please note that some activities fill prior to the closing date. Registration closes at 11:59 p.m. EST.

## Registering for Activities Using MyGS

Registration for council-sponsored activities and events can be completed by co-leaders or parent/guardians using MyGS. There are two main sections of MyGS:

- **Member Profile** – the member profile is accessible to all current members and is where you can renew memberships, update contact information and view registered members of your household.
- **The Volunteer Toolkit (VTK)** – the VTK is accessible by girls, parents/guardians and troop leaders and is where troops can plan their program year, track badges and awards, submit troop financial information, and much, much more!

Follow these steps to register for activities using MyGS:

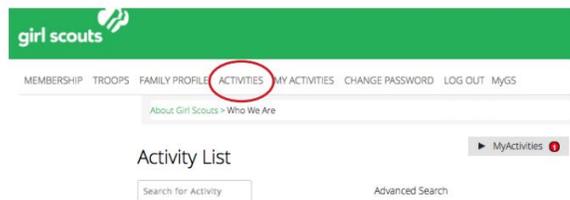
### Step 1

Access your MyGS account through the council website.



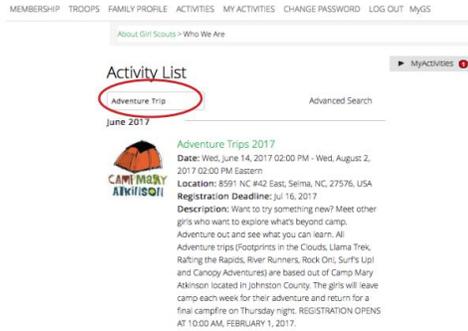
### Step 2

After logging into your MyGS Member Profile, go to the Activities tab.



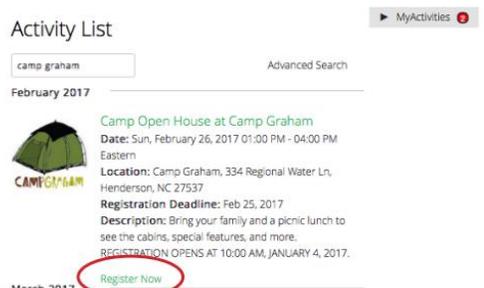
### Step 3

You will see a list of activities that are available. If you do not see the specific activity you are looking for, use the search bar and type in what you are trying to find.



### Step 4

Once you've found the activity you are looking for, you can click "Register Now" if the activity still has spots available, continue through the prompts to reserve your spot.



### Council-Sponsored Event Cancellation and Refund Policy

GSNCCP reserves the right to cancel an activity due to insufficient registration, acts of nature, or any other reason beyond its control. Council-sponsored activities are held rain or shine, unless inclement weather adversely affects the program. If an activity is cancelled or rescheduled, registered participants will be notified and refunds processed accordingly.

When and if you need to cancel a registration, we ask that you do so promptly. Prompt notification and cancellation allows time for girls who may be on the waiting list to attend the activity. GSNCCP's refund policies require cancellation notification to be provided at least 15 days prior to an activity.

### Attending an Area-Sponsored Activity or Event

Area-sponsored events and activities are activities planned by the area event director and members of the local area team for troops and/or individual girls. Events can include things like Camporee, Journey-in-a-Day, or a badge workshop. These large-scale activities and events (greater than 28 participants and/or registration fees required) are typically held in the local area. Volunteers interested in running an event of this size, are required to complete Area Event Director training to learn how to plan, budget and implement activities and events of this size.

#### Area Event Registration

Registration for area events may or may not be available in Activities. Offering online registration, cancellation/refund policies and service unit approval policies for area events is at the discretion of the area event director and service unit manager. If you do not see an area event online, contact your area event director or service unit manager for assistance.

## Guide Girls as they Pull it all Together: Planning Troop Activities/Events from Beginning to End

A fun and successful activity starts several meetings before the activity and with the girls involved in as many aspects of planning and preparation as appropriate for their grade-level.

### Steps to Successfully Plan your Troop's Next Adventure

1

#### Select a Date and Time

Working with your troop co-leaders and families, determine a date that works best for the girls and adults needed to ensure safety ratios are met. Scheduling dates and times to meet a number of different schedules can be challenging. Try to find a date and time that works for everyone; if that's not possible, choose the next best date that meets the schedules for the majority of the girls.

2

#### Select a Location

Determine a venue that is suitable for your activity. This may or may not be your traditional meeting location. Consider using resources such as the council's **Program Provider Guide** to identify approved organizations and venues in your area. Not sure what the Program Provider Guide is? The Program Provider Guide is a list of approved organizations and venues to help troops identify partners in their local area who can help them to earn patches, badges, Journey elements, or simply participate in FUN outings outside the traditional troop setting. When contacting a program provider, please be familiar with the guidelines provided in *Safety Activity Checkpoints* and *Volunteer Essentials*.

3

#### Develop a Budget

Determine the cost of the activity and develop an overall budget. Things to consider include: Will the cost to participate in this activity be paid by individual girls or from troop funds? Will the troop/girls need to conduct a money-earning project? Be sure to include the girls in the development of the budget so they gain an understanding of the costs involved. Additional items to consider when developing the budget include:

- site and/or equipment rental;
- food and beverage, kitchen supplies;
- program supplies;
- health and safety supplies;
- leasing cost such as a bus or van; *and*
- additional/supplemental insurance.

Consider the fixed and variable costs of your activity when determining the budget. Fixed costs are costs those which cannot be adjusted (e.g. site rental). Variable costs are costs that vary according to the number of participants (e.g. food and beverages).



## Checking In: Planning a Budget

Take a moment to think about one of the activities or events the girls would like to do. What are some of the budget items you will need to consider?

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Will the troop participate in the Fall Product or Cookie Program to raise funds? \_\_\_\_\_

Has the troop collected dues and will dues help pay for fees for the activity or event? \_\_\_\_\_

Are there any additional income or expenses that need to be considered? If so, what are they? \_\_\_\_\_

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## Suggested Planning Timeline and Worksheet

The following timeline shows the suggested, minimum preparation time to allow when planning an activity/event.

### Five or more meetings before...

- Begin discussing the activity: when you're going and what girls can expect.
- Brainstorm activities.
- Start planning for equipment and supplies: personal/individual girl and troop.
- Plan the budget.

### Four meetings before...

- Plan menu or snacks.
- Finalize plans for activities.
- Create a packing list.
- Discuss event/activities rules.
- Practice skills, if needed.

### Three meetings before...

- Review safety procedures and prepare for emergency situations.
- Assemble a first aid kit.
- Send permission slips home with girls.
- Plan shopping trip.
- Finalize transportation plans.

### Two meetings before...

- Prepare and eat something you plan to eat on the overnight, if applicable.
- Remind girls who have not turned in permission slips.

### One meeting before...

- Review plans and make sure everything is ready to go.
- Review equipment/supply lists.
- Make sure everyone has necessary emergency information.

### One meeting after...

- Evaluate what worked and what didn't work.

As you continue to review the planning process, think about all of the steps involved in planning an activity with your troop. Consider each step: who will be responsible for that step and when does that step need to be completed? As you work through the process, consider how to involve the girls in the planning of each section. Whether it's choosing a site, planning your activities, selecting food, defining the rules, or creating a packing list...always ask yourself what your girls can do. In the Appendix, you will find a worksheet to help you keep track of the various tasks and who they have been assigned to.



### Checking In: Incorporating Girl-Led

Pick three or four steps in the timeline above and describe how you can incorporate girl-led into that step.

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## Other Activity and Event Planning Details

### Parent/Guardian Communication

Always communicate logistics to the parents and guardians such as transportation, supply needs, and permission forms. Finalize the chaperone list; confirm the troop first aider and any other required certified adults.

### Council and/or Service Unit Approval

Review *Volunteer Essentials* and *Safety Activity Checkpoints* to make sure you have considered all the safety precautions and to determine if you need council and/or service unit approval (submission of TP103) prior to the event. You can determine if your event requires approval/the submission of a TP103 by checking the Activities at a Glance section of *Safety Activity Checkpoints* you will see a field indicating whether a TP103 is: Required, May be Required, or Not Required - to be completed and submitted.

When the form is submitted, troops will receive an email within 2 weeks giving one of three answers:

- Activity is approved—no further steps are required.
- Activity is tentatively approved—email will describe additional steps.
- Activity is not approved.

Once approval is granted, troops may start booking the trip. If plans change, always submit a revised TP103 as soon as possible. For added safety, please keep in mind these requirements:

- All drivers and adult helpers must be registered and approved Girl Scout volunteers.
- Troop leaders are always responsible for meeting all safety guidelines.

Typically, approval must be obtained for the following activities within the stated timeline:

- Troop Money-Earning—4 weeks prior to activity
- High-Risk Activities—4 weeks prior to activity
- Overnight trips—4 weeks prior to trip

### Finalize Plans and Logistics

Gather any needed supplies, materials and forms including TP105: Parent/Guardian Permission for Troop Outings and Health History Form, the CP115: Accident/Incident Report form and the CP116: Accident/Incident Report Log. If you are traveling to an off-site location, and troop chaperone/drivers will be driving girls other than their own- make copies of the TP105 for the girls in their car(s) and place in sealed envelopes for each driver. (Remember to collect the envelopes upon returning from the activity). Purchase additional insurance and submit any additional forms like Financial Assistance or insurance forms for renting a vehicle.

### Enjoy the activity

Have fun with the girls and give yourself a hug for working with your girls to plan a successful event.

### Evaluate and reflect on the activity

Make sure that you take the time to talk to the girls about the activity afterwards. Engage them in conversation and ask them about their experience.

## Raising Money to Cover Expenses: Troop Money Earning Activities

Like all Girl Scout events and activities, troop money-earning activities should provide girls with additional leadership and skill-building opportunities. The best way for troops to earn money is to participate in the Girl Scout Fall Sale and/or Cookie programs. Troops wishing to conduct a money-earning activity must participate in the council-sponsored product sale prior to their money earning activity. Troop money-earning should not compete with the Girl Scout Fall or Cookie Product Program.

Money-earning activities must adhere to GSNCCP policies, be age and skill appropriate, be properly supervised, and be decided on with girl input and leadership. The following are a few examples of money-earning activities that have been approved in the past: bottle drive, car wash, holiday babysitting, gift-wrapping booth, yard sale, spaghetti supper, bake sale, craft fair, or a local auction.

To hold a money-earning activity, **troops must submit** a SU104: Money Earning Project Approval Form at least 4 weeks prior to the activity. This form should be submitted to the service unit manager and membership director for approval.

Troop Money Earning Do's and Don'ts	
Do's	Don'ts
<ul style="list-style-type: none"> <li>• Make sure activities are grade-appropriate and that they follow the goals and principles of the Girl Scout program.</li> <li>• Decide as a troop/group how to use money earned by the group—individuals can earn money</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in games of chance, direct solicitation for cash, or product endorsement.</li> <li>• Directly raise money for other organizations or causes.</li> </ul>

<p>only if associated with Take Action projects or highest awards.</p> <ul style="list-style-type: none"> <li>• Make sure an adult is present at all times during money-earning activities.</li> <li>• Follow council guidelines for setting up a group bank account to be overseen by a designated adult volunteer.</li> </ul>	<ul style="list-style-type: none"> <li>• Transact sales via the Internet, with the exception of Fall Sale or Cookie Sale.</li> <li>• Participate in walk-a-thons, telethons, or similar activities that raise funds for other organizations</li> </ul>
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## Troop Behavior Guidelines

Before heading off on your adventure, work with your girls to establish the rules that everyone will follow on the activity and/or trip. While some rules will need to be set by the adults; others may be set by the girls. Remember that all rules should be simple, reasonable, enforceable, and understood. Before the trip ask the girls to tell you what the rules are. Write them out and post them where they can be seen so the girls will feel ownership of the rules.

Consider having the girls create a written contract of behavior expectations. Include determined consequences for serious violations (e.g. call home; sent home at family expense). Have the girls and their families sign it. Be prepared to follow through with consequences.

### Rules may include:

- use the buddy system;
- report strange noises, people, and activities to an adult immediately;
- wear shoes;
- run only if it is required for an activity;
- report all injuries to an adult;
- stay with the group; no wandering away;
- follow the kaper chart so that everyone helps with jobs;
- set “lights-out” and “wake-up” times;
- wash hands after using the bathroom, before preparing food, and before eating;
- use “Please”, “Thank you”, “You’re welcome”, and “May I help you?” often; or
- leave phones, games, Bluetooth speakers, etc. at home



### Checking In: Troop Behavior Guidelines

What other rules can you think of you might want to include on the troop behavior agreement?

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## Leave No Trace

Girl Scouts has a long tradition of including outdoor activities in their program. Not every overnight will include outdoor activities but if you plan to spend some time outdoors you will want to be sure your girls understand and practice good Leave No Trace manners in the outdoors.

There are seven principles of Leave No Trace. They are:

<b>Seven Principles of Leave No Trace</b>	<b>Kid-Friendly Version Seven Principles</b>
Plan ahead and prepare	Know before you go
Travel and camp on durable surfaces	Choose the right path
Dispose of waste properly	Trash your trash
Leave what you find	Leave what you find
Minimize campfire impacts	Be careful with fire
Respect wildlife	Respect wildlife
Be considerate of other visitors	Be kind to other visitors

More information, including how to apply the principles, can be found on the Leave No Trace website: [www.lnt.org](http://www.lnt.org). The more informed and the more comfortable you are with these principles, the easier it will be to help the girls incorporate them into the planned activities.

# Appendix

## Activity Planning Worksheet

<b>What?</b> Needs to be done.	<b>Who?</b> Is doing it.	<b>When?</b> Must it done.	<b>How?</b> Did it go.
<b>PERMISSION</b>			
Site Usage			
Parent/Guardian			
<b>CERTIFICATIONS. RATIOS &amp; LEADERSHIP</b>			
Troop First Aider			
Adult-to-Girl Ratio			
Other Certified Adults			
<b>FINANCES</b>			
Site Fees			
Transportation Costs			
Food Costs			
Special Materials			
<b>TRANSPORTATION</b>			
Drivers			
Directions			
Paper Work/each car			
First Aid Kit/each car			
<b>EQUIPMENT</b>			
Personal			
Group			
<b>SAFETY</b>			
Review Safety Resource/s			
First Aid Kit/s			
Emergency Contacts			
Location of EMS/Help			
<b>FOOD</b>			
Menus			
Quantities			
Storage			
Transportation			
Purchasing			
<b>PROGRAM ACTIVITIES</b>			
Supplies			
Responsibilities			
Kaper Chart			
Schedules			

# Budget Worksheet

Activity/Event Name: \_\_\_\_\_

Location: \_\_\_\_\_

## Anticipated Income

(# of participants \_\_\_\_\_ X fee \_\_\_\_\_) \$ \_\_\_\_\_

## Anticipated Expenses

Transportation \$ \_\_\_\_\_

Site Fee \$ \_\_\_\_\_

Equipment \$ \_\_\_\_\_

Food/Ice \$ \_\_\_\_\_

Program Supplies \$ \_\_\_\_\_

Program Fees \$ \_\_\_\_\_

Patches/Badges \$ \_\_\_\_\_

Other Expenses

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Total Anticipated Expenses** \$ \_\_\_\_\_

**Difference between Income and Expenses** \$ \_\_\_\_\_

(Difference should be zero if possible)

## Common Troop Co-Leader Forms

Proper documentation is essential to ensure the safety, care, and well-being of our girl and adult members as well as the overall success of your troop activity. Some of the most frequently used forms you will work with are listed below.

### Looking for a form?

Each program year, we review and update (if necessary) all council forms and resources.

It is extremely important that you keep in mind that the forms and documents in the Appendix may change from year-to-year. For that reason, we strongly encourage all volunteers to ensure they are working with the most current versions of our forms and resources by accessing them via the council website at: [www.nccoastalpines.org](http://www.nccoastalpines.org).

Form #	Title	Description
CP115	Accident/Incident Report Form	This form should be completed and submitted if an emergency or crisis occurs during a Girl Scout troop meeting or activity.
CP116	Accident/Incident Report Log	This form should be completed in addition to the Accident/Incident Report form.
PG310	Individual Financial Assistance Request	Application for an individual girl or adult volunteer to receive financial assistance to participate in a Girl Scout approved program or a trip.
PG320	Council Troop Financial Assistance Request	Application for a troop to receive financial assistance to participate in a Girl Scout approved program, area event or trip.
PG330	Application for Individual Financial Assistance and Registration Council Sponsored Activities	Application of for an individual girl or adult volunteer to receive financial assistance to participate in a council-sponsored program, area event or trip.
PG500	Sensitive Issues Troop Permission Form	This form is required if the troop will discuss topics that are considered highly personal or are rooted in individual, cultural, or religious beliefs and values, such as reproductive health, sexuality, gender identity and sexual orientation.
OPG415	Reservation for the Troop Room	Form required to reserve the Troop Room at the Raleigh Service Center. Contact the <a href="mailto:helpdesk@nccoastalpines.org">helpdesk@nccoastalpines.org</a> for information.
OPG750	Council Certificate of Insurance Request	This form should be completed if you need to provide proof of insurance to a certificate holder. This request should be submitted to <a href="mailto:jbrown@nccoastalpines.org">jbrown@nccoastalpines.org</a> .
SU104	Troop Money Earning Guidelines & Project Request Form	This form should be completed and submitted for approval to the area service unit manager and membership director at least four weeks prior to troop participating in a non-council sponsored money earning project.
TP103	Troop Permission Request for Camping, Overnights, Watersports and Adventure Activities	This form is required for all troops to participate in camping, overnights, watersports and adventure activities. Should be submitted to area service unit manager at least 4 weeks prior to activity for approval.

TP105	Parent/Guardian Permission for Troop Outings and Health History Form	Parents/Guardians should complete this form annually for their girl to participate in Girl Scouting troop meetings, activities and events. Troop co-leaders should keep these forms for their records.
TP106	Health History Form for Adult Members	Highly recommended for adults to complete if they are assisting with troop activities and events. Troop co-leaders should keep these forms for their records.
TP300	Plan 2: Accident Coverage Only	For non-members participating in any Girl Scout sponsored event lasting two consecutive nights or less. Forms should be submitted to <a href="mailto:program@nccoastalpines.org">program@nccoastalpines.org</a> .
TP301	Plan 3E: Accident and Sickness Coverage	Recommended for members and non-members participating in any Girl Scout sponsored event lasting more than two consecutive nights. Forms should be submitted to <a href="mailto:program@nccoastalpines.org">program@nccoastalpines.org</a> .
TP302	Plan 3I: Accident and Sickness Coverage (primary international)	Recommended for members and non-members participating in any Girl Scout sponsored international trip lasting more than two consecutive nights. Forms should be submitted to <a href="mailto:program@nccoastalpines.org">program@nccoastalpines.org</a> .
TP303	Plan 3P-Accident and Sickness Coverage (primary)	For members and non-members participating in any Girl Scout sponsored event lasting more than two consecutive nights. Forms should be submitted to <a href="mailto:program@nccoastalpines.org">program@nccoastalpines.org</a> .

## Glossary

Helpful terms and phrases.

Word or phrase	Definition
Activities	A section of the Girl Scout-North Carolina Coastal Pines’ website where you will find programs, events, and trainings sponsored by the council or local service units for girls and troops; registration can also be accessed from this section of the website.
Buddy Systems	A safety practice in which two or three girls are grouped to keep watch over each other. In an activity (for an example, swimming or hiking) the girls grouped together should be of equal ability.
Council Sponsored	Any activity, program, and/or training that was designed and/or coordinated by GSNCCP staff.
Day Camp	Camping by the day or camping within a 12-hour program day. Girls from different troops can sign up as individual campers and are placed in temporary groups (units). The girls and unit staff plan and carry out activities. Day Camp is council-sponsored (requires council approval to operate) and the council provides oversight of the volunteer staff.
Girl Scout Grade Levels	Girls are placed in the appropriate grade level according to the grade they’re in at school. The six levels are: Daisy (K-1 grade), Brownie (2-3 grades), Junior (4-5 grades), Cadette (6-8 grades), Senior (9-10 grades) and Ambassador (11-12 grades).
Group Money Earning	Activities planned and carried out by girls and supported by co-leaders to earn money for troop funds. All money-earning activities must be approved by their area Service Unit.
Journey (also known as Leadership Journey)	A thematic program opportunity where girls earn recognition through a long-term set of activities.

National Proficiency Badges	A girl-led recognition and a great way for a girl to explore her interests and learn new skills. A comprehensive badge chart can be found in The Girl's Guide to Girl Scouting or in the Volunteer Toolkit under Resources.
Patrol	A group of no more than eight girls, with a girl leader, usually a subdivision of the Girl Scout troop. In the Patrol System, girls learn communication and decision-making skills by participating in smaller group discussions and then selecting a lead to represent their group.
Program Provider Guide	A list of Girl-Scout friendly organizations intended to help members identify organizations in their local area who have been approved to assist troops and girls interested in earning patches, badges, and Journeys, or just to have fun. The programs offered by the organizations may satisfy some of the requirements in connection to Girl Scout curriculum—helping girls to Discover, Connect and Take Action.
Progression	A tool co-leaders and volunteers use as girls' skills advance in an age-appropriate way.
Resident Camp	A camping experience in which the campers attend one of the council's three Girl Scout resident camps (Camp Graham, Camp Hardee or Camp Mary Atkinson) for a length of time (3-10 days). Girls from different troops sign up as individual campers and are placed in units. The council sponsors resident camp and provides the staff, facilities, week-long program, and site.
Service Unit	A geographic area comprised of all registered adult and girl members. The service units are led by experienced volunteers who providing support to leaders, troops, and individual members. You may hear from your service unit volunteers regarding events, trainings, product sales and much more! Service units partner with the council to support the Girl Scout mission in the local communities we serve.
Troop Activity	Any activity that the troop engages in outside the normal troop meeting. These activities can range from programs, trainings, and special opportunities hosted by the council, program providers or your local service unit. Troop activities can also be planned amongst sister troops or by your troop.
Troop First Aider	An adult volunteer who has successfully completed Girl Scout council-approved first aid training from a nationally recognized organization (American Red Cross, American Heart Association or the National Safety Council or EPA America). The level of first aid required for an activity (Level 1 or Level 2) is determined by the nature of the program/activity. Physicians, physician assistants, nurse practitioners, registered nurses, licensed practical nurses, paramedics, military medics, or emergency medical technicians qualify to be listed as a troop first aider and need to submit the appropriate form to serve in that role.
Volunteer Toolkit	A portion of MyGS online portal accessible by girls/guardians and troop leaders where the troop can plan their program year, track badge and award accomplishments, and submit troop financial information.

## Activity Planning Checklist

- Girls generate a list of activities they would like to do.
- Discuss activity opportunities and research ideas, including council and/or area-sponsored activities.
- Girls decide by vote or using troop government to choose an activity.
- Adults and girls refer to applicable sections of Volunteer Essentials and Safety Activity Checkpoints.
- Girls research cost and money-earning potential and develop an activity budget.
- If service unit permission is needed, submit the TP103 to your service unit manager at least 4 weeks in advance of the activity.
- Troop volunteers take additional training as required.
- Secure enough registered troop chaperone/drivers to meet the required adult:girl ratios.
- Once approval is obtained, proceed with booking the activity.
- Plan and participate in troop money-earning activities as needed. All non-council-sponsored money-earning activities must be approved using the SU104.
- Collect signed permission forms, as needed.
- Purchase additional insurance, as needed, at least 2 weeks prior to the activity.
- Have FUN on your adventure!
- As a troop, evaluate the experience:
  - What did you enjoy?
  - What would you change?
  - What did this trip make you think about or want to try?

**Need additional assistance? Contact the Volunteer Experience Team at [volunteerservices@nccoastalpines.org](mailto:volunteerservices@nccoastalpines.org).**