

Troop Leader Guide

Navigating Troop Management





Membership Year 2026

Expires July 1, 2026

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Welcome

Welcome and thank you for volunteering to lead a Girl Scouts troop! Girls and volunteers are at the heart of the Girl Scouts Mission, so thank you for your commitment as a Girl Scouts of Eastern Pennsylvania volunteer. You will make a positive and lasting difference in the lives of your Girl Scouts – one meeting, one event, one trip, one day at a time. We're so glad you're here! This guide is intended for Troop Leaders, both new and established, to be used as a reference for all things troop related. Our hope is that you find this comprehensive information to be helpful and useful, no matter where you are on your troop leadership journey.



Your Support Team

Girl Scouts of Eastern Pennsylvania (GSEP) is comprised of volunteers and professional staff. "Council" is all of us who support and deliver the Girl Scouts Mission in our 9-county footprint of Berks, Bucks, Carbon, Chester, Delaware, Lehigh, Montgomery, Northampton, and Philadelphia Counties. All interested youth in grades K-12 who identify with Girl Scouting are welcome to join!

The GSEP Council is divided into geographic areas called Service Units. They have been established based on identifiers such as zip codes and school districts. Your Service Unit consists of people from your neighborhood and surrounding schools. It's led by volunteers, a Service Unit Team, who support volunteers in the area and organize Service Unit meetings and events that support local troops. A Service Unit Manager is appointed for each Service Unit to lead the Service Unit, working closely with GSEP staff to provide a quality Girl Scout experience in their community.

	COUNCIL CODE: 253					
Service Unit Name & N	Service Unit Name & Number:					
Social Media Page:	Social Media Page:					
		SER	VICE UNIT	ГЕАМ		
Your Key Con	tacts	Na	me	Ema	ail	Phone
Service Unit Manager:						
Service Unit Membersl	hip Recruiter:					
Service Unit Treasurer	:					
Service Unit Cookie Ma	anager:					
New Leader Mentor:						
GSEP Community Engagement Specialist (CES):						
GSEP Volunteer Experience Specialist (VES):						
LOCAL SERVICE UNIT MEETINGS						
Day	Tin	ne		1	Location	

Girl Scout Foundations

Chapter Overview

Learn the history of Girl Scouts

- · Get to know Girl Scout traditions and lingo
- Understand the Girl Scout Leadership Experience



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.







Our Council

Our Council footprint is made up of nine counties: Berks, Bucks, Carbon, Chester, Delaware, Lehigh, Montgomery, Northampton, Philadelphia. We operate 3 service centers with shops and 6 camp properties. Our Council has full time staff, seasonal staff, and thousands of volunteers all working together to support girls, families, and volunteers.

Shelly Ridge Service Center (Headquarters) 330 Manor Road Miquon, PA 19444

Valley Forge Service Center 100 Juliette Low Way, P.O. Box 814 Valley Forge, PA 19482 Jane Seltzer Service Center 2020 Rhawn Street Philadelphia, PA 19152

Shop Hours:

Current hours can be found online at <u>gsep.org/shops</u>. Shop hours are subject to change based on organizational needs. Each shop closes for lunch from 1–2 p.m. on open days.

Service Centers

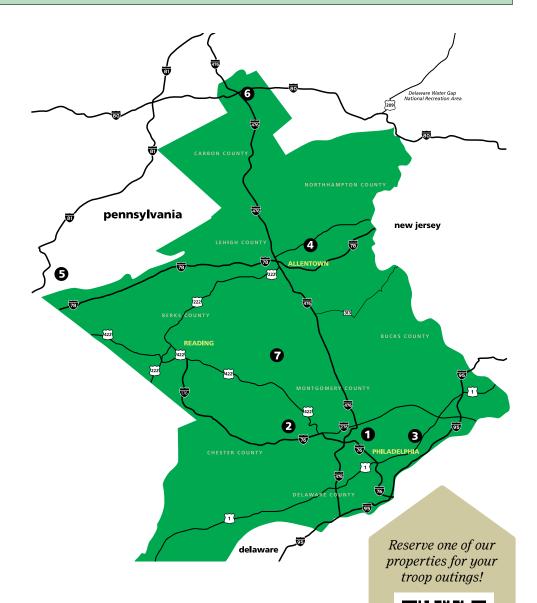
- 1. Shelly Ridge Miquon, PA 19444
- 2. Valley Forge Valley Forge, PA 19460
- 3. Jane Seltzer
 Philadelphia, PA 19152

Day Camps

- 1. Camp Shelly Ridge *Miquon, PA 19444*
- 2. Camp Valley Forge Valley Forge, PA 19460
- 4. Camp Mountain House Allentown, PA 18103

Overnight Camps

- 1. Camp Shelly Ridge *Miquon, PA 19444*
- 5. Camp Wood Haven *Pine Grove, PA 17963*
- 6. Camp Mosey Wood White Haven, PA 18661
- 7. Camp Laughing Waters *Gilbertsville, PA 19525*



Have questions or need assistance?

Contact: Member Services: memberservices@gsep.org or (215) 564-2030

New Troop Leader Checklist



Step 1: Getting Started (pg 21)

- □ Submit "I Want to Be a New Leader" form
- □ Review welcome email from Volunteer Engagement Specialist
- □ Obtain & submit state mandated background clearances
- ☐ Activate your gsLearn account and complete the 253 Troop Leader Training Path



Step 2: Connect with your Service Unit (SU)

- ☐ Meet the Service Unit New Leader Mentor for ongoing support
- □ Find a meeting space
- □ Learn about SU meetings and events
- □ Identify a co-leader (if needed)



Step 3: Make Some Decisions with your Co-Leader (page 21)

- □ Determine troop meeting frequency, location & date/ time of first meeting (note: update troop meeting information in myGS when confirmed)
- □ Decide if you are requiring troop dues and how much
- □ Decide approach to girl uniforms
- □ Set date and time of kick off parent meeting
- ☐ Figure out who will order <u>GS Experience boxes</u> for new Daisies & Brownies (register now, eligible for shipping to start when you have 4 girls)



Step 4: Hold Parent/Caregiver Meeting (page 24)

- ☐ Cover the basics: troop number, meeting dates, times & locations, how to acquire uniforms
- □ Review and gather required paperwork
 - Girl Health History and Release
 - <u>Permission for Troop Activity</u>
- ☐ Talk troop financials: expected troop dues and product program participation
- ☐ Invite parents to join Rallyhood and explain communication expectations
- □ Recruit & register caregiver volunteers to create your Family Volunteer Troop Committee



Step 5: Plan troop Meetings (page 30)

- □ Plan a fun, get to know you, first girl meeting
- □ Explore the Volunteer Toolkit (VTK) for troop year plans and meetings plans
- □ Ask for assistance from your Family Volunteer Troop Committee



Step 6: Organize Troop Finances (pages 39-45)

- ☐ Reach out to your Service Unit Treasurer to set up your bank account
- □ Submit GSEP ACH Authorization Webform
- ☐ Collect & Deposit Troop dues into troop bank account
- □ Consider participating in Fall Product Sales (Oct.-Nov.)
- ☐ Get ready for the cookie program (Kicks off in Jan.)

Girl Scout History

1912

Girl Scouts Established

On **March 12**, Juliette Gordon Low establishes the first Girl Guide troop in Savannah, Georgia with **18 girls**. 108 girls enrolled as members following the first troop meeting.



Milestones Achieved

Nearly **100 Girl Scout Councils** in the U.S., with almost 70,000 girl members.



October 31: Juliette Gordon Low's birthday,becomes known as Founder's Day in Girl Scouts.

1944

Service Hours & Membership

Girl Scout check for **15,430,000 hours of service** is given to President Roosevelt.

1 million members register in Girl Scouts. More than a quarter of a million girls go to Girl Scout camps.



Bronze Award

The Bronze Award becomes the highest award a Girl Scout Junior can earn.





100th Anniversary of Girl Scouts

In May, the Toledo Art Museum dedicates a State of Ohio historical marker to celebrate being the first council chartered.



Girl Scouts Grows

Mrs. Edith Wilson, the country's First Lady, becomes the first honorary president of Girl Scouts.

First troop of physically disabled girls in the U.S. organizes in New York City.

On **May 6,** Toledo Girl Scout Council receives first U.S. charter. Later in May, Cincinnati Girl Scout Council receives the second charter.



Cookie Program

First nationally-franchised Girl Scout Cookie Program.







Silver and Gold Award

The Silver and Gold Award become the two highest awards Girl Scout Cadettes and Seniors can earn.



_(2017)

GSUSA Announces STEM Initiative

GSUSA announces a national initiative to reduce the gender gap in STEM fields by bringing 2.5 million girls into the STEM pipeline over the next eight years.



Coining History

The United States Mint selected Juliette Gordon Low as part of the American Women Quarters™ Program. The selection of Juliette Gordon Low for this prestigious honor on the national stage serves as a powerful reminder that her visionary spirit and the Movement she founded are beacons of hope for every girl.

Girl Scout Program Overview

The mission of Girl Scouts is to Build girls of courage, confidence and character who make the world a better place. How do we do it? The answer is as simple as 1-2-3!



Know where you're going before you start.

Become familiar with the five outcomes we want girls to achieve through Girl Scouts.



Strong Sense of Self

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



Healthy Relationships

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



Positive Values

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



Challenge Seeking

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



Community Problem Solving

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



Incorporate these Program Processes into your activities.



Learning By Doing

Girls learn through hands-on activities, talking about what they did, and reflecting on how they would do it differently next time.



Girl-Led

Girls shape their experience by asking questions, offering ideas, and using their imaginations.



Cooperative Learning

Girls work together to brainstorm ideas and problem-solve their way toward a common goal.



Offer activities from the four Program Pillars.



Science, Technology, Engineering, Math (STEM)

STEM activities help girls develop problem-solving skills and gain confidence.



Outdoor

Develop outdoor skills over time. Get to know the outdoors and work towards being more adventurous.



Life Skills

Develop key life skills girls can use forever, such as financial literacy, first-aid, and more. Badges are great for this!



Entrepreneurship

Participating in the Girl Scout Cookie and Fall Product Programs builds key entrepreneurial skills girls will use for a lifetime!

Foundational Girl Scout Activities







Badges, Journeys & Awards

Badges and **awards** are earned by completing the requirements outlined in the Girl Scout curriculum. These are placed on the FRONT of the uniform.

Patches are given to girls for attending events or activities, completing the requirements of patch programs, or to signify something that isn't an event or activity (i.e., "My mom is a GS leader"). These are placed on the BACK of the uniform.

Highest Awards give Girl Scouts the chance to design and lead a Take Action Project, while supporting issues they care about.

They change their corner of the world—and maybe even beyond. The possibilities are endless!

- **Girl Scout Bronze Award®:** Girl Scouts must be in 4th or 5th grade and a registered Girl Scout Junior.
- **Girl Scout Silver Award®:** Girl Scouts must be in 6th, 7th, or 8th grade and a registered Girl Scout Cadette.
- **Girl Scout Gold Award®:** Girl Scouts must be in 9th, 10th, 11th, or 12th grade and a registered Girl Scout Senior or Ambassador.



Outdoor & Camping

- Engaging with and learning about the outdoors is a core part of the Girl Scout Leadership Experience. Outdoor activities and skill building increases girls' confidence, strengthens well-being and provides opportunities to take risks and practice bravery.
- Outdoor opportunities are endless and can grow in complexity and challenge as girls age. Take your troop on a walk or hike, star gaze, to play an outdoor game, learn about ecology, bird watch, go rock climbing, and more.
- Eventually, your troop will be ready for overnight camping, making space to develop independence, improve life skills, strengthen friendships, and increase self awareness.



Product Programs

- Fall Product and Cookie Program
 participation earns troop funds that help
 support adventures and projects.
- Girl Scouts build confidence as they develop five key entrepreneurial skills
 Goal Setting, Money Management, Decision Making, People Skills, and Business Ethics.

More information on page 36.

Foundational Girl Scout Activities



Community Service & Take Action

- Girl Scouts are stewards of their communities. By participating in local community service, Girl Scouts learn how to identify the needs and issues that surround them. They learn to speak up, advocate for others, and raise up issues that are important to the well-being of others in their communities, which builds their problem-solving skills.
- Girl Scout Take Action Plans break down the steps involved in problem-solving into 3 distinct pieces – Discover (identify and investigate issues), Connect (reach out to community members involved with overseeing the identified issues), and Take Action (plan how and when your community project will take place).



Troop Trips & Girl Scout Events

- Does your troop want to take a day trip
 to the local zoo, have their troop meeting
 at a park on a beautiful spring day, go
 roller skating, or visit a local business to
 learn a new skill? These are all examples
 of Troop Trips. Having fun while trying
 or learning something new is a Girl
 Scout specialty!
- Girl Scout events hosted by Service
 Units or the Council are designed to
 bring Girl Scouts together to participate
 in activities aligned to the Girl Scout
 Leadership Experience. Think canoeing
 on the Brandywine, learning about
 mechanical engineering, and traveling to
 Broadway to see Wicked!



Traditions

- From the Girl Scout Sign and Handshake to a Bridging Ceremony to celebrating Juliette Gordon Low's birthday, Girl Scouts is steeped in well-loved traditions.
- Traditions connect Girl Scouts around the globe and remind current Girl Scouts of the trailblazers who came before them.

More information on page 13.





Girl Scout Year at a Glance

Below are key dates and Girl Scout traditions to note as you plan your Girl Scout year. Keep in mind each troop is different (since the troop activities should be planned with the girls).

Fall

- Kick off your troop year with a family meeting and girl "get to you know you" event.
- Fall Product Program is a great way to earn startup funds for your troop and build valuable skills.
- October 31: Celebrate the birthday of Juliette Gordon Low.
- Set up and organize your troop committee with family volunteers.
- Solidify your year plan: badges, trips and a plan for the Cookie Program!

Winter

- Participate in the Girl Scout
 Cookie Program, it's a great way to earn
 money and develop financial skills.
- **Register for Summer Camp.** For more info, visit gsep.org/camp in January.
- February 22: Participate in World Thinking Day. Honor our international Girl Scout and Girl Guide sisters by remembering that GSUSA is a part of a global community. Visit girlscouts.org/worldthinkingday.

Spring

- Girl Scout Week: Celebrated each March.
 This week, celebrated Sunday through Saturday, always includes the Girl Scout birthday (when Juliette Gordon Low officially registered the first troop) on March 12. It includes Girl Scout Sunday and Girl Scout Sabbath, a time to be recognized in your house of worship.
- Court of Awards and Bridging: Celebrate the girls' accomplishments and transition to the next level of Girl Scouting.
- Take a Troop Trip: Spring is a great time to use your Cookie Program proceeds to take girls on an adventure.
- **Spend time outdoors:** Outdoor activities are a core part of the Girl Scout experience.
- Membership Renewal: Late spring is a great time to register for the coming year. There are often incentives associated with early registration. Membership renewal opens April 1.

Summer

- Renew! Ensure your girls, volunteers, and you renew your membership for the next year in order to keep the fun going! You can even use Cookie Proceed to help fund renewal.
- June 30: Troop Financial Report due.
- Enjoy the Summer. Many troops take the summer off, but that doesn't mean you have to. It's a great time to take a trip or enjoy the outdoors.
- Attend Camp. Girls can attend summer camp as a troop, on their own, or with a friend.
- Start planning for next year. How will you engage your girls? Are their schedules getting busier? How will the troop team make sure girls still have room for Girl Scouting?



Girl Scout Traditions

Juliette Gordon Low, the founder of Girl Scouts, understood how special words and signs helped girls feel like they are members of a group. Girl Scouts and Girl Guides all around the world share special signs like a handshake, a squeeze, a motto, and a slogan. These special signs overcome barriers of language and culture as they remind us of the values we live by.

The Girl Scout Sign

The Girl Scout Sign is made when reciting the Girl Scout Promise and Law. The sign is formed with the right hand, by using the thumb to hold down the pinky, leaving the three middle fingers extended to represent the three parts of the Promise.

The Girl Scout Handshake

Another form of greeting between Girl Guides and Girl Scouts is the Girl Scout handshake. Girls raise their right hand in the Girl Scout sign and shake using their left hand, denoting friendliness and loyalty.

The Girl Scout Motto

The Girl Scout motto is "Be prepared." Girl Scouts of yesteryear learned skills for fun, but also to cope with emergencies of their times. Today, the motto reminds girls to be prepared to help others in need in their community and around the world.

Make New Friends

At the end of each Girl Scout Meeting, finish by singing "Make New Friends." Do this with the Friendship Circle and finish up with the Friendship Squeeze.

"Make new friends, but keep the old. One is silver, the other is gold. A circle is round, it has no end. That's how long, I will be your friend."



Scan the code to watch a video and learn the full song!

The Friendship Circle

The Friendship Circle involves Girl Scouts standing in a circle, crossing their right arms over their left, and clasping hands with their friends on both sides.

The Friendship Squeeze

To end meetings and activities with the Friendship Squeeze, everyone gathers in the Friendship Circle. Each girl crosses her right arm over her left and holds hands with the person on either side. Once everyone is silent, the leader or a girl starts the Friendship Squeeze by squeezing the hand of the person next to her. One by one, each girl passes on the squeeze until it travels around the full circle. Some troops also tie in "Girl Scout Out," by raising their hands above their heads and slowly loosening and letting go of the hands of the persons next to them as they turn around and say "Girl Scout Out."

Girl Scout Uniforms

Girl Scouts at each level have one recommended element (tunic, sash, or vest) for the display of official pins and awards which should be worn when girls participate in ceremonies or officially represent the Girl Scout Movement. For adult members, the unifying look of the uniform is a Girl Scout official scarf or tie, worn with the official membership pins, combined with their own navy blue business attire. An adult vest is also available in the Girl Scout Shop.

The Girl Scout Slogan

The Girl Scout slogan is "Do a good turn daily." In the early days of Girl Scouting, girls tied a knot in their neckerchiefs. They could not untie the knot until a good deed was accomplished. Today, the slogan is a reminder of the many ways girls can contribute to the lives of others.

Kaper Charts

A Kaper Chart is a Girl Scout tradition for dividing up troop responsibilities among the girls. Each job or chore is called a Kaper. A Kaper Chart is a list of assignments, similar to a chore list. Examples of Kapers are cleaning up or taking out trash. Kapers can also be fun tasks like the Girl Scout Promise leader, activity helper, snack helper, and Friendship Squeeze leader. Using a Kaper system right from the start helps build leadership and ownership in troop activities to assist with group behavior management.

SWAPS

SWAPS (Special Whatchamacallits Affectionately Pinned Somewhere), the tradition of Girl Scouts exchanging keepsakes, started long ago when Girl Scouts and Girl Guides first gathered for fun, song, and making new friends. SWAPS are the perfect way for Girl Scouts to meet each other and promote friendship. Each one is a memory of a special event or Girl Scout Sister.

Quiet Sign

The Quiet Sign is a way to silence a crowd without shouting at anyone. The sign is made by holding up the right hand with all five fingers extended. It refers to the original Fifth Law of Girl Scouting: A Girl Scout is courteous. On Our Honor, Every Person. Every Voice.

Training and Resources

Chapter Overview

- · Navigating your MyGS Account
- Accessing Volunteer Toolkit for Girl Scout curriculum
- · Accessing gsLearn for training

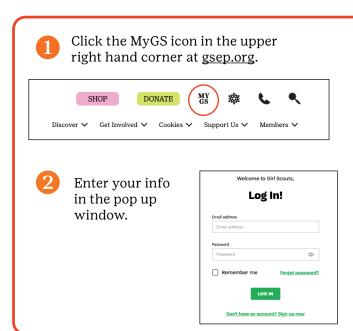
- · List of trainings available and required
- · Registering for events through gsEvents
- · List of additional member resources

Navigating Your MyGS Account

All Girl Scout members have a MyGS account. Go to www.gsep.org and follow these steps to log in:

- 1. Click on MY GS near the upper right corner of the homepage (desktop) or use the hamburger icon in the top right corner to bring up a dropdown menu (mobile scroll down menu to select MY GS).
- 2. In the pop-up window, enter the email address you used and password you created when registering for Girl Scouts.
- 3. Your account has access to:
 - My Household: See your membership and all family members affiliated with your household. You can renew family memberships from here.
 - My Troops: Review your troop's roster, update troop meeting details, renew your troop's memberships, and update the schools your Girl Scouts attend.
 - My Profile: Edit your personal information and preferences and change your password.
 - My Events: See all events you have registered for.

- Volunteer Toolkit: The Volunteer Toolkit (VTK) is your official source for delivering easy, fun troop meetings year-round! This fully customizable digital planning tool provides you with Girl Scout program content, award requirements, and other resources so you can keep your Girl Scout year running smoothly. Accessible on any computer, tablet, or mobile device, the VTK lets troop leaders access most resources needed to lead the troop.
- gsLearn: gsLearn is Girl Scouts' free online learning platform that houses a variety of learning modules that can be completed at your own pace, meaning you can start and stop at your convenience.





3

Once you have logged in, select "My Account" in the upper right hand corner to access the menu bar.

Volunteer Toolkit Overview

The Volunteer Toolkit is an online platform that contains all of the Girl Scout curriculum for badges and patches, tools to manage your troop, and a function to make and customize a year long meeting plan.

My Troop:

Within the My Troop tab, you can access contact information for the girls in your troop. From here, you can take two actions:

- · Send emails to the entire troop
- · Download an Excel spreadsheet with girls' information and lists of all marked achievements

Tip: Be sure to update your troop meeting details under the My Troops tab in myGS.

Explore:

In the Explore tab you can find several resources to build your troop plan for the year.

- Browse pre-built tracks of badge activities
- · Create your own activity track with your girls
- Preview tracks and badge requirements before adding them to your year plan
- See an overview of all preselected tracks at the bottom of the page. You can even print it out to easily review your options!

Year Plan:

Use this tab to plan your Girl Scouting year:

- · Set meeting dates and locations
- · Add badges and activities to your plan
- Preview badge requirements

Don't worry! You can always add, remove, or change your plan as you go, one meeting at a time.

Meeting Plan:

Make every meeting a success! Here you'll find:

- Suggested badge outlines
- Material and supply lists
- Printable/clickable meeting aids
- A customizable agenda (customizable items are listed in red and can be changed in the "meeting planner"
- Attendance and badge achievement trackers
- Download the badge booklet
- Direct link to purchase the pedal/badge
- Communication templates

Plus, use the Meeting Plan tab to send email reminders about upcoming meetings to your troop!

Resources:

- · Access national (GSUSA) resources
- Use the Badge Explorer to find all the available badges and badge requirements for your girls' grade level(s)

Reminder:

You must be active (registered and fully background cleared) in a leader role for your troop to set up the Volunteer Toolkit. Remember, each co-leader logs in with their own credentials, but sees the same information for your troop. Make sure all leaders know when you have made changes to the account!

See visual
instructions for
how to log on
and access the
Volunteer Toolkit.

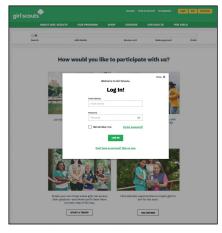


GS Learn

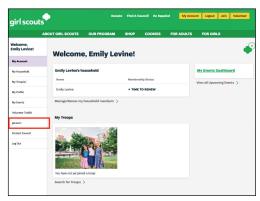
GS Learn is an online platform that has trainings and modules that will educate you about Girl Scouts programs and our Council.



Visit mygs.girlscouts.org and select "Log In" to access your member account.



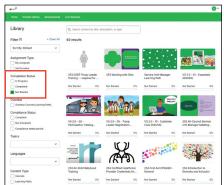
The first time you attempt to access gsLearn, you will be prompted to create gsLearn login credentials Follow the prompts and make note of your password.



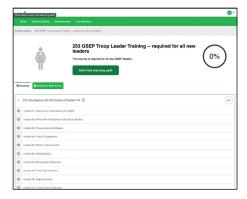
Select gsLearn from the left navigation bar.



View your council-assigned or self assigned training and status per course.



Search the content library by "content type" or "keywords".



Select one of your learning paths or courses and complete each module.

When you log in to gsLearn for the first time, you will not see the courses you need. It will take 24 hours for your courses to populate. Check back the next day to see courses assigned and available to you.

Required Volunteer Trainings

Training is critical to a successful volunteer experience! Trainings are offered through a variety of platforms including live webinars, in person trainings, or virtually through gsLearn. Training is progressive. Start with the basics and, as you want to do more with your troop, we'll help you along the way!

Getting Started							
Name of Training	Description	Requirements	Where to Find Training	Duration			
253 Volunteering with GSEP	An orientation to Girl Scouts and GSEP.	All New Volunteers <i>Required</i>	GSLearn on demand	30 minutes			
GSUSA Girl Scouts Child Abuse and Neglect Prevention Course	Prepares volunteers to recognize, respond to, and report concerns of child abuse and neglect and follow GSEP policies.	All New Volunteers Required	GSLearn on demand	1 hour			
253 Troop Leadership	The basics of starting and leading a fun and empowering troop! Learn about program content, Girl Scout approaches, how to engage families, safety, and basic GSEP policies. Review the yearlong scope of incredible girl experience.	All New Troop Leaders Required	GSLearn on demand Regularly Scheduled Live Webinars	1.5 hours			

Fall Product and Cookie Programs							
Name of Training	Description	Requirements	Where to Find Training	Duration			
253 Troop Finance Training	Learn about GSEP's financial policies, forms, and best practices.	Troop Treasurers and Troop Leaders who are signers on the bank account Required	gsLearn on Demand	1 hour			
253 Troop Cookie Manager Training	Everything the Troop Cookie Manager needs to know to run a successful season for the troop.	Troop Cookie Managers Required Troop Leaders Recommended	GsLearn Regularly Scheduled Live Webinars	1 hour			

^{*} Some trainings are required only once as long as you maintain your skills and don't have a gap in membership. Requirements are subject to change.

Required Volunteer Trainings

Go on a Day Field Trip!							
Name of Training	Description	Requirements	Where to Find Training	Duration			
First Aid/CPR Training	Learn rescue breathing, CPR and emergency care skills for infants, children, and adults. Be prepared to serve as a first aid adult for most Girl Scout activities.	Troop First Aiders Required Renewal every 2 years	Blended On-line and In-person through GSEP. Available through other providers.	varies			
253 Troop Travel Basics	Information to plan a safe and fun trip with your troop.	Troop/ Trip Leaders Recommended	GsLearn on demand	1 hour			

Take your Troop on an Overnight Trip!							
Name of Training	Description	Requirements	Where to Find Training	Duration			
Indoor Overnight Skills	Learn skills and policies to take girls on an overnight trip at modern indoor facilities. Information provided about effective programming, appropriate packing, and safety guidelines.	Troop/ Trip Leaders Required for any overnight	Regularly Scheduled Live Webinars	2 hours			
Basic Outdoor Skills Part 1	Required to take girls on an outdoor overnight trip, stay at a GSEP property, and do camping activities such as fire-building, outdoor cooking, and tent camping. Part 1 and 2 must be completed in order.	Outdoor Trip Leaders Required for outdoor overnight (Pre-requisite: IOS)	Regularly Scheduled Live Webinars	2 hours			
Basic Outdoor Skills Part 2	Required to take girls on an outdoor overnight trip, stay at a GSEP property, and do camping activities. More information on ensuring a safe outdoor adventure. Part 1 and 2 must be completed in order.	Outdoor Trip Leaders Required for outdoor overnight (Prerequisite: IOS, BOS 1)	In-person (tracked in gsLearn)	3.5 hours			

Grow with your Girls!				
Name of Training	Description	Requirements	Where to Find Training	Duration
What Girls Do	In this course, you will learn about What Girl Scouts Do at each grade level. This will help you plan your troop's year.	Troop Leaders Recommended	gsLearn	about 10 minutes

gsEvents Registration

Finding Events

gsEvents is our online portal to explore and sign up for events run by the Council Staff or Community Partners, which include girl focused activities, adult trainings, and other events. There are a few ways to find events:

- 1. At the top of the GSEP website, click the MyGS icon.
- 2. You will be prompted to log in. Log into your account and click on My Events. Click on "Register for another event". Set your search radius to include the desired area. You can also filter for age levels and topics.
- 3. When visiting gsep.org, hover your mouse on the Discover tab in the top navigation. Under the "Activities" column, click on "Event Calendar" (you can also type "event calendar" into the search bar). The Event Calendar will show all GSEP events. You can click on an event for more information and to register.

Registering for Events

- 1. Locate the event you would like to register for.
- 2. Click on "Register Now" this will take you to the event information and registration page.
 - If you have not signed into your MyGS account, you will be prompted to sign in before continuing registration.
 - On the left you will see a description and the details of your event.
- 3. On the right you will see the sign-up/shopping cart. Use the "+" to select the number of spots you need.
- 4. Click "Add Events."

Adding Details

- 1. Add attendee name(s) from the drop down menu
- 2. Choose your payment option

- 3. Click "Submit Member Details"
- 4. Click "Review Cart"

Making a Payment

- 1. Enter payment and billing address
- 2. Click "Submit Payment"

- **3.** You will now see your payment confirmation and order
- 4. You have successfully registered for your event!

If you have questions or need assistance, please contact Member Services at memberservices@gsep.org or call 215-564-2030.





Member Resources

Leader Google Drive	Access all the forms, resources, ideas and templates for running your troop on our Leader Google Drive. This drive is an organized, accessible spot to locate resources linked to this guide.	
New Leader Rallyhood	After you set up Rallyhood for your troop, be sure to join the New Leader Rally to get real time updates, access newly released resources and have a space to collaborate and share ideas with other new leaders. See more details on how to set up Rallyhood on page 23.	
GSEP Family Guide	Ensure all of families involved in your troop understand the basics of Girl Scouts and have information to fully engage in our program. The GSEP Family Guide is available as a single PDF.	
Safety Activity Checkpoints	Activity might want to do with your troop. Review this prior to engaging in a	
Spark	Want to go camping? Program a robot? Create some outdoor art? Learn super cool skills like knot tying, coding and campfire cooking? Explore our <i>Spark</i> program guide and get ready for a year full of adventure and fun with Girl Scouts. <i>Spark</i> contains programs from August through February.	
Camp and Program Guide	Program The Comp and Program Guide contains program and camp	
GSUSA Girl Scout Experience Box: Girl Scout Daisy (grades K-1) and Brownie (grades 2-3) troop leaders can receive complimenta monthly supply boxes filled with step-by-step activities, supplie and everything needed for a fun meeting with your troop. Learn more at the link provided.		gsep.org/gsbox
GSEP Shop	Learn about ways to shop for swag, resources and uniform essentials on our shop homepage. See more about the shop and ordering merchandise on page 28 in this guide.	gsep.org/shops
Girl Scouts of the USA Website	The national Girl Scout website provides information about Girl Scout programs, including Girl Scout badges and other helpful resources addressing issues that girls and volunteers face in today's world.	girlscouts.org
Facility Rental Information	When you are ready, you may want to rent cabins or tents on one of our 6 camp locations.	
The Girl Scouts of Eastern Pennsylvania website includes updated information about events, programs and includes resources and supports for leaders and families.		www.gsep.org

Getting Started

Chapter Overview

- · Determine your meeting structure and schedule
- · Set up family communication
- Determine your approach to dues and uniforms
- Engage families to support

Before you kick off your new troop, you and your co-leader need to work together to decide some basic approaches to how you want to run your troop. Girl Scouts is flexible! As you consider each of the decisions below, start by ensuing that your approach is feasible for you and your co-leader – set yourself up for success! In some cases, it may also be useful to gather family input on some of the decisions to make sure your approach is meeting the needs and contexts of those involved.



Meeting Location

Work with your Service Unit to find a great place to hold regular meetings for your troop. Remember, it should be accessible, safe, and a public location. Add the Troop meeting location details in your myGS account.



Meeting Times and Frequency

Determine when and how often you will meet—this may depend on your schedule, the availability of the meeting location, or general convenience. Most troops meet every other week for 45-90 minutes.

Tip: Create a year long calendar and determine meeting dates throughout the year, noting when you have to change your schedule for holidays or other conflicts.



Troop Dues

You have the option to charge troop dues to cover expenses for the troop like snacks and meeting supplies. This is especially helpful before your troop participates in their first Fall Product or Cookie Program sale. Check out page 44 for more information on the amount of Troop Dues that seem the most reasonable.



Uniform

Decide which uniform girls will purchase (tunic, vest, or sash) and how they will get purchased (group order, parents pay the troop, parents get on their own).

For more information on accessing our shops and ordering uniform and insignia online, check out page 28.



Girl Scout Experience Boxes

If you have new Daisies or Brownies, you have the option of signing up for monthly boxes with materials and plans for meetings. Go to www.gsep.org/gsbox to learn more! Email memberservices@gsep.org to request the gsEvents order link.

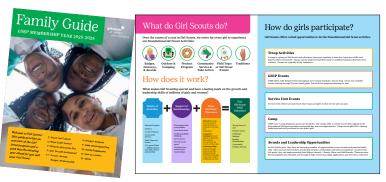
Communicating with Families

Family Guide

The first step in communicating with families is to make sure everyone has copies of the GSEP Family Guide. The Family Guide outlines the basics of the Girl Scout program and can be a great place to start explaining the benefits and approach of Girl Scouts. The Family Guide is available online and is emailed to every new family when they join. Reference this

guide when talking to new families!

- How Girls Participate
- Girl Levels, Awards, Badges, and Programing
- Program Pillars
- Family Engagement
- Year Overview



GSEP News

Remind parents and caregivers GSEP news is a great resource to keep up to date with programs, news, and information about our Council. The newsletter email is typically sent the first Saturday of each month.

Make sure families
opt in to receive GSEP
emails. Advise them
to log into myGS,
navigate to "My Profile"
and "Communication
Preferences" at the
bottom of the page.

Communication Best Practices

Great communication makes your new families and girls feel welcome and confident in the program they are about to begin.

- Communicate the Girl Scout meeting schedule and any forms/documents/dues to be submitted
- Remind parents they can register as a volunteer
- Provide ways to get in contact with the troop leaders
- Share upcoming meeting and event reminders
- Provide summary of meetings and girl activities
- Give details about program components (i.e. Cookie Booth opportunities and preparing for a Troop Trip)
- Provide information about downloading the Rallyhood app





Rallyhood

Rallyhood is an incredible platform designed to help Girl Scout Troop Leaders stay organized, communicate effectively, and manage troop activities in a secure and private space.

Create Your Account:

- Visit Rallyhood's website and sign up with your email.
- Follow the instructions to set up your profile.

Create a Troop Rally Under Your Service Unit (SU):

- Reach out to your SU team to request a Troop Rally.
- Set privacy preferences.
- Invite troop members, caregivers, and co-leaders to join your new rally space!
- If your SU team is unable to help, email memberservices@gsep.org.

Invite Members:

- · Navigate to your Troop Rally page.
- Click 'Invite' and enter the email addresses of troop members and caregivers.
- Send invitations so everyone can stay updated and involved!



Explore the Features of Rallyhood

- Event Planning & RSVP Tracking
 Easily schedule meetings, set up reminders,
 and track attendance.
- **Document & Photo Sharing**Store and share important troop documents and photos in one secure place.
- **Discussions & Announcements** Communicate efficiently with troop members and caregivers.
- Task Assignments
 Delegate responsibilities and track completion.
- Polls & Surveys
 Gather feedback and make group decisions quickly.
- **Private & Secure**Rallyhood is a safe and private space for troop management. No advertisements, either!
- Log Your Troop Management Time
 Keep track of the time you dedicate to troop
 planning and activities.
- Customize Notifications
 Adjust your settings to receive updates via email, text, or app notifications based on your preferences.

Scan the QR code to get started using Rallyhood.



Family Meeting

Having a family meeting is paramount to your success in leading the troop. It is a great opportunity to ask parents and other caregivers for their support throughout the troop year. All parents/caregivers are encouraged to play an active role with their girl's troop! TIP: Ask your SUM, New Leader Mentor, Volunteer Engagement Specialist, or Community Engagement Specialist to help you plan and/or attend your first family meeting.

Suggested Material List

- Troop contact list from the MyGS troop roster
- Pens and paper for writing
- · Girl Medical History and Release Form: One per girl
- · Troop and Family Agreement: One per adult
- Snack sign-up sheet with dates of meetings listed
- Supply donation sheet: Include supplies that your troop needs to get started (if applicable)
- List of meeting dates (if known): One per adult
- Online Registration link: mygs.girlscouts.org
- Meet the Girl Scout worksheet: one per girl

Family Meeting Agenda

Suggested Meeting Length: 30-60 minutes.

Welcome and Introductions (5-15 min.)

- Introduce yourselves and share why you volunteer your time with Girl Scouts.
- Share your troop number, dates, times, frequency, and location of upcoming meetings.
- Caregivers introduce themselves, their history with Girl Scouts, and share expectations for this year of Girl Scouting.
- Complete the Girl Medical History and Release Form for their girl.
- · Girls complete their Meet the Girl Scout worksheet.

Discover the Girl Scout Difference (5-10 min.)

- Explain our mission as well as the Girl Scout Promise and Law.
- Discuss how our girl-led, hands-on, collaborative program helps girls take risks, dream bigger, and gain important skills, all while having fun and making friends.
- Share your troop's plan including which badges, trips, and outdoor adventures the troop can participate in.

Family as Part of the Formula (5-10 min.)

- Discuss the troop communication methods.
- · Ask how best to reach the parent/caregiver.
- Parents/caregivers will be kept in the loop on what the girls are doing and learning during each meeting.
- Encourage them to let their girl "be the expert" at home, explaining or teaching a new skill she's learned to the rest of the family.
- Complete the Troop and Parent/Caregiver Agreement found in Forms and Documents section.

Get them Hooked on Helping

(10 min.)

 Ask adults to help with organizing and managing the calendar for troop snacks, the carpool schedule, or other As per PA state laws, all adults helping with the troop must be registered and background cleared members of our organization. Clearance instructions are emailed after online registration as a troop volunteer is complete.

activities that can take as little as 15 minutes per week. Emphasize that their help is wanted and needed.

Money Matters (5-15 min.)

- Outline expected costs of troop activities and other supplies to parents and caregivers. Uniforms and Girl Scout Handbook are optional but recommended.
- Share dues expectations and how they'll be used to support the troop.
- Explain how money raised from the Product Programs benefits the troop.

Wrap It Up (10-15 min.)

- · Share your contact information.
- Remind families of the next troop meting (date, time, location, and any supplies the girls will need to bring).
- Ask for donation of items to get the troop started for the year.
- Collect forms, then leave time for questions, concerns, and to get to know people better.
- Invite girls and caregivers to form a circle, cross arms, and then join hands. Then, close the meeting with a Friendship Squeeze.

Getting Started

Meet the Girl Scout



For Girl Scout Daisies, Brownies, and Juniors

About me:	My name is:	

Snack: _____

Color:

Animal:

Activity:_____

3 words that describe me:

My family includes: (first name & relation)



Our traditions are:

Dear Troop Leader, You will love my: _____ At Girl Scouts I want to learn: _____ I'm really good at: _____

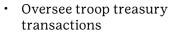
I want your help to get better at:

Forming a Troop Committee

Troops need the support of adult volunteers like you to provide a quality Girl Scouts Leadership Experience. Parents/caregivers, adult family members, Girl Scout Alums, and community members who want to help are all welcome. When you're involved in the Troop Committee, you get to share in your Girl Scout's adventures!

Troop Co-Leaders (minimum 2)

- · Schedule & plan troop meetings
- Help girls have fun with purpose
- (Girl Scout Leadership Experience)
- · Communicate with parents/caregivers



Manage troop safety

Product Sales Manager (1-2)

- Support successful Fall Product & Cookie Programs for the troop
- Help Girl Scouts set & achieve goals
- Communicate with parents/ caregivers
- Manage product inventory
- Schedule cookie booths

What is a Troop Committee?

The term Troop Committee is used to describe the adult leadership team for a Girl Scout troop.

Troop Treasurer (1)

- Become primary signer on troop bank account
- · Manage troop bank account
- Complete & submit annual financial report to GSEP

Troop Helpers

- Chaperone outings & field trips
- Assist during troop meetings
- Supervision at cookie booths

Forming a Troop Committee

Steps To Becoming a Registered GSEP Volunteer

All family members/adults that support the troop must be Girl Scout adult members and have submitted required clearances. This requirement is aligned to our priority of girl safety.

- 1. If you want to be a Troop Co-Leader, please complete and submit this form: https://www.gsep.org/en/get-involved/become-a-volunteer/i-am-a-new-leader.html
- 2. Register online and review/select local volunteer opportunities: https://www.gsep.org/en/get-involved/become-a-volunteer.html
- 3. Commit to following the Girl Scout Promise and Law.
- 4. Submit required background clearances: https://www.gsep.org/en/get-involved/become-a-volunteer/clearances.html
- 5. Complete online training for your volunteer role.
- 6. Review and adhere to volunteer policies and procedures as set forth by Girl Scouts of the U.S.A. and Girl Scouts of Eastern Pennsylvania.

Making the Ask

It can be hard to ask other parents for help! Here are some great strategies to make that easier:

- Use a form to gather information about how caregivers will help. The "Name of Form" on to use in your first parent meeting on page 24.
- Remind families that Girl Scouts is powered by volunteers and troops really can't happen without the community helping.
- Give potential volunteers a clear and honest overview of how much time it will take to do the specific volunteer role. Ask for specific types of help—if you know you need a Cookie Manager, say that!
- Share the benefits of volunteering. Did you know that research says those who volunteer report better mental health and higher levels of happiness?!
- Highlight Fun. Girl Scouts is a great opportunity for busy families to spend time together learning meaningful lessons and having fun! Watching your girl do something for the first time and discover her inner strength is true joy!

Other Ways for Families to Volunteer

Some family members may be hesitant to sign up for an year long role with the troop. That's okay, there are other ways to use their help. Parents can

- · Provide snacks
- · Chaperone a Troop Trip
- · Help with girl transportation
- Organize and supervise Cookie Booths
- · Share their expertise and experience with the troop
- · Join a meeting to lead a badge

Every little bit of support helps ensure girls have a robust experience and family members can get a glimpse of the magic of Girl Scouts.

GSEP Shops

GSEP shops are open for all Girl Scouts and their families, not just Troop Leaders. Get started with your new uniform, handbooks, and cool Girl Scout swag. When you shop at a GSEP shop, you are directly supporting your local council. GSEP troops are tax exempt at our shops on all troop purchases.

Shop Locations

Shelly Ridge

330 Manor Rd. Miquon, PA 19444

Valley Forge

100 Juliette Low Way Phoenixville, PA 19460

Jane Seltzer

2020 Rhawn St. Philadelphia, PA 19152

Luella - Mobile Shop

Various locations

GSUSA's Online Shop

 Visit www.girlscoutshop.com, the national organization's online shop. Be advised this online shop charges sales tax and shipping on all orders. GSEP's council shops cannot provide customer service on GSUSA online orders.

Keep Up to Date:
Follow us on Facebook
(GSEP Retail). Check
for Shop Happenings on
the website - we share
promotions and highlight
new items each month.

Uniforms

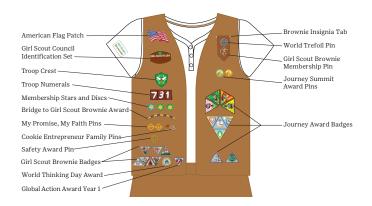
Order uniforms, badges, and insignia by filling out this form. Choose to have your items shipped (free shipping above \$100) or pick up in the shop.



Daisy Uniform



Brownie Uniform



Financial Aid

- Families who would like to request a one time \$25 shop certificate for uniform components can fill out the form at www.gsep.org/shopcertificate.
- After their first cookie sale, Girl Scouts can use Cookie Dough earned through Cookie Season toward new uniform purchases when visiting a GSEP Shop. Mention your Cookie Dough to the associate for assistance.

Guiding Your Troop

Chapter Overview

- · Review and plan your first troop meeting
- Know safety precautions to take with your troop
- Learn the basics of troop management
- Understand how to plan a Troop Trip including transportation and supervision.

Each Girl Scout meeting provides an opportunity to explore new worlds and learn new skills. A strong Girl Scout meeting is organized, fun, and meaningful and incorporates traditions and activities to connect girls to the movement and each other.

Meetings don't need to be perfect, and you will learn how to best work with your specific group of girls over time. Keep in mind that incorporating the voice and opinions of girls will ensure your girls have a truly girl-led experience!

Start-Up Activity (5–10 min.)

- Greet all of the girls and their family members before the meeting officially begins.
- Have an easy, self-directed activity ready to engage girls like coloring pages, journaling, or an icebreaker question.
- · Take attendance.

Opening Ceremony (5-15 min.)

- Most begin with the Girl Scout Promise and Law, a simple flag ceremony, song, game, or story.
- An agenda on a piece of poster board can help the girls know what to expect.
- Remind girls of the specific meeting expectations
 participation, kindness, etc.

Business Meeting (5–15 min.)

- Set aside time for announcements, collecting dues, planning future meeting activities, Kaper assignments, voting, and other troop business. This section shows girls how to lead, influence others, and communicate feelings or opinions.
- Depending on how much you have to discuss, this section could be part of your closing.

Activities (20-45 min.)

- Girls get a chance to build skills, try new things, explore their interests, and work cooperatively with others.
- Make sure you always ask for the girl's ideas and input.
- Utilize the Volunteer Toolkit to find badge activities to utilize during this portion of the meeting.

Snack & Clean Up (10-15 min.)

- Snacks are an optional part of Girl Scout meetings.
- After girls finish their snack, have them help clean up: pick up trash, push in chairs, sweep the floor, and put away supplies.

Closing Ceremony (5–10 min.)

- Emphasize the accomplishments of the meeting.
- Remind the girls what is coming up, focus on personal goals, and end on a calm and positive note.
- Many troops like to close the meeting with a traditional Friendship Circle, where the girls stand close together and hold hands with their arms crossed right over left.

Troop Agreement/Girl Code of Conduct

It is important to establish rules for the troop at the beginning of the Girl Scout year. This is a great opportunity to utilize the Girl-Led process. With guidance from the Troop Leaders, let the girls establish their own list of rules for the troop. Remember to include how the troop will handle disciplinary actions when the need arises. Once the rules have been established, have the girls complete their Girl Code of Conduct agreeing to follow the Girl Scout Promise and Law and the Troop Agreement. See example in the Forms & Document section of this guide.

Meeting Planning

The Volunteer Toolkit provides an editable year plan to customize your year and the activities for each meeting with your girls. Some leaders will solely use the VTK for their planning needs, while others prefer printed resources. Many Troop Leaders use a basic structure as outlined on the previous page. This model is meant to create a natural flow for the meetings and provide a balance of fun, learning, responsibility, and accomplishment.

First Meeting Checklist

- **Cover the basics.** Review the details about when and where the meeting will take place and make sure parent/caregivers are aware.
- Be prepared. Click on the My Troop(s) tab in your MyGS account to verify your troop roster.
- **Send reminders.** Share meeting details with parents/caregivers reminding them to bring the agreed upon troop dues, as well as any completed forms that were previously requested.
- Review and practice your agenda. Refer to this guide, your Girl Scout Experience Boxes, and the VTK for help with planning troop meetings.
- **Prepare for fun!** When the girls and parent/ caregivers see that you're prepared for the meeting and ready to have a great time, they'll follow your lead!
- Gather information about your new Girl Scouts, check out the example on the next page.

	Su	ggested Materials for all Meetings:
Badge/Journey		Meeting Plan from VTK
		Supplies Listed in Meeting Plan
Location Date		Promise and Law Visual Aid
		Girl and Adult Registrations
		Snacks (if needed)
		Girl Medical History and Release For
Time		Songs and Game Ideas
		First Aid Vit

- C-	5500100 11201011010 101 011 112001111501
	Meeting Plan from VTK
	Supplies Listed in Meeting Plan
	Promise and Law Visual Aid
	Girl and Adult Registrations
	Snacks (if needed)
	Girl Medical History and Release Form
	Songs and Game Ideas
	First Aid Kit

	Activity	Supplies	Time
Start-Up Activity			
Opening Ceremony			
Business Meeting			
Activity			
Snack and Clean Up			
Closing Ceremony			

Troop Management

Troop Governance

Daisy

The Daisy Circle is the planning portion of troop meetings, where decisions for the troop are made. In the circle, girls learn communication and decision-making skills by participating in a large group discussion. The Daisy Circle can begin or end a meeting and is recommended to only last 5–15 minutes.

Brownie

The Brownie Ring is similar to the Daisy Circle, but girls are taking on more decision-making responsibilities. The Brownie Ring can begin or end a meeting and is recommended to only last 5–15 minutes.

Brownies need to understand how decisions are made and will need a set of rules to follow. Establish a structure for your discussion time such as:

- Using a "talking stick"—pick an object and the person holding it is the only one who should talk.
- Teaching the quiet sign—when someone raises their right hand, everyone must do the same and become quiet.
- Establish the troop rule that no one criticizes ideas that others offer to the group.
- In deciding group activities, prepare a list of choices for girls to select or have girls generate ideas themselves.
- Picture and charts and other materials are great decision-making aids for Brownies.

Junior through Ambassador

In addition to a traditional troop structure, the Patrol system is a form of troop hierarchy that can be very helpful in organizing and giving leadership responsibilities to older Girl Scouts. Divide the troop into groups or patrols of 4-6 girls. Each Patrol is responsible for some component of the girl experience like selecting badges to pursue or determining how to use cookie money. They can choose a Patrol name, a symbol, a patrol lead and assistant patrol leaders. In patrols, girls learn communication and decision-making skills by participating in small group discussions and having leads represent their group. Members of the patrol rotate as leaders so everyone has an opportunity throughout the year.

Conflict Management

Things to consider when mediating a conflict within your troop:

- · Maintain respectful, open communication with all parties throughout problem-solving
- · Circle back around to how the girls are representing the Girl Scout Promise and Law
- Put it in writing! All parties should agree to the solution and the time frame as well as what next steps will be taken if the solution proves ineffective
- Problem-solving concerns should occur with the parties most directly involved in the situation, but there are times when GSEP staff assistance is necessary.
 This may include:
 - The safety and well-being of the girls and their assets are at risk.
 - The safety and well-being of adult volunteers, parents/caregivers, or community members are at risk.
- Problem-solving attempts with parties directly involved were unsuccessful.
- The initial issue or concern has escalated in seriousness or urgency.

Girl Scout Safety

The safety and well-being of girl and adult members is our highest priority. As a volunteer, it is imperative to know and understand the safety policies and procedures in place, where to look, and who to ask when more information is needed.

Safety Activity Checkpoints

This resource provides safety standards and guidelines for Girl Scout approved activities. Before conducting an outing with your girls, reference Safety Activity Checkpoints (SAC) for policies on how to plan and lead activities such as camping, horse back riding, parades, swimming, etc.



Troop Safety

- Girls are never alone! Girls should always use the buddy system and be accompanied by two approved adult volunteers at all times.
- Adults are never alone with girls! Two registered, cleared adult Girl Scout members must be present at all troop activities.
- responsible for making Girl Scouting a place where girls are as safe emotionally as they are physically. Protect the emotional safety of girls coaching girls to honor their Code of Conduct which typically encourages behaviors like respecting feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination.
- Role-model the right behavior. Never use illegal drugs. Don't consume alcohol, smoke, or use foul language in the presence of girls. Do not carry ammunition or firearms in the presence of girls or on Girl Scout property unless participating in a council-approved marksmanship program.
- Ensure girls are picked up by authorized individuals. When dropping girls off, caregivers should make sure the leaders realize the girl is present. When picking up, caregivers should check in with leaders before leaving with girls. Leaders should make sure they recognize the individuals who are picking up girls.

Physical, verbal, emotional, and sexual abuse of girls is not tolerated. Additionally, all Girl Scout Troop Leaders are considered Mandatory Reporters of child abuse, according to the state of Pennsylvania. To report suspected abuse, contact Childline at 1-800-932-0313. For more details on reporting abuse, refer to GSUSA's Abuse Prevention Training in gsLearn.

Safety on Trips

- **Keep caregivers informed.** Communicate regularly about troop meetings and activities. Use permission forms anytime the troop is doing anything outside of their regular troop meeting day, time, or place.
- **Be prepared!** Have a first aid kit, non-emergency number of local law enforcement, and charged cell phone on hand, just in case you need it.
- **Know your surroundings!** This goes for both the regular meeting place and when venturing out with the troop, and applies to both people and places. Assess any risks that might be present and take appropriate action.
- **Ensure safe overnight outings.** Prepare girls to be away from home by involving them in planning, so they know what to expect. Do not allow men sleep in the same space as girls and women. During family or caregiver-daughter overnights, one family unit may sleep in the same sleeping quarters in program areas. When caregivers are staffing events, daughters should remain in quarters with other Girl Scouts rather than in staff areas.



Troop Trip Requirements

Taking girls on field trips both locally and beyond is an important part of Girl Scouting. When you feel ready, consider ways to expand girls' experiences through day and overnight trips.

- 1. Ensure YOU are ready to take girls on a trip.
- 2. To take girls on a day trip, overnight trip, and/or outdoor adventure, specific trainings are required for at least 1 adult member attending. See pages 17-18 for details.
- 3. For any trip, one registered, cleared adult volunteer attending must be CPR and First Aid certified.
- 4. There is a higher required ratio of adults needed when you go on a trip! Check out page 35 to see trip ratio requirements.
- 5. All trips require approval from the Service Unit. The Troop Trip form is on page 58 and can be found as a fillable PDF under Forms, Documents, and Materials on gsep.org.
- 6. Ensure that all girls provide you with a permission form for every trip.
- 7. Consider the policies around troop transportation as you plan a trip (see page 34).
- 8. Have fun!





Scan QR code to see details about CPR and First Aid Trainings.

Certificate of Insurance (COI)

 From time to time, a Girl Scout meeting or activity location representative will ask for a Certificate of Insurance (COI). Submit a request to GSEP, then GSEP will communicate the requirements to our insurer.



• For higher risk activities you organize for your Troop that aren't happening on a GSEP or National Park property, you'll need to ensure the business has a COI on file with GSEP. Check this list first, then follow the instructions on the COI form to make a request, if needed.



Signing a Site or Event Agreement

If you're provided with a site or event agreement to sign, please don't sign anything with legal jargon such as "indemnification" or "hold harmless." Only GSEP's CEO, Kim Fraites-Dow, can sign these types of forms. Instead, please complete as much of the form as possible, listing yourself as the onsite contact (provide contact info!) person, and leaving the signature and date fields blank. Scan the form in its entirety and email it to memberservices@gsep.org with the subject line "Site/Event Agreement Needs CEO's Signature."

For more troop trip requirements see page 54 of this guide.

Troop Transportation

Girl Scouts are naturally curious about the world around them. As they begin to experience adventures and discover possibilities, they want to explore, which requires transporting them in personal vehicles. Girl and adult safety is our highest priority. When transporting girls, there are specific guidelines that must be followed to ensure a safe and fun trip.

Troop-Arranged Transportation

This is transportation arranged by troop or trip leaders and involves car-pooling.

- Each driver must be at least 21 years old, be a registered adult Girl Scout volunteer, submit current Background Clearances, have a valid driver's license, carry the minimum insurance required by law, and completed a Volunteer Driver Form.
- Adult to girl ratio for travel and trips must be followed, either within one vehicle or with multiple vehicles traveling together.
- Vans used to carry Girl Scouts should be designed to carry 10 passengers or less. The use of a 15 passenger van to transport Girl Scouts is prohibited. While the lease of a 12 passenger van is NOT RECOMMENDED, if a 12 passenger van is the only option available, the driver must have driver training/experience related to 12 passenger vans.

- Each vehicle shall carry passenger Health Histories and Permission Forms.
- Everyone will be transported in vehicles designed by the manufacturer for carrying passengers. Persons will not be transported in campers except in those parts of the vehicle specifically designed to carry passengers. All passengers must wear seat belts at all times. Seat belts are to be used as designed, one person per belt. Adhere to Pennsylvania State laws regarding booster seats and requirements for children in rear seat (www.dmv.state.pa.us/pdotforms/pa_driversmanual/chapter_5.pdf)



Girl Scout Driver Requirements

- You are currently a registered and background cleared GSEP Troop Leader or Volunteer.
- · You are 21 years or older.
- You have a current and valid driver's license, with good driving record.
- You have auto insurance that is compliant with PA state laws.
- You have working seat belts and they are worn by every person in the vehicle.
- Avoid driving when tired or taking medications that make you drowsy.
- Follow all state laws when driving, including but not limited to: following the speed limit, not using electronic devices, and having headlights on while using windshield wipers.
- Make sure to have destination address, road map/ GPS, first-aid kit, and a flashlight in the car.

- Ensure your vehicle is in good working condition. Check your lights, signals, tires, windshield wipers, horn, and fluid levels before each trip and periodically through long trips.
- Make sure necessary documents are up to date, including but not limited to: driver's license, vehicle registration, any state/local inspections, and insurance coverage. In each vehicle girls and adults are traveling in, ensure you have Girl Medical Health History and Release Form and Permission Form.
- Plan rest stops every few hours. When driving with multiple cars, pre-arrange stop locations.
 On long trips, arrange for relief drivers and avoid driving for extended periods at night.
- Never transport girls in the bed of a truck.

Troop Supervision



Knowing How Many Volunteers You Need (Ratio)

Girl Scouts girl/adult ratios show the minimum number of adults needed to supervise a specific number of girls. These supervision ratios were devised to ensure the safety and health of girls—for example, if one adult has to respond to an emergency, a second adult is always on hand for the rest of the girls. Adults must be registered and approved volunteers. Adults who are non-Girl Scouts and/or not background cleared cannot be counted for ratio and are not eligible to supervise children.

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

In addition to the adult-to-girl ratios, please remember that adult volunteers, adult volunteer Troop Leaders, and chaperones must be at least 18 years old and registered as an adult member of Girl Scouts. Volunteer drivers must be 21 years old. One lead adult volunteer troop leader in every group must be female. All Girl Scout volunteers must complete Pennsylvania State's background clearance process for volunteering with youth.

Product Programs

Chapter Overview

- Understand what the Product Programs are and the five skills girls will learn
- · Get an overview of the Fall Product and Cookie Programs
- · Learn the importance of Troop Product Program Managers and what they do

Do you remember what it felt like as a kid to host a lemonade stand? Or maybe you had a bake sale at your school? Or held a car wash to raise money for a local organization? That feeling of accomplishment, earning your own money through hard work, is what our Girl Scouts feel when they participate in the Product Programs. Not only are they earning money for their troop, but they are also learning how to cultivate an entrepreneurial mindset and be the leaders of tomorrow.

Did you know?

76% of girls are interested in starting their own company?

78% of girls are interested in becoming an entrepreneur in the future?

84% of girls want to lead a cause or campaign for something they believe in?

What is an Entrepreneurial Mindset?

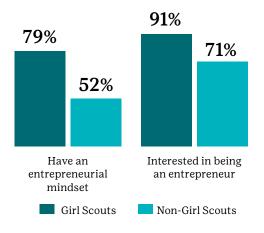
Girls with an entrepreneurial mindset have a set of skills or qualities—like curiosity and confidence—that we know are linked to entrepreneurial success. Girl Scouts' definition of entrepreneurial mindset merges innovation and strategic risk taking with a focus on social impact and collaboration. Participating in the Product Programs will help girls develop this way of thinking!

- · Confident in their abilities
- · Socially conscious problem-solvers
- Curious learners

- Innovative and flexible thinkers
- Challenge-seekers and risk-takers who learn from setbacks
- Collaborative teamster

The Girl Scout Difference

Girl Scouts are more likely than other girls to have an entrepreneurial mindset and are more likely to want to be and entrepreneur in the future:



Girl Scouts particularly shine when it comes to community problem solving, innovation, social capital (e.g. knowing how to link with others who can help them achieve their goals), and using failure as an opportunity to learn.

Girl Scouts have had more opportunities to do the types of activities that support entrepreneurship. On average, Girl Scouts were two times as likely to have done entrepreneurial activities than other girls.

Through Girl Scout experiences, girls develop the attitudes, skills, and behaviors they need to succeed in life, giving them the courage to fall and keep trying, the tools to create an independence future, and the power to do good in the world.

These differences hold true enven when controlling for education, family income, and girls' ages.

Five Entrepreneurship Skills

The Girl Scout Product Programs are so much more than a way for your troop to earn money — they are programs that give girls the skills they need for a lifetime of success! There are five key skills that girls learn and develop by participating in the program. Girls learn the five skills by participating in our Fall Product Program and our Cookie Program, but we also know that as a girl progresses through her entrepreneurship experience, those skills are developed in various ways. We certainly recognize not every girl aspires to be an entrepreneur, but the Fall Product Program and the Cookie Program can help girls develop valuable skills which will benefit her in the future, no matter what career path she chooses!



Goal Setting

Girl Scouts learn how to set goals and create a plan to reach them. Girls set Fall Program and Cookie Program goals, and with their troop, create a plan to reach them. This matters because girls need to know how to set and reach goals to succeed in school, on the job, and in life.



Money Management

Girl Scouts learn to create a budget and handle money. Girls develop a budget, take orders, and handle customers' money. This will help them learn money management—from their lunch money to their allowance and future paycheck.



Decision Making

Girl Scouts learn how to make decisions on their own and as a team. Girls decide how to participate, how to market their sale, and what to do with their earnings. As they make many choices (big and small) throughout the program, they will learn important decision-making skills that will help them throughout their lives.



People Skills

Girl Scouts find their voices and build confidence through customer interactions. Girls learn how to talk (and listen) to their customers. These people skills help them do better with group projects, sports teams, on the playground, and later at work.



Business Ethics

Girl Scouts learn to act ethically, both in business and life. Girls act honestly and responsibly during every step of the Fall Product and Cookie Programs. This matters because employers want to hire ethical employees—and the world needs ethical leaders.

What are the Girl Scout Product Programs?



Girl Scout Cookie Program

Did you know that the Girl Scout Cookie program is the largest girl-led entrepreneurial program in the word? Its true! When your girls sell Girl Scout Cookies, they're doing more than helping their customers stock up on delicious treats (and having lots of fun.). They're doing it with a goal in mind—a goal to power new, unique, and amazing experiences for themselves and their troop all year long. Troops made on average \$1,707 in troop funds from the 2024 Girl Scout Cookie Program!



Fall Product Program

Everyone knows we sell cookies in the winter, but did you know we also sell goodies in the fall? Our Fall Product Program gives troops a chance to earn startup money without having to wait until the Cookie Program begins in the winter. Troops made an average of \$168 in troop funds from the Fall Product Program last year. The Fall Product Program gives girls the opportunity to sell candy, nuts, and magazines to people they know personally to raise proceeds that help fund their next adventure.

Occalitation of the David Davi	Fall Product Program	Cookie Program
Qualities of the Product Program	October - November	January - March
Girls can participate digitally	X	X
Girls can use a paper order card	X	х
Girls sell to friends and family	X	Х
Girls have opportunity to sell to public via booths and walkabouts		x
Girls sell nuts, candy, magazines, and personalized products	x	
Girls sell the iconic Girl Scout cookies		Х

Identifying Troop Product Managers

Your first step to getting started in the Fall Product Program and/or Cookie Program is to identify a Troop Product Program Manager to handle one or both of the programs. For the best experience, we highly recommend recruiting a Troop Product Program Manager who is not already a troop leader. Successful Troop Product Program Managers are reliable, organized, able to communicate effectively, and good at math.

How to get started:

- Your Troop bank account is confirmed with GSEP
- Your troop roster is accurate in MyGS
- Volunteer roles are assigned and background clearances complete
- Meet with your troop to discuss financial goals
- Decide what recognitions your Girl Scouts are interested in
- Attend program trainings hosted by the GSEP Product Program Team
- · Attend any Service Unit trainings

Troop Financial Basics

Chapter Overview

- Understand troop money management policies and requirements
- Consider troop money needs and ways to earn money
- Learn how to involve girls in setting financial goals

As a non-profit, Girl Scouts must adhere to specific procedures and policies regarding money earning and financial records in order to maintain our non-profit status. Earning and utilizing troop funds is a valuable part of Girl Scouts and allows your troop to expand their experience. Following the financial guidance provided will ensure you have access to resources and meet all policy requirements.

Getting Started with Troop Funds

- Troop Leaders and Troop Treasurers:
 Only registered and approved volunteers in these two roles can handle or manage troop funds.

 Every troop must have an appointed Troop Treasurer.
- A Service Unit Manager or Service Unit Treasurer must be an additional signer on the Troop account.
- Girls: Involve the girls as much as their grade level and skills/abilities allow. After all, it's their money!
- Managing troop funds includes: being a signer on the troop checking account, ensuring bank account balances and expenditures align, reconciling account with monthly statements, deciding with the girls how to spend the troop money, helping a troop's participation in the Fall Product Program and/or the Cookie Program, and handling troop money in any way.
- Should mismanagement be reported, a troop financial audit may occur and the signers on the account may be held accountable for any lost or stolen funds and overdraft fees. Without a troop bank account, Girl Scouts in troops cannot earn funds to support their activities or take action projects.

Setting Financial Goals

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 (GSLE). Setting goals is the first step in building financial literacy. Consider the following steps for your troop:

- Set goals for money-earning activities. What does the troop hope to accomplish through this activity? What skills do they hope to build?
- Create a budget. Create a budget worksheet that includes both expenses (the cost of supplies, admission to events, transportation) and available income (the group's account balance, projected cookie proceeds).
- Determine how much the group needs to earn. Subtract expenses from available income to determine how much money your group needs to earn.
- Make a plan. The group can brainstorm and make decisions about its financial plans. Engage them through the Girl Scout processes (girl-led, learning by doing, and cooperative learning).

Find more information about Troop finances on the website.



Managing Troop Finances

Money earned by the girls is for the benefit of all girls in the troop and should be spent in the year the funds are earned, unless the troop has a long-term plan for spending the funds. It is important to note that the funds belong to the troop as a whole. **Per IRS guidelines for charitable organizations, troops are prohibited from keeping individual girl accounts. All funds expended should benefit all girls in the troop.**

Making Decisions about Money Management

- Determine how girls will be involved in money management. Consider their age level and understanding of money and bank accounts.
 Daisies may have very little engagement while Cadettes may play a significant role in determining how much money they want to earn and how to use that money. Money management is another opportunity to ensure your troop is Girl Led.
- Decide what you want girls to learn about money management through their experience and build opportunities for that learning. There are several badges and product program resources that provide girl facing activities and discussion points to build financial literacy.
- Work with girls to decide what money earning opportunities to access. The Cookie program is a key part of Girl Scouts and every troop should plan to participate. Beyond that, the Fall Product Program and external money earning activities are available.
- Involve girls in determining how to spend the money, but make sure fundamentals are covered. Girls may want to use troop funds to go on a fun adventure, and they should. But, as a troop leader, you also need to make sure that basic materials are available. Girl Led means girls are involved, but you should guide them along the way.
- If a girl leaves Girl Scouts, the funds remain property of the troop.
- If a girl transfers to another troop, money does not automatically follow her to her new troop. The troop can decide to send some portion of money to her new troop as a courtesy.

Top Troop Expenses



Membership Fee

Annual fee paid to our national organization to cover cost of fundamental services.



Uniforms

A simple sash, insignia, and badges earned throughout the year.



Service Projects

Girls do service projects meaningful to them, like baking holiday treats for kids in homeless shelters.



Meeting Supplies

Markers, paper, scissors, tape, glue sticks, snacks.



Events

Thinking Day, Cookie Rallies, Community-and-Council Sponsored Events.



Overnights

Troop Trips, Troop Camping, Troop Adventure Camp.

Did you know?

64% of your Troop's funds goes toward Troop program expenses

16% of your Troop's funds typically covers Uniforms, Badges & Insignia

14% of your Troop's funds covers registration fees

Troop Bank Account Information

New troops should open a troop checking account within 30 days of your first troop meeting. GSEP's recommended bank for troop accounts is TD Bank. Please check with your Service Unit if you do not have a TD Bank within a reasonable distance from your troop meeting place, as another bank can be used.

Troop Checking Account Guidelines

- The troop volunteer(s) who open the bank account must be registered and cleared adult members of Girl Scouts.
- Troop Treasurers and any Troop Leaders who are signers on the troop bank account must complete the Troop Finance Training in gsLearn.
- Open account within 30 days of the first troop meeting and before any troop money is received, earned, or spent. Accounts should be opened prior to receiving Girl Scout Cookie or Fall Product Program materials.
- Girl Scout troop checking accounts must have at least one approved signer from the troop, although having two troop signers is recommended. There must also be a signer from the Service Unit, either the SU Treasurer or the SU Manager.
- All signers of the bank account must go to the bank together to set up the account. You can schedule an appointment with the bank to make sure account set up is efficient.
- Be sure to open a non-profit account. This will ensure the troop avoids monthly fees (if you set up a Standard Business Account, your troop will acquire monthly fees).

Troop Checking Account Checklist

Documents/information to have with you when you go to the bank:

☐ One form of identification—such as a Driver's License (or current government-issued ID that	☐ GSEP Corporate Resolution with cover letter (not needed at TD Bank)	
	includes a photo, signature, document number, and expiration date).	\square PA Tax Exempt Certificate (see page 50).
	If using TD Bank, you must also bring a copy of	☐ Know your social security number
	the TD Bank Letter to Open an Account (page 67) AND provide GSEP Bylaws (Located under "Forms and Documents" at gsep.org)	☐ Bring a second document with your current address; this could include a utility bill.

Things to confirm prior to leaving the bank:

Account is set up as a non-profit checking account with non-profit code attached	☐ Request online bank statements if troop does want to be charged for paper statements (if y
Title of account reads: GSEP Troop XXXXX	choose paper statements, you could be charged a paper statement fee).
The main mailing address for bank statements and important notifications is attached to the account.	☐ Confirm no other monthly maintenance fees will be applied to your account (subject to change)

Note: you will still be charged overdraft fees, large cash deposit fees, etc., if they occur.

Next Steps: Complete the ACH Authorization Form

- Once you have an account set up, you need to link it to GSEP by completing the Troop Authorization for ACH Debits/Credits webform. Please use the QR code to the right.
- Information needed on the form are the names of the signers, service unit number, troop number, bank name, bank routing number, and bank account number. You will also need to upload a voided troop check or letter from the bank.



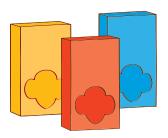
Troop Money Earning

Caregiver contributions and council-sponsored product sales fuel troop budgets that allow girls to participate in Troop activities.



Parents

Caregivers contributions vary by troop. Expenses may include troop dues, uniforms, and special events. Individual camp experiences are most often covered by parents.



\$



Fall Product

Product sales give girls the opportunity to earn money, while developing important life skills. Participating the Fall Product Program is a low effort, high profit way to boost your troop's funds.



Cookies

Work with your troop to set their financial goals by participating in this iconic program. This is the biggest fund-raiser for your troop activities, and the proceeds also maintain GSEP camps for troop use.

Additional Money Earning

With council approval troops/groups can earn additional funds towards a specific project, trip or award. These can not be done during Product Program.

NOTE: Girl Scout annual membership fees are paid directly to GSUSA and are not part of the funds that troops can utilize for activities. Troop can support families by covering membership fees with troop earned money.

Troop Money Earning

Product Program

The easiest way for girls to earn money is by participating in two council sponsored product programs each year: Fall Product Program and the Girl Scout Cookie Program. Through these programs, girls not only earn money for the troop, they can earn individual rewards including financial credits to apply to the cost of camp, membership, or other Girl Scout program costs.

A troop's primary moneyearning activity should be the Girl Scout Cookie Program.

Additional Money Earning Policies

This is required for all activities organized by the group (not by GSEP) that are planned and carried out by girls (in partnership with adults) and earn money for the group.

- Troop participation in the annual Cookie Program is required for a Troop to run a troop money earning activity.
- Any troop/ group money-earning projects cannot take place during council-sponsored Product Programs (Fall Product Program and Cookie Program).
- Girl Scouts may not solicit monetary donations, participate in straight sales, promote another business or organization, or engage in games of chance (such as raffles and bingo).
- Complete a Troop/Group Money Earning Request form in order to engage in any money earning projects outside of the GSEP Product Programs.
- Examples of money-earning activities include cell phone collections, electronic recycling drives, Service-a-thon (people sponsor a girl doing service and funds go to support a trip or other activity), babysitting, or themed meal events, like a high tea or build-your-own-taco bar, related to trips the girls are planning.

As a volunteer, try to help girls balance the money-earning they do with opportunities to enjoy other activities that have less emphasis on earning and spending money. Take Action projects, for example, may not always require girls to spend a lot of money.

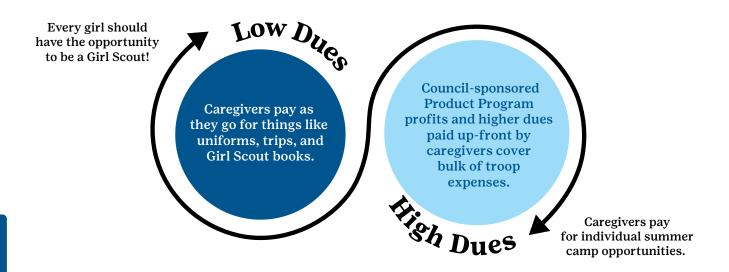




Troop Dues

Troop dues, or an annual fee requested from parents and caregivers in addition to the membership fee, are an option to cover the costs of snacks and supplies especially prior to any opportunities for troop money earning.

Average Troop Dues are between \$5-50



Members decide the amount of troop dues, after considering troop plans, girls' ages, and income levels of all families. No girl should be denied membership in a troop or have her participation restricted by her inability to pay.

What if a girl can't pay her membership fee?
First-year Girl Scouts may be eligible for financial aid. Thereafter, plan to pay for membership through Product Program profits.

Visit www.gsep.org/en/get-involved/financial-aid.html for more information.

What if a girl can't cover the cost of camp? She can apply for a campership!

How should troops manage finances when a girl can't pay dues?

Work with her caregivers to determine what the family can pay and plan with your troop how much needs to be earned in the product program to cover the costs.

Note: This may impact the dues you charge to the overall group and goals you set for Product Program. When more than half of the girls in your troop face financial challenges, your overall troop budget should lean heavily on Product Program profits and less on troop dues.

Record Keeping

One critical task for each troop is to keep excellent records and establish a clear accounting system for all money earned and spent. As a troop leader or troop treasurer, you're in charge of making sure money is spent wisely, excellent records are kept (keeping copies of all receipts in a binder or folder), and all income and expenses are tracked.

The troop treasurer or another adult member should be explicitly tasked with ensuring all monetary transactions are recorded and tracked including keeping copies of all receipts.

Things to Consider in Troop Finance Record Keeping

- It is required to keep records (receipt, bank statements, and finance reports) for a minimum of two years.
- All troop money earned and received needs to be appropriately secured, should be deposited into the troop account within three days of receipt, and should never be held in a personal checking account.
- Anytime the troop spends or receives money or money/product exchanges hands for any reason, a receipt should be provided and kept on record.
- It is critical that all authorized signers are in communication with each other before spending funds in the account to cover the amount of the transaction before writing a check or making a purchase with a debit card. This will safeguard against overdrawn accounts and bouncing checks.
- Keep debit card in a secured location and use only for troop expenses.
- Take into consideration delays in posting transactions to the account in the banking system.

- All troop expenses should be paid for with a troop check or the troop debit card.
- Blank checks should never be pre-signed and debit cards should never be used by anyone other than the person they are issued to and only for troop expenses.
- Cash withdrawals should only be made if absolutely necessary—e.g. cookie booth change, tips for taxi or hotel services. Anything paid or purchased with cash must be documented with a receipt.
- Volunteers who have paid out of pocket for troop expenses cannot reimburse themselves. Reimbursement may only come from the other signer on the account when a receipt is provided showing the expense.
- Funds acquired for money-earning projects must be reported and accounted for by the troop, while following all council policies and procedures.
- The council has the right to audit troop accounts and request statements/proof of receipts should misuse/mismanagement of funds be suspected or occur.

Troop Finance Tracking

When tracking troop finances, remember to keep all receipts for money spent.

You must provide a receipt and keep a copy for your records for a minimum of two years anytime you receive or spend money. The following categories are expenses (E)/income (I) that are listed on the end-of-year Troop Finance Report. Mark your receipts with the correct category. Utilize the Troop Finance Sheet to keep track of your finances throughout the year.



- National Registration (E, I)
- · Events (E, I)
- Trips (E, I)
- Outdoor/Camping (E, I)
- Donations (I)
- Troop Dues (I)
- Product Program Profit (I)

- Troop Digital Dough (I)
- Other Money-Earning (I)
- General Supplies (E)
- Program Supplies (E)
- Service Learning Highest Awards (E)
- Recognitions Badges and Patches (E)

- Uniforms (E)
- Other (E, I)
- Note: Troops should consistently share troop financial information with caregivers. Girls and the council may request to see financial records at any time.

Forms and Documents

The following table lists primary forms that new troops will use to get started and have a successful troop year. Sample forms can be found in the Forms section of this guide.

Form Name	Purpose	Who Completes/ Uses the Form	QR Code to Form
Girl Code of Conduct	A signed agreement made by the girl and her family, agreeing to help build a positive and encouraging environment for all those involved with their troop.	Girl and Parent/ Caregiver	
Troop & Family Agreement	A document allows the troop to have a formal agreement with families about troop expectations.	Troop leaders	
New Troop Leader Checklist	An official record that troop leaders can use to keep track of their volunteer learning. It is the troop leaders' responsibility to maintain records of volunteer learning for their troop.	Troop leaders and troop assistants	
Medical History and Release Form (Girl and Adult)	An updated record of health status (for example, allergies, chronic illnesses, and injuries) and authorization. Forms are completed and given to the troop leader for troop records.	Girl's caregiver or adult completes the form and submits it to the troop leaders	
Photo Release Form (Minor and Adult)	Allows Girl Scouts of Eastern Pennsylvania or collaborating organizations the ability to use, distribute, publish, exhibit, digitize, broadcast, display, modify, etc. the use of name, picture, voice, or likeliness	A caregiver for each girl in the troop	
Permission for Troop Activity	When participating in activities beyond the troop meeting, caregiver permission is required. This form allows leaders to communicate to caregivers the key information about the activity and receive permission for participation.	Troop leader or assistant provides to caregivers who complete and return it prior to trip or activity	
Incident/ Accident Report	Online form completed in the event of an incident, accident, or emergency. Please follow emergency procedures found in Volunteer Essentials.	Troop leader or assistant completes the form within 24 hours of the incident/ accident	

Forms and Documents

Form Name	Purpose	Who Completes/ Uses the Form	QR Code to Form
Tax Exempt/ Tax ID Form	The Tax Exempt/Tax ID Form is a certificate that will exempt the troop from paying state sales tax when purchasing supplies. Must be presented at the time of purchase.	Used by retailer and volunteer making the purchase	
Money Earning Approval Form	Complete this form to get approval for any additional money earning or project funding activities. It must be submitted to your community development manager with at least one month's notice to receive approval.	Troop leader or troop assistant who are in charge of the event or project	
Troop Trip Application	Complete this form to get your trip approved. Any gathering that is outside your regular meeting place and time is considered a trip.	Troop leaders and troop assistants	
Volunteer Driver Form	Guidelines for Volunteer drivers during Girl Scout activities.	Troop leaders, assistants, or volunteers	
Troop Financial Worksheet	Aid in record keeping of all the money received or paid out of the troop treasury, such as payment of troop dues, purchase of equipment, product sale money, payment of troop supplies and refreshments, and payment of membership registration.	Troop leaders or Troop Treasurers	
Troop and Service Unit Authorization for ACH Debits/ Credits	Online form to initiate credit and/or debit entires associated with payment of sweeps, for example Product Program, for my SU/Troop in accordance with GSEP's ACH Procedures.	Troop leaders or Troop Treasurers	
TD Bank Letter to Open Accounts	Letter signed by GSEP's Chief Financial Officer authorizing a troop to open a bank account at TD Bank.	Troop leaders or Troop Treasurers	
Safety Activity Checkpoints	Safety guidelines for Girl Scouts of the United States of America (GSUSA) and Girl Scouts of Eastern Pennsylvania approved activities.	Troop leaders and troop assistants	

Girl Code of Conduct

I	rl Scout's name), understand that my	
attitude and behavior are important to my success and the success of others in my troop. I will follow the Girl Scout Promise and Law and agree to the following:		
1. I will follow the established Troop Agreement and	d will abide by all of those expectations.	
I will be an active member of my girl scout comm best of my ability.	nunity by participating in all activities to the	
3. I will leave our space better than I found it and tr	eat equipment and materials with care.	
4. I will be responsible for my personal belongings.		
5. I will treat our Girl Scout community (troop members, troop leaders, volunteers, families) with kindness and care.		
6. I will be safe in my actions including using any sa	afety equipment provided.	
7. I will use respectful and kind language.		
I understand that my behavior directly impacts my abi Girl Scout activities. I will honor this agreement so that experience. I understand that if I do not meet our troop participate in troop activities.	t I can have a high-quality Girl Scout	
This form must be signed by both Girl Scout and caregive	ver and returned to the troop volunteers.	
Girl's Signature	Date	
Caregiver's Signature	Date	

Forms and Documents

Troop & Family Agreement

caregivers support the values in the Girl Scout Promise and Law	·
As a parent/caregiver of Girl Scout	, I agree to:
$\hfill\square$ Uphold, model and reinforce the Girl Scout Promise and Law.	
□ Play an active role in my girl's Girl Scout experience by attending supporting Girl Scout council activities when possible, and followed related to product program.	
□ Support my child's participation in Girl Scouts by submitting reinformation, dues, and/or materials on time.	equested permission slips,
☐ Ensure that my girl is prepared for Girl Scout activities and drop	them off and pick them up on time
☐ Support an environment of acceptance for all girls and their far and goals of the girls, families, and volunteers and asking my g	
☐ Ensure my girl's behavior supports our Girl Scout Code of Cond	duct.
□ Follow safety guidelines for all activities and guarantee a safe other members of the troop. I will refrain from the use of drug Girl Scout events.	• •
☐ Inform the leaders or a member of the Girl Scout staff immediation concerns about a Girl Scout activity. I will follow a conflict man to resolve a particular conflict.	
□ Not raise my voice or otherwise treat girl or adult members in a	a disrespectful manner.
□ Acknowledge that there are a variety of ways for girls and adul If I or Council staff feel that a different participation option wo assist in engaging her in those activities.	-
I understand that my engagement with the troop and my support impact my child's Girl Scout experience, and I will work to honor	
I understand that if I violate any of this agreement I may not be a Girl Scout meetings and/or events.	allowed to participate or attend
Parent/Caregiver Signature	Date

Pennsylvania Tax Exemption Certificate

REV-1220 AS + (08-14)



BUREAU OF BUSINESS TRUST FUND TAXES PO BOX 280901 HARRISBURG, PA 17128-0901

PENNSYLVANIA EXEMPTION CERTIFICATE

CHECK ONE:

☐ STATE OR LOCAL SALES AND USE TAX
☐ STATE OR LOCAL HOTEL OCCUPANCY TAX
☐ PUBLIC TRANSPORTATION ASSISTANCE TAXES AND FEES (PTA)
☐ VEHICLE RENTAL TAX (VRT)

(Please Print or Type)

This form cannot be used to obtain a Sales Tax Account ID, PTA Account ID or Exempt Status.

Read Instructions
On Reverse Carefully

			(Please Print or Type)		<u>-</u>
THIS	FORM	MAY BE PHOTOCOL	PIED - VOID UNLESS COMPLE	TE INFORMATION I	S SUPPLIED
CHECK ON	: 0	PENNSYLVANIA TAX UNIT E	XEMPTION CERTIFICATE (USE FOR ONE TR	RANSACTION)	
			ET EXEMPTION CERTIFICATE (USE FOR MU	•	
Name of Sell	er, Vendor	r or Lessor			
Street			City	State	ZIP Code
or tractor with	the PA De	epartment of Transportation, Bur	on the registration of a vehicle. To claim an exe reau of Motor Vehicles, use one of the following	emption from tax for a motor v g forms:	vehicle, trailer, semi-trailer
		1, Application for Certificate of T	,		
			Return/Application for Registration (other regis	•	
		urchased or leased using this o g block below and insert informa	ertificate are exempt from tax because: (Selection requested.)	ct the appropriate paragraph	from the back of this form,
☐ 1.	Property	or services will be used directly	and predominately by purchaser in performing	purchaser's operation of:	
□ 2.	Purchase	er is a/an:			
☐ 3.	a statem	ent under Number 7 explaining			
⊠ 4.	Purchase	er is a/an: <u>Charitable Organiza</u>	tion holding	Exemption Account ID 75 -	039824
☐ 5.			and predominately by purchaser performing a Numberand/or U.S. Dep		C/MX
☐ 6.	-	wrapping supplies, Account ID =	(If purchas	ser does not have a PA Sale	es Tax Account ID, include
7,	Other				
	(Explain	in detail. Additional space on re	verse side.)		
I am authorize punishable by			exemption. Misuse of this certificate by seller,	lessor, buyer, lessee or their	representative is
Name of Pure	chaser or	Lessee	WO STREET ON	EIN	Date
Girl Scouts o	f Eastern	PA	Change To	23-1352309	
Street			City	State	ZIP Code
330 Manor R	R d		Miquon	PA	19444

1. ACCEPTANCE AND VALIDITY:

For this certificate to be valid, the seller/lessor shall exercise good faith in accepting this certificate, which includes: (1) the certificate shall be completed properly; (2) the certificate shall be in the seller/lessor's possession within 60 days from the date of sale/lease; (3) the certificate does not contain information which is knowingly false; and (4) the property or service is consistent with the exemption to which the customer is entitled. For more information, refer to Exemption Certificates, Title 61 PA Code §32.2. An invalid certificate may subject the seller/lessor to the tax.

2. REPRODUCTION OF FORM:

This form may be reproduced but shall contain the same information as appears on this form.

3. RETENTION:

The seller or lessor must retain this certificate for at least four years from the date of the exempt sale to which the certificate applies.

DO NOT RETURN THIS FORM TO THE PA DEPARTMENT OF REVENUE.

4. EXEMPT ORGANIZATIONS:

This form may be used in conjunction with form REV-1715, Exempt Organization Declaration of Sales Tax Exemption, when a purchase of \$200 or more is made by an organization which is registered with the PA Department of Revenue as an exempt organization. These organizations are assigned an exemption number, beginning with the two digits 75 (example: 75-00000-0).

Forms and Documents

Volunteer Driver Form

Guidelines for Volunteer Drivers

All adults assuming responsibility for driving during Girl Scout activities must be at least 21 years of age, be a registered adult Girl Scout member, have a valid driver's license, carry the minimum insurance required by law, and have successfully completed the Volunteer Application Process and the current Criminal Background Clearance Process without any restrictions.

When driving girls, please follow the below guidelines carefully:

- The car is in safe condition; with good brakes and tires (including the spare); and that you have enough gasoline.
 Vehicles should also carry a first aid kit, and emergency procedures card.
- 2. A driver needs to be prepared to show current proof of vehicle insurance, vehicle registration and driver's license.
- 3. Everyone will be transported in vehicles designed by the manufacturer for carrying passengers. Persons will not be transported in campers except in those parts of the vehicle specifically designed to carry passengers. All passengers must wear seat belts at all times. Seat belts should be used as designed, one person per belt. Adhere to Pennsylvania State laws regarding booster seats and requirements for children in rear seat (http://www.dmv.state.pa.us/pdotforms/pa_driversmanual/chapter_5.pdf)
- 4. Vans used to carry Girl Scouts should be designed to carry 10 passengers or less. The use of a 15 passenger van to transport Girl Scouts is prohibited. While the lease of a 12 passenger van is NOT RECOMMENDED, if a 12 passenger van is the only option available, the driver should have driver training/experience related to 12 passenger vans.
- Observe speed and other traffic laws in your state and in any other state in which you are driving, for safety and as an example to girls riding with you.

- Avoid caravanning, or traveling as a group of more than 2 vehicles in single file. Travel at a safe distance within visibility of the group's other vehicles but not in single file.
- 7. Adult to girl ratio for travel and trips must be followed, either within one vehicle or with two vehicles traveling together.
- Arrive at the departure point early enough to allow plenty of time for loading girls, adults, and baggage.
- 9. Before leaving, review or explain safety rules to passengers:
 - Seat belts on at all times
 - Hands and arms inside
 - Noise must be kept at a level acceptable to driver
 - Special rules for your car
- 10. Each vehicle shall carry passenger Health Histories and Permission Slips.
- 11. Volunteers are prohibited from smoking in the presence of girls and/or during any Girl Scout activity.
- 12. No volunteer may undertake a role as a Girl Scout member while under the influence of, or impaired by any illegal drug or alcohol, nor use or possess it while on council business. A volunteer using a legally prescribed or over- the-counter drug, must not accept volunteer responsibilities if her/his abilities to perform safely are compromised by the use of the prescribed or over-the-counter drug.

The Troop/Group Leader will provide drivers with:

- Appropriate permission/medical release forms for all passengers (girls and adults).
- The phone number of the troop/group's emergency contact person.
- Directions and map to destination.

The Troop/Group Leader:

- Is responsible for the overall safety of the girls.
- Will follow council emergency procedures.
- Leader retains Volunteer Driver Form.

RIVER INFORMATION:
Ill Name and address as it appears on Drivers License:
ell Phone:
umber of passenger seat belts:
RIVER QUALIFICATIONS:
Driver has a current valid Drivers' License and auto insurance required by the state of Pennsylvania.
Driver's own automobile insurance is primary. Girl Scouts of Eastern Pennsylvania does not provide additional coverage for utomobiles.
Driver is a registered adult Girl Scout member and has successfully completed the Volunteer Application Process and the curriminal Background Clearance Process without any restrictions and has read and agrees to follow the Guidelines for Voluntrivers.
iver Signature Date

Girl Medical History and Release

This health history is to be completed and signed by the parent/guardian of the girl and kept with troop records. Health histories may be used for adults that travel with girls but are not required for adults.

Name of Child:	Date of Birth:	Age:
Address:	Troop No.:	
Parent/Guardian:		
Home Address:		
Business Address:		
Home Phone:	Work Phone:	
E-mail Address:	Cell Phone:	
In Emergency Notify: Name:		
Address:		
Relationship:	Phone:	
Name of Family Physician:	Phone:	
Family Medical/Hospital:		
Policy Number:	Group Number:	
Insurance Carrier:		
Authorizations: I (We), the custodial parent(s)/legal guardian(s) a	give my (our) permission for:	
Name of Girl Scout:		
☐Yes ☐No 1. I/We acknowledge that the resident will accept t	he Girl Scout promise and law.	
■Yes ■No 2. My/our daughter/ward to attend scheduled activities of her troop/group.		
☐Yes ☐No 3. The Girl Scout Council to use any photograph or video/audio recording in which my daughter/ward appears for promotional purposes.		
☐Yes ☐No 4. My/our daughter/ward to receive medical treatment by a leader, first-aider, EMT, nurse, doctor or hospital if necessary. It is understood that the adult in charge or her designate will attempt to contact me. If you check "No" to #4, please read and complete the following.		
5. I/We have religious objections to our daughter/ward receiving certain types of medical treatment. We have attached specific written instructions on what is and is not allowed.*		
*I understand that if an emergency occurs and the local police or other similar authorities take custody of my daughter/ward, Girl Scouts of Eastern Pennsylvania cannot guarantee that my instructions stated in the above medical authorizations or attached instructions will be followed. Date of last medical exam:		
Immunizations: ☐Yes ☐No I certify my child is up-to-date on all immunizations required to attend school in Pennsylvania. If not immunized, please attach explanation.		
Signature Date	of last Tetanus Booster:	

Medical History		
Does your daughter have a diagnosed physical or mental condition/disability that requires an accommodation? —Yes —No If yes, please describe and indicate accommodations needed:		
Girl Scout volunteers and staff may not be trained to provide for requested to attend some events with a Girl Scout who require		
Allergies (Check those that apply and specify nature of allergi	ic reaction.)	
□Animals	□Medicines/Drugs	
Food	□Plants	
□Hay fever	□Insect Stings	
□Pollen	□Other	
Please indicate any information useful to the adult in charge. A or restricted:	Also, indicate any activities to be encouraged	
The Council gives high priority to ensuring the safety of girls attending Girl Scout activities. Girls must be supervised by adults during all meetings and events. Please indicate your instructions below regarding your daughter leaving meetings or activities:		
☐ My/our daughter/ward has my permission to walk home from	m Girl Scout meetings/activities.	
☐ I or the person(s) listed below will pick up my daughter/ward	d from meetings/activities.	
Name:	Relationship to child:	
Phone:		
Name:	Relationship to child:	
Phone:		
Note: 1. Any changes to the above instructions must be gi	ven to the troop leader in writing.	
2. If your daughter is not picked up within fifteen minutes of the specified dismissal time, the troop leader will attempt to contact you and/or your listed emergency contact person.		
I have read and understand the pick-up and emergency procedures. I verify that all the above information is true and correct to the best of my knowledge and belief.		
Parent/Guardian Signature Troop Leader Guide	Date	

Troop Trip Requirements

A Girl Scout trip is defined by any activity outside of the troop's regular meeting time and/or place. Determine your destination and the date/time by discussing with your Girl Scouts. There are 8 steps to being ready for a Girl Scout trip:

- 1. Refer to Safety Activity Checkpoints, and determine the specific safety requirements for your activity and if your activity is high risk or not;
- 2. Determine if activity or destination require a Certificates of Insurance (COI);
- 3. Ensure you have appropriate insurance:
- 4. Submit trip application for approval;
- 5. Obtain signed copies of the Permission for Troop Activity;
- 6. Make travel arrangements (options below) and organize all forms and prep materials (parent permission, girl health history, first aid kit, Emergency Procedure information, and an at-home Emergency Contact, and any other items you may need specific to your trip;
- 7. Have a safe and wonderful trip! And ...
- 8. Remember, the GSEP emergency phone number is: 445-227-7559
- 1. Refer to the Safety Activity Checkpoints for any activity you are interested in doing with your troop.
 - The checkpoints will help you determine if an activity is appropriate for your girls and the guidelines you should adhere to when having girls participate in this activity.
 - If you do not see an activity listed in the checkpoints, look for a similar activity.
 - There are **some activities that require written approval from council,** which are listed in Safety and Activity Checkpoints. Ensuring a COI is on file and that the Trip Form is approved, meets this requirement.
 - The following activities are **not permitted:** Bungee jumping Flying in privately owned planes, helicopters, or blimps Hang-gliding Untethered hot-air ballooning Hunting Snowmobiling Riding a motorbike Riding electric scooters Using outdoor trampolines Parachuting or skydiving Parasailing Paintball tagging Riding all-terrain vehicles (ATVs) Stunt skiing Zorbing
 - **High Risk activities** are those that demand greater physical ability, emotional stamina, and skill. These activities may require specialized training, equipment, and supervision. High Risk activities are denoted in Safety Activity Checkpoints. When participating in any high risk activity, all registered Girl Scouts must have a signed Permission Form with the high risk activity box checked and explained as well as a current Health History Form.
- 2. Does your activity or destination require a Certificates of Insurance (COI)?
 - COIs are required for any High Risk activity and for any activity that Safety Activity Checkpoints require. If GSEP already has a COI on file for a particular provider, ensure that the date range will cover your planned trip. If so, there is nothing else you need to do. If not, or if GSEP does not have a COI from a provider, you must obtain one from the provider. For more information about obtaining a COI from an organization or providing a GSEP COI to an outside organization please see https://www.gsep.org/en/members/for-volunteers/volunteer-essentials/volunteer-resources/certificate-of-insurance-request-form.html. Note: COIs are not needed if the provider is a government entity (i.e. a state park).
 - Ensure you have the proper adult/girl ratio for the activity (see chart below) and determine if the adults attending have the proper training and clearances required for the activity. You can check the status of the adults in your troop using the TROOP tab under your Member Profile section of MY GS.

Does your activity involve a Hold Harmless agreement?

• If a rental agreement or activity contract has the words "hold harmless", "indemnification" or similar language, this will need to be reviewed and signed by GSEP. Contact Member Services at memberservices@gsep.org.

3. Ensure adults have appropriate training.

Day Trip Requirements:

- All adults supervising/driving girls must be registered and cleared members of GSEP.
- First Aid/CPR certified, registered and cleared adult.
- All trips or activities that involve camping or outdoor cooking need at least one registered, cleared adult with both the **IOS** and the complete **Basic Outdoor Skills (BOS)** training from GSEP.

Overnight Trip Requirements:

- All adults attending an overnight trip must be a registered and cleared member of GSEP.
- First Aid/CPR certified, registered and cleared adult. These volunteers must upload their certifications to their gsLearn accounts.
- At least one registered and cleared adult with Indoor Overnight Skills (IOS) training from GSEP.
- All trips or activities that involve camping or outdoor cooking need at least one registered, cleared adult with both the **IOS** and the complete **Basic Outdoor Skills (BOS)** training from GSEP.

4. Submit the Trip Application

- For **day trips or short overnight trips** (2 nights or less; 3 nights if it includes a Federal holiday), submit the Trip Application to your Service Unit Manager. Make sure you receive approval before embarking on the trip.
- For **long trips or international trips** (lasting 3 nights or more), submit the Extended Troop Travel Application to GSEP for approval. Make sure you receive approval before embarking on your trip. Submission deadlines vary according to the type of trip.
 - · 30 days prior for trips 3 nights or more within Council footprint
 - · 60 days prior for trips 3 nights or more outside of Council but within the US
 - · 3 months prior for international trips
- 5. Ensure Parent/Guardian Permission for the activity.
 - Obtain signed copies of the Permission for Troop Activity form. Remember to check the High Risk box and explain the activity if a High Risk activity is part of your trip.
 - If the trip involves a High Risk Activity, or is the first overnight trip, have parents/guardians review the health form and make any necessary updates.

Activities/Trips to a residence or private property.

- The use of private residences is discouraged.
- If your troop is taking a trip or doing an activity at someone's private residence or property, you will need to ensure that:
 - **All persons present** in the home at the time of the activity, except for girl members, that are 18 or older must be registered and cleared members of GSEP.
- The home/property owner must provide a copy of their \$1,000,000 homeowner's insurance to the council.
- 6. Transportation arrangements will depend on several factors. Ensure that each girl's Health History Forms, the one that is completed each membership year, is up-to-date, and is in the same vehicle as the girl.
 - **Meeting at the destination:** If the trip begins at the destination, it is not troop-arranged transportation.

Troop Trip Requirements

Troop-arranged transportation:

- Your troop can carpool. Every person who drives must be registered and cleared, fill out a Driver Form, and agree to the stipulations. Adult/girl ratios must be maintained within vehicle groups. Care should be taken that no carpool vehicle is alone for a significant time period.
- **Renting/leasing vehicles:** Troops may rent vehicles to transport attendees, using adult troop members as drivers. These drivers must also complete the Driver Form, and agree to the guidelines listed there. Fifteen-passenger vans are prohibited; 10 passenger (or fewer) vehicles are recommended. GSEP must have a COI on file if using rentals.
- **Chartering a bus:** In this case, a private company provides a vehicle and a driver to transport your troop. GSEP must have a COI on file for any such company.
- **Public transportation:** this can include local buses, trains and planes.
- **Ride-share companies:** Check that the vehicle's license plate, make and model match what is shown in the app. Compare the app's photo with the driver. Ask for their name and be sure it matches the app. Each passenger must wear a seat belt.

7. Prior to departure, ensure that you have all the required paperwork in each vehicle – including signed permission forms, health history forms, first aid kit, Emergency Procedure information, and an at-home Emergency Contact. Remember any other items you may need specific to your trip.

8. The GSEP emergency phone number is: 445-227-7559.

	Group M	leetings	Events, Travel	, and Camping
	Two unrelated adult volunteers (at least one of whom is female) for this number of girls:	Plus one additional adult volunteers for each additional number of this many girls:	Two unrelated adult volunteers (at least one of whom is female) for this number of girls:	Plus one additional adult volunteers for each additional number of this many girls:
Girl Scout Daisies (K-grade 1)	12	6	6	4
Girl Scout Brownies (Grades 2-3)	20	8	12	6
Girl Scout Juniors (Grades 4–5)	25	10	16	8
Girl Scout Cadettes (Grades 6-8)	25	12	20	10
Girl Scout Seniors (Grades 9-10)	30	15	24	12
Girl Scout Ambassadors (Grades 11-12)	30	15	24	12

Forms and Documents

Permission for Troop Activity

Permission, by a parent or guardian, must be given for each girl to participate in the activity below. Girls without written permission will not be transported from the departure location and may not participate in the activity.

Troop Number:		Trip Leader:								
Cell Phone:		Email:								
Trip Location:										
Leaving From:	Date:	Time:	AM	PM						
Returning To:	Date:	Time:	AM	PM						
Your child should have										
Money for the following: Transp. \$	Food \$	Other \$	Total \$							
Please bring:										
At Home, In Case of Emergency: Name	:	Phor	ne:							
High Risk Activity Included?	Yes No)								
Detailed description of high risk activities (N/A if none):									
High risk activities are those that demand greater physical ability, emotional stamina, and skill. These activities may require specialized training, equipment, and supervision. Please see the Safety Activity Checkpoints and Girl Scouts of Eastern Pennsylvania High Risk Activity List for requirements when participating in a high risk activity. When participating in any high risk activity, all registered Girl Scouts must have a signed permission form and current Health History Form.										
PLEASE CUT THE FORM BELOW AND RETURN	ΓΟ LEADER BY (da	te):								
My Girl Scout (name): Has permission to participate in: All Activities -or- Some Activities (list exclusions) My Girl Scout is currently a registered member of Girl Scouts and is thereby covered by the Girl Scouts of the USA acci-dent insurance. I have submitted my child's health history to the leader. I hereby waive and release the Girl Scouts of Eastern Pennsylvania and all individuals, staff members or volunteers working in connection with Girl Scout activities from any and all possible claims for injury to person or property which might arise in connection with my Girl Scout's participation in activities sponsored or provided by you. I do not hold the Council responsible for any accident or ill-ness which might occur and authorize the adult in charge, should it be necessary, to secure the service of a doctor at my expense. Parent/Guardian Signature:										
In the event of emergency, I can be reached	at (phone):									
If I am unavailable, Emergency Contact (nam	e):	Р	hone:							

Troop Trip Application

Any gathering that is outside your regular meeting place and time is considered a trip and should be approved accordingly (Service unit events and cookie booths are exempt from this requirement). Submit to your service unit two weeks prior to trip. Refer to the Troop Trip Requirements or the GSEP Trip Guide for information regarding what requirements must be met for this trip.

Section 1-	Trip Activity Inf	formation		Day T	rip	Overnight Trip
Today's Date	ר	Ггоор No.:			Service U	nit:
Trip Leader I	Name:				•	
Phone:	I	Email:				
Number o	f Participants					
Daisy	Brownie	Junior	Ca	idette S	Senior	Ambassador
Names of Cle	eared and Registered	Adults:				
Non-Member	rs: Adults			Children		
Certificati	ions and Training	g (as required)]			
Name	Certification/Train	ing Date Taken		Emerge	ency Con	tact Information
	First Aid/CPR		At	: Home Emergeno	cy Contact:	Phone Number:
	Indoor Overnigh Skills	t	<u> </u>			0.1171
	Outdoor Skills		Tr	ip Leader:		Cell Phone:
	Other		<u> </u>			L
		Section 2-Trip	p Ac	tivity Inform	ation	
Trip Destinat	tion:					
Trip Departu	re Date:			Trip Return Da	te:	
						ivity Checkpoints for sheets as necessary.
Day 1:						
Day 2:						
Day 3:						
Are there hig If yes, then		nis trip? Yes sk activities been re or submitted?	eviev	No ved with parents	?	

Section 3-Transpor	rtation	Section 4-Lodging	g (Overnight Only)				
Type of Transportation Bus Certificate of Insurance on file	-	Lodging: Please list the nam will be staying. Must provide and restrooms for males on	e separate sleeping quarters				
Plane Airline and flight No.	COI on file? Yes No						
Boat Certificate of Insurance on file	of submitted.		Not Required				
Car Van (10 passenger or less) Van (12 passenger with CDL Dr Volunteer Driver Form on file.		Night 2:	COI on file? Yes No Not Required				
Section 5–Mono Trip Cost: Troop Contribution	Total \$	Night 3: (holiday weekend or summer months only)	COI on file? Yes No				
Family Contribution Total cost of trip	Total \$		Not Required				
Trip Leader Statemer		Trip Approval : Verify that all statement	s below are true.				
GSUSA and GSEP health, sa	fety, and emergency	procedures have been reviewed	ed and are being followed.				
Families are informed of the costs associated with this trip and what costs they are responsible for.							
Appropriate permissions (including health history forms and permission slips) have been obtained for each girl and will be carried by the Trip Leader or First Aider at all times.							
Our group will conduct ours All adult participants are able	-	presentative of Girl Scouts.	health and safety guidelines.				
All adult chaparones are regis	stered and cleared pe	r GSEP policy.					
Trip Leader Signature: Service Unit Manager/Trip Adviso	or Signature:	Date Date					

Emergency Procedure Guidelines

Emergencies, Accidents & Incidents Procedures

While we hope all Girl Scouts events are emergency, accident and incident free, GSEP has procedures in place to ensure safety comes first and that steps are taken immediately if something does occur.

At any GSEP event, program or activity on or off GSEP property, in case of an emergency, dial 911.

At any GSEP activity, the responsible adult must have the names and phone numbers of parents/guardians of children in attendance, a charged phone, and the GSEP emergency number: **445-227-7559.**

In line with recommendations from GSUSA, GSEP has developed a plan to respond to emergencies, accidents, and incidents. These can include any number of situations for which you must be prepared as the adult in charge.

As a reminder, adults should not be alone with the Girl Scouts. GSEP, requires two adults to be present at all times and that includes setting up for activities, etc.

In case of a verbal or physical threat to you or the Girl Scouts , or a sense of forthcoming danger:

Dial 911.

Things to consider prior to event or activity:

Make sure you have a charged phone, the emergency number for GSEP (445-227-7559), a whistle or small air horn, knowledge and awareness of all exits and escape paths (ie if you are at a cookie booth, it may include running into store). Make sure all adults and girls know where the exits are.

With the other adults, create a pre-determined and established emergency plan that includes role assignments, (who stays with girls, who calls police, council, parents etc.) meet up place for the entire group, established buddy assignments for girls, and code word that the girls can remember... "Trefoil" or something girls will remember.

In Case of a Serious Accident, Emergency or Fatality: Person in Charge at The Scene —Dial 911

- Give priority attention to providing all possible care for the injured person(s). Secure doctor, ambulance, and police as appropriate.
- Remove all children from the scene of the emergency and distract them.

- In the event of a fatality, always notify the police. Retain a responsible adult at the scene of the accident. See that no disturbance of victim(s) or surroundings is permitted until police have assumed authority.
- Any emergency or accident must be reported to the Council IMMEDIATELY. Call **445-227-7559**. An "on-call" Council representative will answer your call. Leave a message if no one answers, and someone will call back immediately. Please speak clearly and leave a message with your name and phone number.
- The Council representative will make the determination for next steps. But always dial 911 first if there is immediate danger.
- Refrain from making any verbal or written statements to any media outlet which could be
 interpreted either as an assumption or rejection of responsibility for the accident. Say
 "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
 445-227-7559
- Prepare written incident report of occurrence and participate in additional follow-up as needed.
- Appoint a record keeper to provide written documentation of the emergency. Submit the Incident/ Accident Report within 24 hours to <u>HumanResources@gsep.org</u>

Incident/Accident Report

Please email signed form to humanres@gsep.org or return to a Service Center.

Name of person involved:				
Address:				
City:	State:		Zip:	
Phone:	Age:		Sex:	
☐ Girl - Troop Number:	□Staff	□Volunteer	□Other	
Name of Parent/Guardian (if minor):				
Address:				
City:	State:		Zip:	
Date of Incident (XX/XX/XXXX):	Time: □	A.M. □ P.M.		
Name of facility where incident/accident took place:				
Name and address of witness(es). (You may wish to a 1. Witness Name:	ttach signed stateme	ents.)		
Address:	City:		State:	Zip:
2. Witness Name:				
Address:	City:		State:	Zip:
3. Witness Name:				
Address:	City:		State:	Zip:
Type of incident: ☐ Behavioral ☐ Accident ☐ Illness	□Other (describe	·):		
List any injuries:				
Describe the sequence of activity in detail including wh	nat the person was d	loing at the tin	ne of the incider	nt/accident:
Where did the incident/accident occur? (specific locat	ion – draw diagram t	o show location	on of persons/o	bjects):
Was individual participating in an activity at time of the	e incident/accident?	□Yes □No		
If yes, what activity?				
Any equipment involved in incident/accident?	■No If yes, what typ	pe?		
Condition of equipment:				
Emergency procedures followed at time of incident/ac	cident:			
By whom:				
Report submitted by:			Date:	
Position:	Phone:			
Address:	City:		State:	Zip:

MEDICAL REPORT OF ACCIDENT		
How much time lapsed between in	njury and First Aid?	
Were parents notified? ■Yes ■N	No By: Writing Phone Other:	
By whom:	Title:	
Date of Notification:	Time of Notification: ■ A.M. ■ P.M.	
Parent's response:		
	: Accident Site Doctor's Office Hospital	
By whom:		
Date of Treatment:	Time of Notification: ☐ A.M. ☐ P.M.	
Describe treatment given:		
Was injured person admitted over	night in a hospital? ■ Yes ■ No If so, what Time: ■ A.M. ■ P.M.	
Name of hospital:		
If hospitalized, how was injured pe	erson transported?	ulance
Attending physician's name:		
Date released from hospital:	Time released from hospital: \Box A.M.	■ P.M.
Released to: Volunteers Par	rents	
Comments about incident/accider	nt:	
Persons notified such as Girl Scou	t Executive Director, staff member, etc.:	
Name	Date	
Position		
If applicable, describe any comme	ents to the media regarding this situation and by whom:	
Signature of Person Submitting Th	is Report:	
FOR COUNCIL USE ONLY:		
INSURANCE NOTIFICATION:	BY WHOM:	DATE:
1. ☐ Worker's Compensation		
2. General Liability Insurance		
3. Automobile Insurance		
4. 🗖 United of Omaha		
5. OTHER:		
NOTE: ANY DOCUMENTATION, ETC	: . Should be initialed. Dated and attached to this form	•

Troop Financial Worksheet

ı																
	The troop financial worksheet is provided to you to aid in the record keeping of all the money received or paid out of the troop treasury, such as payment of troop dues, purchase of equipment, product sale money, payment of troop supplies and refreshments, and payment of membership registration.		Other													0
alance \$	d out of the tro sshments, and		Account													0
Beginning Balance \$	eceived or pai plies and refre		Money Earning Profit													0
	all the money r nt of troop sup		Donations													0
Year	cord keeping of money, payme	INCOME	Cookie Profit													0
	to aid in the rec nt, product sale		Fall Product Profit													0
	ovided to you e of equipme		Activity Fees													0
Troop #	ksheet is pries, purchas ies, purchas in.		Troop Dues Collected													0
	nancial worl of troop du o registratio		G.S. Reg Fees Collected													0
	The troop financial worksl as payment of troop dues membership registration.		Date													Totals

Total Income \$

Total Expenses \$

Balance \$

	Ins	ert the neg	ative sign (-)	before numbe	EXPE ers in the expens	EXPENSES penses table. Thi	is will allow the	balance to ca	EXPENSES Insert the negative sign (-) before numbers in the expenses table. This will allow the balance to calculate correctly.
Date	G.S. Reg Fees Paid	Program Supplies & Materials	Awards, Insignia, & Uniforms	Food & Refreshments	Trips, Camping & Transportation	Service Projects	Money Earning Costs	Equipment	Other
Totals	0	0	0	0	0	0	0	0	0

Troop/Group Money Earning Request



GIRL SCOUTS OF EASTERN PENNSYLVANIA TROOP/GROUP MONEY EARNING REQUEST

Girl Scout troops/groups are financed by dues, money-earning activities and a portion of money earned through Council sponsored Product Program activities. All Girl Scouts may participate in the Council sponsored Product Program activities. Additional troop/group money earning may be done only by troops who have participated in the Cookie Program. Troop money earning activities are not permitted during the Cookie Program or Fall Product Program dates.

INSTRUCTIONS: Please submit this fillable form to your Service Unit Manager at least 4 weeks prior to the date of your activity. The SUM will return the form and approve or decline the intended activity. This form must be submitted to ensure approval for future money earning activities.

Service Unit Name:	Service Unit Number:	
Troop Number:	Age Level:	Number of Girls:
Troop/Group Leader Name:	E-mail:	
Home Phone:	Cell Phone:	
Address:		
City:	State:	Zip:
Please describe the money-earning activity planned:		
Date(s) of money earning activity:	Estimated earnings:	\$
How are the earnings to be used?		
How are the girls planning and participating in the m	noney earning activity?	
Estimated troop expenses for year	\$	
Estimated troop income for year	\$	
Cookie Program Proceeds	\$	
Other	\$	
Total	\$	
I agree to adhere to these standards and po	olicies of troop money earning	<u>Ţ</u> .
Leader Signature		Date
Service Unit Manager Signature		Date
Approve Decline D		

TD Bank Letter to Open Accounts



330 Manor Road	
Miquon, PA 19444	
215.564.2030	
www.gsep.org	Date:
	TD Bank, N.A.
	ATTN: Customer Service
RE: Troop Leader Name	
Troop Co-Leader/SU Treasurer	
Girl Scout Troop #	
To Whom It May Concern:	
Please accept this letter along with the Girl Scout Council By-Law s authorization for,institution on behalf of the above referenced Girl Scout Troop. The Troop account. The account must be opened using the tax identifications pennsylvania.	to open an account at your financial e Girl Scouts Council requires 2 signers to be on each
The account title should be reflected as follows:	
Girl Scouts of Eastern PA	
Girl Scout Troop #	
Council Address: 330 Manor Road, Miquon PA 19444	
Leader Mailing Address:	
This account should be fully opted out of TD Debit Card Advance that the Monthly Maintenance Fee, Check Image Fee, Paper Stat account. If you have any questions or need additional information 215-564-2030.	ement Fee and Cash Deposit Fee be waived on this
Thank you for your assistance with this matter.	
Regards,	
Mechal Name	
Michael Vanic, Chief Éinancial Officer	



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

Girl Scouts ayuda a las ninas a desarrollar la confianza en si mismas, el valor y los principios para hacer del mundo un mejor lugar.

Girl Scout Terms

A

Alum – A former Girl Scout girl member **Ambassador** – A Girl Scout in grades 11-12

В

Badge – Official embroidered insignia earned by completing a certain number of requirements in the Girl's Guide to Girl Scouting. These earned awards are sewn on the front of the uniform and are distinguished from "participation patches" which are obtained by participating in various events.

Bridging – When girls move from one program grade level to the next; may include an award for the girls completing the bridging award requirements, and likely will include a ceremony.

Bronze Award – The highest award Girl Scout Juniors (4th and 5th grade) can earn. It requires completion of a Journey, a minimum of 20 hours building a team, exploring the community, choosing Take Action, planning it, putting plan in motion, and spreading the word about the project.

Brownie - A Girl Scout in grades 2-3

Buddy System – Safety practice that groups two or three girls together to keep watch over each other in an activity (for example, swimming or hiking). The system places girls of equal ability in the same group.

C

Cadette - A Girl Scout in grades 6-8

Cookie Dough – Cookie Dough is a credit reimbursement program as part of the Girl Scout Cookie Program recognitions. Girl Scouts can earn credits based on the number of packages sold during the Cookie Program. Credits can then be redeemed for GSEP camp, programming, shop purchases, troop programming and trips, Silver/Gold Award expenses, membership, school expenses, and more!

Council – A corporation, chartered by Girl Scouts of the USA, organized for the purpose of developing, managing, and maintaining Girl Scouting within a defined geographic region. Our council is Girl Scouts of Western Ohio, which covers 32 counties throughout western Ohio and southeast Indiana.

Counselor in Training (CIT) – A Girl Scout who is taking a course (called Counselor-in-Training) to learn camp counselor skills.

CSA – Abbreviation of Cadette, Senior, and Ambassador.

D

Daisy – A Girl Scout in grades K-1

Day Camp – A camp program within a 12-hour period that lasts for a minimum of three days.

Destinations – A trip or event beyond girls' own troops and councils. Destinations fall into one of five different categories: international, outdoor, science, people, or getaways. All destinations events provide an opportunity for individual members to broaden their perspectives and give Girl Scouting enhanced visibility.

Digital Cookie – The Digital Cookie platform allows girls and volunteers to customize the way they learn and earn during the Girl Scout Cookie Program, using technology in new and engaging ways, all while earning cool cookie business badges along the way.

Dues – A fee that an individual troop may ask the caregiver/family of each participating girl to provide to support troop supplies and activities. See page 44 for more information on troop dues.

\mathbf{E}

Early Bird – Early renewal campaign that takes place between April and June (specific dates change each year) with added incentives like patches, swag and raffles who renew their membership before a certain date. Annual incentives vary.

F

Flag Ceremony – Honors the American flag as the symbol of our country and all the hopes, dreams, and people it represents.

Founder's Day – Celebrated each year on October 31 in honor of Juliette Gordon Low's birthday.

Friendship Circle – Girls gather in a circle and cross their right arm over their left, then link hands with the next girl. With everyone silent, the a leader starts the "friendship squeeze" by squeezing the hand of the girl to her right. One by one, each girl passes the squeeze until it travels the full circle. A great way to end meetings.

G

Girl Guide – The original name for Girl Scouts, it is still used in many countries.

Girl Scout Leadership Experience (GSLE) – This is the Girl Scout program. The experience identifies all the elements that need to be in place for Girl Scouting to achieve its mission; Girl Scouting builds girls of courage, confidence, and character,

Girl Scout Terms

who make the world a better place. When Discover, Connect, and Take Action activities are combined with the Girl Scout Processes of Girl-Led, Learning by Doing, and Cooperative Learning, girls achieve the desired and expected short-term leadership outcomes, ultimately resulting in Girl Scouting achieving its mission.

Girl Scout Motto - "Be prepared"

Girl Scout Quiet Sign – A way to ask for silence in a crowd without shouting. Made by holding up the right hand with five fingers extended.

Girl Scout Slogan - "Do a good turn daily"

Gold Award – The highest award in Girl Scouts. Open to Girl Scouts in high school, Gold Award projects find a sustainable way to solve community problems.

GORP - An acronym with two possible meanings, depending on who you ask! Good Old Raisins & Peanuts, or Granola, Oats, Raisins, & Peanuts. A camp snack favorite!

GSEP – Girl Scouts of Eastern Pennsylvania, the council that serves 9 counties including Berks, Bucks, Carbon, Chester, Delaware, Lehigh, Montgomery, Northampton, and Philadelphia.

GSUSA – Girl Scouts of the USA, the corporation that promotes the Girl Scout movement in the U.S.A., which includes the United States, its territories, and possessions.

Н

Highest Awards – Bronze, Silver, and Gold Awards. They are the highest honors a Girl Scout can earn. All three awards give girls the chance to do big things while supporting an issue they care about.

Ι

Insignia – Every Girl Scout item worn on the uniform (badges, awards, patches, stars, strips, etc.)

Investiture – A special ceremony in which a new member makes her Girl Scout Promise, receives their membership pin, and becomes a member of Girl Scouts.

J

Juliette – First name of Girl Scout founder Juliette Gordon Low. Term also used to refer to registered Girl Scouts who are not part of the traditional troop program. These girls still work toward the same badges and activities; they simply do not belong to a troop. They can join other girls at council-wide events and can participate in all Girl Scouts has to offer. They are also known as individually registered members (IRMs).

Junior - A Girl Scout in grades 4-5

Junior Counselor – A Girl Scout who has already completed both Counselor in Training (CIT) I and II programs and would like to further enhance her leadership skills by learning what it's like to be a camp counselor.

K

Kaper – A temporary job or responsibility, similar to a chore.

Kick-Off – A regional event that Girl Scouts of Western Ohio hosts for service team volunteers that typically occurs at the beginning of the membership year. Service units may also hold local kick-off events for troop leaders or other volunteers in the service unit.

L

Lifetime Membership – A one-time fee that enables you to become a Girl Scout for life. This is available to any person 18 years of age or older or a high school graduate.

M

Membership Fee – An annual fee paid to Girl Scouts of USA to be a girl or adult member of Girl Scouts.

Membership Pin – Either of two pins; the trefoil with three faces (contemporary style) or trefoil with eagle (traditional style) pin. These pins signify the acceptance of the membership requirements.

Membership Year – October 1 - September 30

N

National Gold Award Girl Scouts – An honor given to 10 Girl Scout Seniors and Ambassadors each year whose Gold Award projects demonstrated extraordinary leadership, had a measurable and sustainable impact, and addressed a local challenge related to a national and/or global issue.

O

On Time Renewal – The membership renewal period running from the end of Early Bird until the end of the membership year, September 30.

Overnight Camp – Sessions are generally for at least five days and four nights. The program is operated and staffed by the camp, and the supervision of campers is a camp responsibility. Campers stay overnight, and camp is responsible for campers 24 hours a day.

Girl Scout Terms

P

Patch Program – Patches earned by completing programs unique to individual councils or organizations. The required activities to complete the patch programs are generally found on the council or organization's website.

Petals – Earned awards by Girl Scout Daisies. Girls earn the Promise Center by showing they understand the Girl Scout Promise. Girls earn Petals by showing they understand the 10 parts of the Girl Scout Law.

Program Aide – Girl who has completed 6th grade, who has taken a specialized training to help troop/group leaders with the activities for their girls. Program Aides also help at day camps and CORE camps.

S

Sash - A type of uniform available to Brownies through Ambassadors. The sash sits on the right shoulder and crosses the body, resting on the left hip.

Senior - A Girl Scout in grades 9-10

Service Project – A project that helps the community with a specific and short-term need.

Service Unit Team Volunteers – Volunteers who support and mentor troop volunteers in their service unit

Silver Award – The highest award a Girl Scout Cadette can receive. Earned by completing a Girl Scout Journey and the suggested minimum of 50 hours building a team, exploring the community, picking a Take Action project, developing the project, and spreading the word.

Sit-Upon – Lightweight pad or mat the girls make to "sit-upon" when the ground is dirty or damp.

Smart Cookies – A program used by Troop Cookie Managers during the Girl Scout Cookie Program.

S'mores – A sandwich made with graham crackers, chocolate, and a roasted marshmallow, invented by Girl Scouts.

\mathbf{T}

Take Action – A project that helps the community by identifying the root cause of the community need, has long-term benefits, and has sustainable community support.

Tunic – A type of uniform available to Daisies. It is worn over the shoulders and ties at the waist.

Trefoil – The official emblem of the Girl Scout movement in the United States of America, registered in the United States Patent Office by Girl Scouts of the U.S.A.

Troop – This group of girls and adults who meet on a regular basis to engage in Girl Scout Program activities. Troops are organized according to grade level, which places girls together with others in the same social/developmental stage.

Troop Crest – A Girl Scout tradition that helps leaders easily identify Girl Scouts belonging to different troops while on a hike or other activity. There are currently 16 official troop crests available, and they are displayed on uniforms between the Girl Scout Council Identification Set and the troop numerals.

V

Vest - A type of uniform available to all grade levels.

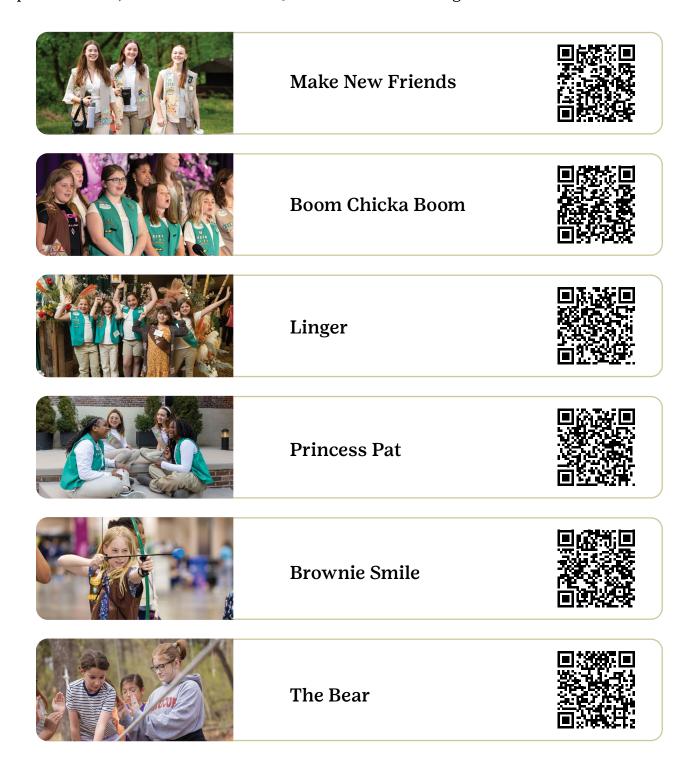
\mathbf{W}

WAGGGS – The Word Association of Girl Guides and Girl Scouts, a global association supporting female-oriented and female-only Guiding and Scouting organizations in 150 countries.

World Thinking Day – Celebrated annually on February 22. Official Girl Scout holiday where girls traditionally learn about the cultures and traditions of WAGGGS member countries. This day also commemorates the birthdays of Lord and Lady Baden-Powell, the founders of the Scouting Movement worldwide.

Girl Scout Songs

There are so many Girl Scout songs of all sorts: traditional, silly, serious, camp classics, repeat-after-me, and more! Scan the QR code to hear the songs.



girl scouts of eastern pennsylvania



Serving girls in Berks, Bucks, Carbon, Chester, Delaware, Lehigh, Montgomery, Northampton, and Philadelphia counties.