



New Leader's Guide to Success





NEW LEADER'S GUIDE TO SUCCESS

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The Girl Scout Promise

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

The Girl Scout Law

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

Our Mission

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

*Members may substitute for the word God in accordance with their own spiritual beliefs.



NEW LEADER'S GUIDE TO SUCCESS

Welcome to Girl Scouts!

Thank you for becoming a Girl Scout leader! We're so excited to have you join the Girl Scout Movement.

Girl Scouts helps girls empower themselves to stand up and make a difference. By cultivating girls' leadership skills, we prepare them to overcome challenges and advocate for their ideas now and in the future. With an emphasis on self-discovery, character building, and community impact, Girl Scouts helps girls become a powerful force for good in the world.

No matter where or how you volunteer, you'll make a difference in girls' lives—and this go-to guide will prepare you to effectively lead during your first year as a Girl Scout volunteer. Need help along the way? Let us know! We have various tools, training resources, and people to support you through each step.

You're now a part of our team. We can't wait to see the impact you'll make this year!

Dear Volunteer:

Welcome to Girl Scouts of Orange County (GSOC), and thank you for joining us in our mission to build girls of courage, confidence and character, who make the world a better place.

We are so grateful that you have chosen to volunteer. Every day, in big and small ways, volunteers like you make it possible for thousands of girls across Orange County to dream big, try new things, and grow into leaders who make our communities and world stronger, kinder, and better for everyone. Never before has that been more important.

You provide girls with stability in uncertain times, a role model to look up to, and the encouragement and safe space they need to thrive. We wouldn't be the movement we are without passionate, caring volunteers like you.

Whether you work directly with girls as a troop leader, service unit team member, or are one of our many invaluable behind-the-scenes volunteers, you make it possible for girls to go on new adventures, learn new skills, and bravely step into a lifetime of leadership. As you inspire our girls, we hope that Girl Scouts touches your heart and changes your life for the better.

From the bottom of our hearts, thank you for your time, Talent, and investment in Orange County girls. We look forward to working alongside you to prepare our girls for a lifetime of leadership and success.

Yours in Girl Scouting,
Vikki Shepp
Chief Executive Officer





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You—A Girl Scout Leader!

Being a Girl Scout leader is an incredible journey along which you'll shape the future by working with girls today. With your guidance, encouragement, and go-getting spirit, your Girl Scouts will be ready to embark on a lifetime of leadership, success, and adventure. And along the way, you'll hone your own leadership style and discover that you'll achieve more than you thought possible!

In Girl Scouting, leadership is about more than “being in charge” or having a title; it's recognizing that you're part of a team and understanding that team's needs and interests.



Leadership is teaching girls:

- That they can do and be anything!
- That they are decision-makers and should own their decisions
- How to live the Girl Scout Law by modeling it for them

As a leader, see yourself as a coach who:

- Guides and instructs, not as a teacher providing rote lessons and activities
- Advises and discusses
- Ensures each girl can carry out her responsibilities within the troop
- Encourages girls to build their skills and their ethics
- Assigns more responsibilities to the girls as they grow and develop

It's important to remember that:

- You can't expect to know everything the girls want to learn
- You'll explore and learn alongside your girls and grow your confidence in the process
- You're not expected to know everything about Girl Scouting, but you should know where to go for information—and to ask for help when you need it



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Let's Get Started!

Managing Your Member Experience Online

After your background check is completed and you're approved to serve as a volunteer, you'll receive an email prompting you to log into My Account, your Girl Scout member community. My Account allows you to manage your member experience online.

On the Troop tab in My Account, you can see any girls and adults who have signed up for your troop and add new girls to your troop—and the Troop Opportunity Catalog allows you as the troop leader to display available openings in your troop for girls and/or volunteers. Your troop will automatically be listed in the catalog until your troop reaches the minimum troop size of 12 girls. To help girls select your troop, update your meeting day, time, and location in the Troops Tab of My Account.

Next Steps

Look out for a welcome email with details on any required trainings and how to connect with your service unit and council.

Troop Leader Training Path

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

Get started by visiting [gsLearn](#) to complete the [Successful Leader Learning Series](#) online.



Congratulations! You're a troop leader!

Required New Leader Trainings

- Successful Leader Learning Series
- New Leader Orientation
- Level Essentials

Troop Financial Training

- Using Resources Wisely: Troop Financial Training (online)

First Aid/CPR Training

Required for one adult in the troop for:

- Activities away from the normal meeting place
- Activities that have the potential for injury as specified in Safety Activity Checkpoints
- Overnights
- First Aid/CPR certification is good for 2 years.

Required Trainings for Outdoor/Camping Activities

- Indoor Overnight Adventures (online)
- Troop Tent Camping (online prerequisite and in person)
- Outdoor Cooking (online prerequisite and in person)



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Volunteer Resources

The 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 Volunteer Toolkit lets troop leaders:

- Explore meeting topics and program activities with their girls
- Print step-by-step activity guides and shopping list
- Manage girl attendance and track achievements
- Add local events
- Edit the troop roster and update contact information
- Renew members
- Track and share financial information
- Message and share meeting activities with troop families

... plus so much more! Learn more and access the Volunteer Toolkit by logging into **My Account**

Successful Leader Learning Series

Confident leaders are prepared leaders, and this online learning series will give all the info you need to get started as a troop leader. Log into gsLearn through My Account.

Girl's Guide to Girl Scouting

What does it mean to be a go-getting Girl Scout? These grade level-specific binders will help you break it down for your girls. It's part handbook, part badge book, and 100% fun!

Safety Activity Checkpoints

This guide has everything you need to know to be prepared and keep your girls safe during a range of activities outside the normal Girl Scout troop meeting. It can be found on girlscoutsoc.org/forms.

Volunteer Essentials

With key information, policies, and procedures that support the safe and consistent delivery of Girl Scout programming to girls across the council, *Volunteer Essentials* is just that—essential. By agreeing to be a Girl Scout volunteer, you agree to follow the items outlined in this resource. *Volunteer Essentials* is updated annually, and the newest version can always be found on our website girlscoutsoc.org/forms.

Tips for Troop Leaders

When you're looking for real-world advice from fellow troop leaders who've been there, this volunteer-to-volunteer resource on the Girl Scouts of the USA website has the tips you need for a successful troop year. Find it at girlscouts.org/tipsfortroopleaders.



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The Girl Scout Leadership Experience

What makes Girl Scouts truly unique? Everything is designed especially for, and is tested by, girls! Our program centers around our research-backed Girl Scout Leadership Experience—that is, *what* girls do and *how* they do it. Activities are girl-led, which gives girls opportunities to explore leadership roles and “learn by doing” in a cooperative-learning environment.

In Girl Scouts, girls will:

Discover: Every activity girls tackle in Girl Scouts helps them discover who they are, what they care about, and what their talents are.

Connect: Girls collaborate with and learn from other people and expand their horizons. This helps them care about and inspire others locally and globally.

Take Action: As girls connect with and show care for others, they become eager to take action to make the world a better place.

So what does this mean for your troop? Through Girl Scouting, your girls will develop a strong sense of self, demonstrate positive values, seek challenges, solve significant problems in her community, and establish healthy relationships. These aren't just good qualities—they're leadership skills that will last a lifetime!

What is the Girl Scout Program?

No matter what excites your girls, they'll find engaging and fun activities in the four areas that make up the core of the Girl Scout program:



STEM

Computer science, engineering, robotics, outdoor STEM, and more



OUTDOORS

Adventure and skill building, from the backyard to the backcountry, including through camping experiences for all ages



LIFE SKILLS

Civic engagement, healthy living, global citizenship, communication skills—to name a few



ENTREPRENEURSHIP

The Girl Scout Cookie Program—the largest girl-led entrepreneurial program in the world—teaches goal setting, decision making, money management, business ethics, and people skills

Whether they complete Girl Scout Leadership Journeys, earn badges, unleash their inner entrepreneur through the Girl Scout Cookie Program, pack for their first hike, change the world through “Take Action” projects, or any combination of these activities, at Girl Scouts, every girl has countless ways to explore our four program areas and hone the skills they'll need to power a lifetime of success—whatever that looks like for them.

Explore the many exciting possibilities with the Award and Badge Explorer at

https://www.girlscouts.org/en/our-program/badges/badge_explorer.html.



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Where Girl Scouts Can Take Your Girls

As your girls progress through Girl Scouts, they'll learn to take the reins and make their Girl Scout experiences their own—it's what being girl-led is all about! And as a leader, you'll encourage them to dream big and challenge themselves as they take their newfound passions to the next level.

While program elements—like outdoor expeditions and entrepreneurial ventures—align across all grade levels, Girl Scout Daisies and Brownies won't be doing the same activities as seasoned Seniors and Ambassadors. But by building on the knowledge and skills they gain year after year, your girls' confidence will grow exponentially and they'll be eager to take those next steps.

So what can you expect as they grow through each level of Girl Scouting?



DAISIES
K & 1ST

Girl Scout Daisies sparkle with that first-time newness in everything they do. They go on trips, learn about nature and science, and explore the arts and their communities—and so much more. Daisies can also earn learning petals.



BROWNIES
2ND & 3RD

Girl Scout Brownies work together as they earn badges and explore their communities. Friendship, fun, and age-appropriate activities begin at the Girl Scout Brownie meeting and move out to the community and the wider world. While earning badges, Brownies build skills, learn hobbies, and have fun!



JUNIORS
4TH & 5TH

Girl Scout Juniors are big-idea thinkers. They're explorers at camp and product designers when they earn their Innovation and Storytelling badges, or even their Bronze Award. Every day, they wake up ready to play a new role.



CADETTES
6TH - 8TH

Girl Scout Cadettes chart their own courses and let their curiosity and imagination lead the way. They learn about the power of being a good friend, gain confidence by mentoring younger girls, and can earn their Silver Award.



SENIORS
9TH & 10TH

Girl Scout Seniors are ready to take the world by storm, and Girl Scouts gives them countless ways to do it. Their experiences shape their world, while giving them a safe space to be themselves and explore their interests. Seniors can earn their Gold Award and change the world in a tangible, lasting way.



AMBASSADORS
11TH & 12TH

Girl Scout Ambassadors know that small acts produce big change. While they get ready for life beyond high school, Girl Scouts helps them take flight. They can also earn their Gold Award and drive lasting impact in their communities.

All of the skills and experiences girls gain throughout their time in Girl Scouts set them up for special recognition through the Bronze, Silver, and Gold Awards. Through their award projects, your girls will tackle issues close to their hearts and make a real difference—and if they decide to pursue their Gold Award, they'll also be eligible for unique college scholarships and open doors to promising career opportunities. The longer your girls are in Girl Scouts, the brighter their futures will be—and they'll have you to thank for it!



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What Makes a Successful Troop Experience?

No matter where your girls live, a universal Girl Scout experience connects them to their Girl Scout sisters around the country. And there are so many ways to make sure your girls get the full Girl Scout experience in a way that excites and inspires them!





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Guiding Your Troop Experience

In leading a new troop, you'll want to guide the structure and experiences of your troop—from how and when meetings are held to how the troop communicates, and from steering girl-led activities to setting financial expectations. You'll make these decisions collaboratively with your volunteer team or co-leader, as well as with input from the girls and their parents/caregivers.

Use these questions to guide your conversation with troop volunteers or co-leader before discussing the topics with parents and caregivers.

Meeting logistics:

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

Your troop:

- Will our troop consist of girls in a single grade level or facilitated as a multi-level troop with girls of many grade levels?

Troop communication:

- How often will we communicate with troop families?
- How will we keep families in the loop? The Volunteer Toolkit? Emails? Group texts?

Money matters:

- Will our troop charge dues?
- How much money will we need to cover supplies and activities? What should our financial plan look like?
- Which components of the uniform—the tunic, sash, or vest—will troop families need to purchase? (Troop leader pro tip: get the full rundown on uniforms and insignia at [girlscouts.org/en/our-program/uniforms](https://www.girlscouts.org/en/our-program/uniforms)).

Your Troop Volunteer Team

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

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

Use the Troop Helper Interest Survey found in the resources section of this manual or on [girlscoutsoc.org/forms](https://www.girlscoutsoc.org/forms) Keyword search: **Troop Helper**.





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

Girl Scouting provides the best opportunities for girls when families step up and play an active part in the troop. Without meaningful support from parents, it's difficult for a troop to be all it can be. Plus, girls feel a special sense of pride when their families take part and show interest in the things they are doing!

Kick the Year Off Right With a Parents and Caregivers Meeting

A parent and caregiver meeting should be the first meeting you hold to start each troop year—it sets up both new and returning troops for success!



Why? Because it helps:

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

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

Check out our step-by-step guide and parent meeting outline in the Volunteer Toolkit. (Remember, you can access the Volunteer Toolkit via My Account!) This hour-long meeting will make all the difference in the year ahead: **100% of troops with the most satisfied parents and troop leaders report they hold parent meetings.** You'll also want to hold an additional family meeting ahead of cookie season to introduce parents and caregivers to the program and how they can pitch in.

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

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



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Let's Go—Your First Troop Meeting!

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

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

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

Six Elements of a Great Troop Meeting

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

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

First meeting checklist:

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



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Keeping Girls Safe

Understanding How Many Volunteers You Need

From camping weekends to cookie booths, adult volunteers must always be present to ensure their girls have fun and stay safe, no matter their grade level.

Not sure just how many adults you'll need for your activity? The helpful chart below breaks down the minimum number of volunteers needed to supervise a specific number of girls.

Volunteer-to-Girl Ratio Chart	Group Meetings		Events, Travel and Camping	
	Two unrelated Volunteers (at least one of whom is female) for this number of girls.	Plus <i>one</i> additional volunteer for each additional number of this many girls.	Two unrelated Volunteers (at least one of whom is female) for this number of girls.	Plus <i>one</i> additional volunteer for each additional number of this many girls.
Girl Scout Daisies (grades K-1)	12	1-6	6	1-4
Girl Scout Brownies (grades 2-3)	20	1-8	12	1-6
Girl Scout Juniors (grades 4-5)	25	1-10	16	1-8
Girl Scout Cadettes (grades 6-8)	25	1-12	20	1-10
Girl Scout Seniors (grades 9-10)	30	1-15	24	1-12
Girl Scout Ambassadors (grades 11-12)	30	1-15	24	1-12

Planning Safe Activities

When preparing for any activity with girls, check Girl Scouts' *Safety Activity Checkpoints* at girlscoutsoc.org/forms for required guidelines on where to do the activity, how to include girls with disabilities, where to find both basic and specialized gear for the activity, and the specific steps to follow on the day of the activity. *Safety Activity Checkpoints* will also note if a first-aider is required.

If a safety activity checkpoint doesn't exist for an activity you and your girls are interested in, contact Customer Care at customercare@girlscoutsoc.org before making any definite plans.

What to Do in an Emergency

Although we all hope the worst never happens, you should know and follow our council's procedures for handling emergency incidents. Remember, at the scene of an incident, safety is your first priority. Provide care for the injured person and/or obtain medical assistance, then immediately report the emergency to your Troop Support Specialist.



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Make sure a general first-aid kit is available at your meeting place and accompanies girls on any activity. You may need to provide the kit if one is not already available at your meeting location. You must always have on hand the names and telephone numbers of our council office, parents/caregivers of your girls, and emergency services such as the police, fire department, and hospital.

Annual Permission and Health History Form

Permission Slips are needed for troop meetings, events, field trips and activities. Girl Scouts of Orange County has the Annual Permission and Health History form that combines the functions of the Health History forms, as well as it serves to authorize participation in Girl Scout membership activities for the entire membership year (October 1 – September 30). The Annual Permission and Health History form does not cover all activities Girl Scouts may choose to participate in. The activities covered by the Annual Permission and Health History form are:

- Activities located within 150 miles of the troop's meeting place and within the State of California.
- Activities that do not exceed 8 hours or are overnight.
- Activities that are not considered High Adventure activities, according to the High Adventure Activity Guidelines and,
- Activities that do not discuss sensitive topics.

The entire Annual Permission and Health History Form instructions can be located on the Girl Scouts of Orange County website girlscoutsoc.org under the Forms and Docs tab.

Be sure to notify your Service Unit Permission Slip Coordinator (or designee) of activities at least 48 hours in advance with your troop number and the same information you shared with your parents/guardians.

Permission Forms should be maintained by the leader for two (2) membership years. Documents should be retained on all girls who are named in an accident report or insurance claim until the girl reaches the age of majority, plus five (5) years more, age of 23.





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Funding the Fun

Your girls probably have some big ideas about what they want to do in Girl Scouts—and that's awesome! As a troop leader, you'll coach them as they learn to earn and manage troop funds. But where do you start?

Troop activities are powered in two main ways:

Troop dues: Many troops decide to collect troop dues to help provide startup funds for troop activities and supplies. These could range from a few dollars per meeting to a lump sum for the entire school year. It's completely up to each troop to decide what works best for them to support the activities they want to do.

Money-earning activities: The fall product and cookie programs are the primary money-earning activities for a troop—and they're a hands-on way for girls to learn money management skills that will serve them for the rest of their lives. You'll learn the ins-and-outs of these programs in a separate training.

We know you have more questions about troop finances, and we've got answers! Check out the troop finances portion of the Successful Leader Learning Series on gsLearn and in *Volunteer Essentials* for the details you'll need to keep troop business running smoothly.

Organizational Structure

Girl Scouts of the USA (GSUSA)

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

Girl Scouts of Orange County

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

Service Units

Made up of volunteers who support the work of troop volunteers within a given geographic area.

Troops

Volunteer-supervised groups of girls.

Money FAQs

Our three most frequently asked about troop finance topics:

Opening a bank account: New troops will need to set up a bank account to collect dues, pay for troop supplies and activities, and collect product sales revenue. *Volunteer Essentials* and the *Financial Guidelines* breaks down the process for you.

Financial assistance: Finances shouldn't stand in the way of a Girl Scout's participation. Any girl needing financial assistance for membership can request it as part of the online member registration process. Other financial assistance is available for uniform components, events, and camps, and can be requested. Contact customer care@girlscoutsoc.org.

Tax exemption: Councils are 501(c)(3) nonprofits. If you have questions, email customer care@girlscoutsoc.org.





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Quick References

For questions about:

Finance, Trips/Travel, Safety, Product Program, or anything else
contact customercare@girlscoutsoc.org.

In case of emergency, (949) 461-8800.

Although we all hope the worst never happens, it's important to know and follow our council's procedures for handling emergency incidents. At the scene of the incident, safety is your first priority. Provide care for the injured person or obtain medical assistance and then immediately report the emergency to GSOC staff. Call our office at 800-979-9444 or 949-461-8800 and follow the prompts if it is after normal business hours of Monday – Thursday, 8:00 a.m. – 6:00 p.m.



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Council Contact Information

Where we're located and how to connect

Office

9500 Toledo Way, Suite 100
Irvine, CA 92618

Office Hours:

Monday – Thursday
8:00 a.m. – 6:00 p.m.

Shop Locations & Hours

Irvine Shop located at Council HQ

Monday – Thursday

10:00 a.m. – 6:00 p.m.

Friday 10:00 a.m. – 3:00 p.m.

Saturday 11:00 a.m. – 3:00 p.m.

Closed Saturdays July – August

Yorba Linda Satellite Shop

4652 Casa Loma Ave.

Yorba Linda, CA 92886

Tuesday 8:30 a.m. – 5:30 p.m.

(Closed for lunch 12:30 p.m. – 1:30 p.m.)

Shop online 24/7 at:

girlscoutsoc.org/shop



@girlscoutsoc



/girlscoutsoc



@girlscoutsoc



/girlscoutsoc



girl-scouts-of-orange-county/



Girl Scouts of Orange County

customer care@girlscoutsoc.org

Website: girlscoutsoc.org

949-461-8800

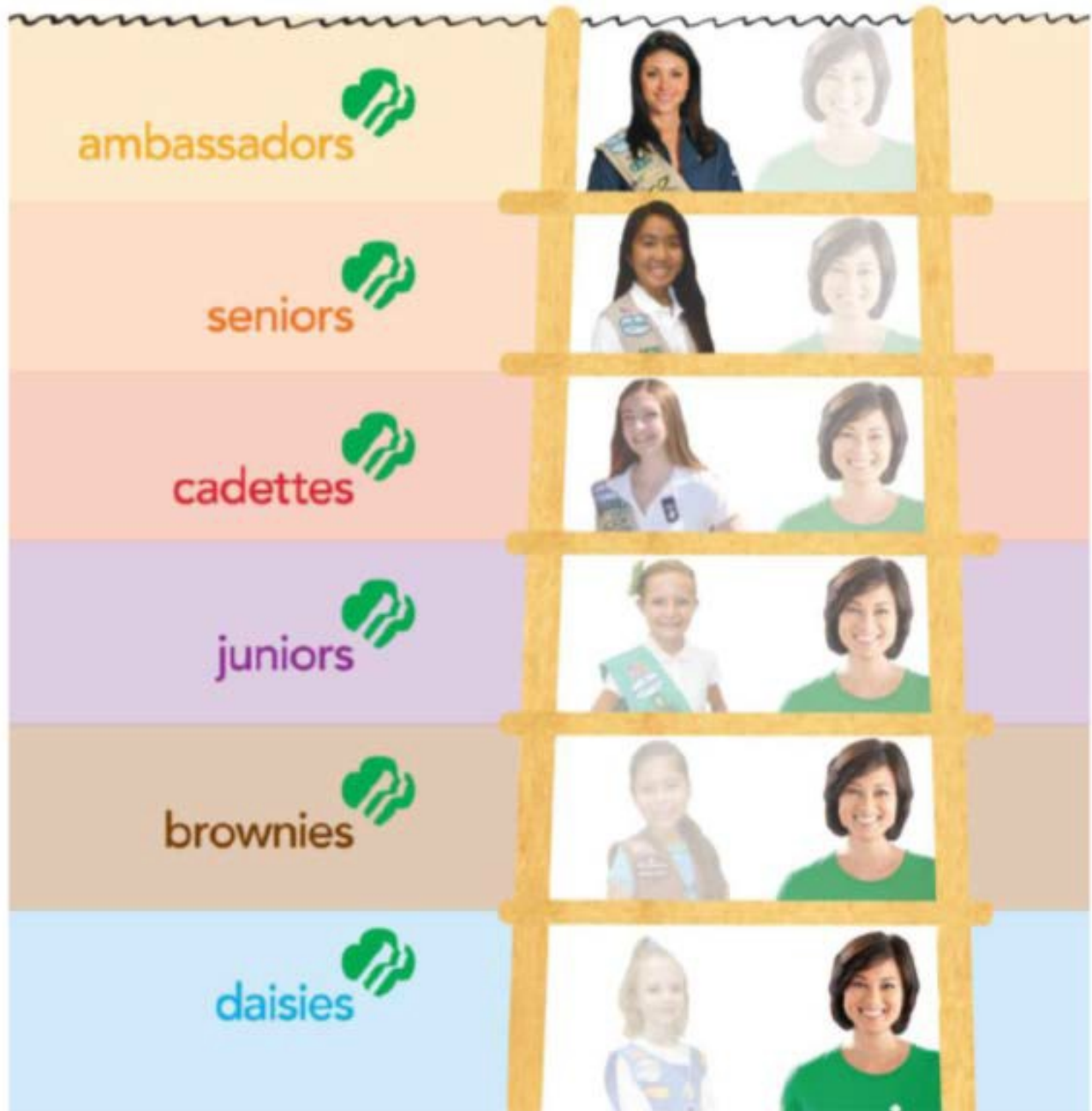


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girl scouts
of orange county

GIRL LED PROGRESSION

When activities are girl led involve learning by doing and cooperative learning, girls can achieve the desired outcomes of the Girl Scout Leadership Experience.





Resources





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Glossary of Selected Girl Scout Terms

Blue Book of Basic Documents – Quick reference of official documents, policies and procedures of Girl Scouts of USA of which Girl Scouts of Orange County is a chartered affiliate.

Bridging – The process of moving from one program level to another in Girl Scouting (example: Brownie to Junior). Girls automatically bridge when they proceed to the appropriate school grade, but some troops and groups often have ceremonies to celebrate this bridging. Girls may also choose to earn the Bridging Award by completing required activities found in the Girl's Guide to Girl Scouting.

Bronze Award – The highest award a Junior Girl Scout can earn. Girls complete a Leadership *Journey* and then spend a suggested minimum of 20 hours building their team, exploring their community, choosing their project, planning it, putting their plan in motion, and spreading the word about their project.

Brownie Ring – A form of troop government for Brownie Girl Scouts; this is a “conference” circle or “talk-about” ring in which all members of the Brownie troop do planning and deciding. Called Town Meeting in other program levels.

Buddy System – A safety practice which requires two girls in an activity to keep watch over each other. (Truddy for 3 girls).

Camp Scherman – A 700 acre camp owned and operated by Girl Scouts of Orange County. It is recognized as one of the top camps in California. Camp Scherman is fully accredited by the American Camp Association (acacamps.org) and was awarded Best Overnight Camp by Parenting OC for 2008, 2010, 2011 and 2012.

Campership Fund – Provides assistance to girls for troop, day and resident camp and is applied for by the girl's family.

Cookie Program – Council-sponsored product program and money-earning opportunity.

C.I.T. (Counselor-in-Training) – A Girl Scout who is taking a course to learn camp counseling skills.

Connect – A girl *connects* with others, which means she learns how to team up, solve conflicts, and have healthy relationships. These skills help her in school right now and prepare her for any career she chooses in the future.

Court of Awards – An occasion or ceremony when Girl Scouts receive insignia for activities completed.

Culture of Philanthropy – Describes an organization that values the behaviors that support fundraising success.



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Daisy Circle – An introduction to troop government; the place where Daisy Girl Scouts learn formal group decision-making processes and help plan activities.

Destinations – Girl Scout activities that 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.

Discover – A girl *discovers* her special skills and talents, finds confidence to set challenging goals for herself and strives to live by her values. This includes being proud of where she came from as well as where she's going.

Financial Assistance Fund – Financial assistance available upon application for girls to offer assistance in purchasing Girl Scout uniform components, insignia, or troop t-shirts, program handbooks, supplies, Service Unit events, troop activities or field trips (not camp). A Troop Leader must apply for the Financial Assistance for the girl. The Troop Leader may request assistance for each girl twice a year for January – June and July – December.

Fly-Up – The ceremony at which a Brownie Girl Scout receives her Brownie wings and her Girl Scout pin; it marks her “bridging” from Brownie to Junior Girl Scouting.

Friendship Circle – A circle formed by Girl Scouts standing and clasping hands (before they reach for each other's hands, girls cross their right hand over their left). The circle represents the unbroken chain of friendship among Girl Scouts and Girl Guides all over the world.

Friendship Squeeze – A hand-holding activity where a gentle hand squeeze is started by someone and continued by others around a Friendship Circle.

Fund Her Success – A GSOC fundraising campaign among Girl Scout families conducted annually.

Girl Scout Leadership Experience (GSLE) – The Girl Scout Leadership Experience identifies three keys to leadership. **Discover** – girls understand themselves and their values and use their knowledge and skills to explore the world; **Connect** – girls care about, inspire, and team up with others locally and globally; **Take Action** – girls act to make the world a better place. In Girl Scouting, it's not just “what girls do” (activities), but “how” they do the (processes). These processes are: **Girl-Led, Learning by Doing, and Cooperative Learning.**

Girl Scout Week – Celebrated each year during the week which includes March 12, the anniversary of the first Girl Scout troop meeting in 1912.

Girl Scouts USA – Acceptable, shortened version of the name of the national organization.

Girl's Guide to Girl Scouting – A colorful, easy-to-use binder specially designed for girls at each program level. The binder comes full of essential information and badge activities. The “skill-building” part of the Girl Scout program.



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Gold Award – The Girl Scout Gold Award is the highest award that Girl Scout Seniors and Ambassadors can earn. The girls start with completing two Girl Scout Senior or Ambassador Journeys or having earned the Girl Scout Silver Award and completing one Senior or Ambassador Journey. Then, they spend a minimum of 80 hours identifying an issue, investigating it thoroughly, getting help and building a team, creating a plan, presenting the plan, gathering feedback, taking action, and educating and inspiring others. There is a Council-run application and approval process to obtain this award.

GSOC Policies & Standards - Council-specific policies and standards that all volunteers are required to follow.

Insignia – The umbrella term for Girl Scouts earned program level awards, religious and other awards, emblems, and participating patches and pins. Girls wear all insignia except participation patches and pins on the front of their Girl Scout uniform.

Journeys – The leadership part of the Girl Scout program.

Juliette – A Juliette is a Girl Scout that participates in the Girl Scout program independently and not as part of the troop experience.

Juliette Low's Birthday – October 31, a day to commemorate the birthday of the founder of Girl Scouts.

Kaper – A kaper is a chore.

Kaper Chart – A chart showing what each girl's or patrol's job is in any given project or meeting and providing for a rotation of these jobs.

Membership Dues Subsidies Fund (MDS) – Upon request, this GSOC fund will pay the national membership dues and the Council Service Fee on behalf of a girl who needs it. Parents or Troop Leaders may request assistance for girls in their troop when the family has expressed need for financial aid due to economic hardship.

Motto – The Girl Scout Motto is “Be Prepared.”

My Account – The online portal to add a new member or renew your annual Girl Scout membership, update your account, manage your troop online if you are the registered troop leader and manage your family information if you are the family manager.

National Program Portfolio – The *Girl's Guide to Girl Scouting*; *Leadership Journeys*; and Skill Building Badge sets.

National Program Outcomes – Also known as the Girl Scout Leadership Experience Outcomes – The five (5) short-term outcomes of building girls: Strong Sense of Self; Positive Values; Challenge Seeking Mindset; Healthy Relationships; and Community Problem Solving Skills.



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Patrol – A group of 5 to 8 girls with a girl leader, a representative form of troop government distinctive to Girl Scouting.

Quiet Sign – Raising the right hand over the head to signal for attention and quiet at any Girl Scout gathering. When the hand goes up, mouths go quiet, and everyone joins in giving the quiet sign.

Safety Activity Checkpoints – A resource that provides safety standards and guidelines for Girl Scouts of the United States of America (GSUSA) approved activities.

Service Unit –The Service Unit (SU) is a support system in your local community. The Service Unit fulfills its role by ensuring that: messages and activities of the service unit reflect the Girl Scout Mission and council goals; engages volunteers in developing plans that meet their needs and interests through a variety of methods; volunteers will receive ongoing coaching and education that equip them to be successful in their role; and service unit volunteers ensure that troops are compliant based on the parameters set forth in *Volunteer Essentials*.

Service Unit Team – A group of administrative volunteers appointed by staff and the Service Unit Coordinators who support the delivery of services in the service unit.

Silver Award – The highest award a Cadette Girl Scout can earn. Girls complete a Leadership Journey then, spend a suggested minimum of 50 hours, organizing a team, determining a root cause to a problem and planning action to improve their community. Earning the award puts a Girl Scout among an exceptional group of girls who have used their knowledge and leadership skills to make a difference in the world.

Sit Upon – A lightweight pad or mat to “sit upon” when the ground is damp or dusty.

Slogan – The Girl Scout slogan is “Do a good turn daily.”

Take Action – A girl *Takes Action* when she completes a project designed to review the cause of a problem and design a solution that makes the world a better place, learning about her community and the world along the way.

Volunteer Conference – An event for volunteers to learn, network and get inspired for the new Girl Scout year.

V.I.T. (Volunteer-in-Training) – An older Girl Scout who is taking a course to learn troop leadership skills and volunteerism.

Volunteer Essentials A guide designed to support busy troop leaders on the go. Troop Leaders can easily find what they need to get started on their Girl Scout Journey and search for answers throughout the troop year. Volunteer Essentials is your encyclopedia to Girl Scout volunteering.

Volunteer Toolkit (VTK) – An online tool for Troop Leaders to use as an outline for organizing your Girl Scout materials.



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WAGGGS – World Association of Girl Guides and Girl Scouts. Girl Scouts of the USA is a member.

World Thinking Day – February 22, the birthday of both Lord and Lady Baden-Powell celebrated by Girl Guides and Girl Scouts all over the world as a day of remembrance and exchange of greetings.



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Girl Health History and Annual Permission Form October 1, 20__ to September 30, 20__

Please print This form must be completed and signed by parents/guardians of all girls, at time of registration, and given to the leader only. Information on this side is confidential and is only shared with those caring for the girl, such as a first aider. Parents are responsible to provide an updated Health History Form in the event that any of this information changes.

Girl's name:	Phone: () () () () () ()	Name and phone of family physician: () () () () () ()
Family medical/hospital insurance carrier:	Policy or group no.	Name and phone of family dentist: () () () () () ()

Date of last health examination: _____ List any activities to be restricted: _____

Please note any health conditions or concerns to consider during activities or when providing care:

<input type="checkbox"/> Asthma	<input type="checkbox"/> Bleeding/clotting disorders	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Hearing impairment	<input type="checkbox"/> Heart defect/disease	<input type="checkbox"/> Seizures
<input type="checkbox"/> Chronic Headaches/Migraines	<input type="checkbox"/> Other (specify) _____		<input type="checkbox"/> Other (specify) _____		

Adaptive devices:

Glasses/contact lenses Hearing aids Mobility Device Other (specify) _____

Allergies — please specify exposure risk (ingestion/inhalation/touch), reaction and treatment, as appropriate:

<input type="checkbox"/> Animals _____	<input type="checkbox"/> Food _____
<input type="checkbox"/> Hay fever/plants/pollen _____	<input type="checkbox"/> Insect stings _____
<input type="checkbox"/> Medicines/drugs _____	<input type="checkbox"/> Other _____

Dietary needs — describe any practices to be followed: _____

Immunization history: I affirm that my daughter/dependent has all immunizations required by California public schools (see <https://ccchealth.org/immunization/school-requirements.php>) Yes No Date of last Tetanus/DPT immunization: _____

Required or restricted medications:

- My daughter/dependent needs or may need any of the following medications administered, e.g., inhaler, epinephrine injector, insulin or specific accommodations during her activity participation with her troop or individually. Please note if your child has permission to carry their own medication. (Write "None" if there are none.) _____
- I will provide the following medications for my daughter/dependent. I understand all medications must be in their original packaging and must have written instructions. Prescription medications must include physician instructions. (Write "None" if there are none.) _____
- Physicians, nurses, health professionals or first aiders may not administer the following medicines or treatments: (Write "None" if there are no restrictions.) _____

In case of sickness or accident, I/we give permission for medical attention and the administration of medication and treatment as prescribed by the girl's physician or as determined by an available physician, nurse, health professional or first aider.

I know of no reason, other than the information indicated on this form, why my daughter/dependent should not participate in prescribed activities except as noted. If I cannot be reached in the event of any emergency, the troop's leadership may act on my behalf by providing for emergency medical treatment and/or transportation.

Optional permission to give over-the-counter medications or protective products:

I give permission to any first aider(s) to administer the following non-prescription medications to my daughter, according to package directions.

Over-the Counter Medication	Permission	Initials	Over-the Counter Medication	Permission	Initials
Acetaminophen (such as Tylenol)	<input type="checkbox"/> Yes <input type="checkbox"/> No		Neomycin (such as Neosporin)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ibuprofen (such as Advil)	<input type="checkbox"/> Yes <input type="checkbox"/> No		Dimenhydrinate (such as Dramamine)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Calcium carbonate (such as Tums)	<input type="checkbox"/> Yes <input type="checkbox"/> No		Sunscreen	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bismuth subsalicylate (such as Pepto Bismol)	<input type="checkbox"/> Yes <input type="checkbox"/> No		Insect Repellent	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Pseudoephedrine (such as Sudafed)	<input type="checkbox"/> Yes <input type="checkbox"/> No		Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Diphenhydramine (such as Benadryl)	<input type="checkbox"/> Yes <input type="checkbox"/> No		Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Signature of parent/guardian _____ Date _____

Print name of parent/guardian _____

Complete Annual Permission section, on reverse. Questions or concerns about this form should be directed to the troop leader, or to customer care@girlscoutsoc.org.



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Annual Permission Section

Please print

This side must be completed by parents/guardians of all girls. Information may be shared with other troop volunteers, when necessary.

Girl's name:		Troop number:	Date of birth:	School for 20____-____ year:	Grade:
Address:			Primary daytime phone: ()	Primary evening phone: ()	
Parent/guardian 1 name			Parent/guardian 1 phone: ()	Parent/guardian 1 email:	
Parent/guardian 1 address, if different from girl:			Relationship to girl:		
Parent/guardian 2 name			Parent/guardian 2 phone: ()	Parent/guardian 2 email:	
Parent/guardian 2 address, if different from girl:			Relationship to girl:		
Name of responsible person, other than above, to contact in an emergency:			Responsible person phone: ()	Responsible person email:	
Additional contact info for any of the above:					
Is your daughter allowed to walk home by herself after a Girl Scout meeting or activity? <input type="checkbox"/> yes <input type="checkbox"/> no			Additional persons to whom your girl may be released (example: carpool driver, babysitter)		

Yes No

Initials _____

Permission for routine activities and field trips: My daughter/dependent has permission to travel to, attend and participate in troop- and council-sponsored activities that are 1) located within 150 miles and within the state of California, 2) not exceeding 8 hours or overnight, 3) not considered High Risk activities according to the [High Risk Guidelines](#) (activities requiring approval are considered "higher risk." A separate Trip or Event Permission Form must be signed for each event which includes those activities.), and 4) activities that discuss sensitive topics require a sensitive issues form.

If "No" is selected here, a separate Trip or Event Permission Form must be signed for every trip or event which occurs outside the normal meeting place and time.

Parents/guardians must be informed of activity and field trip details in advance, even when the Annual Permission Form is used. I understand that the troop/group leader(s) will communicate plans with families via one or more methods, including (choose methods): Volunteer Toolkit Email Other(specify) _____

Yes No

Initials _____

Permission to participate in money-earning activities: My daughter/dependent has permission to participate in all approved money-earning activities coordinated by the troop/group. Additional forms are required to participate in the Council Product Programs. I understand that funds earned belong to the troop, and not to any individual; our contribution to the troop's success does not result in any individual financial benefit to my daughter or me.

Initials _____

Permission to use photographs: Troop/Group Leaders will adhere to the photo permission listed on your annual membership form, and will follow the council process to identify girls who do not have permission to be included in videos, photographs, motion pictures, electronic images and/or audio recordings. **Please be aware that neither the troop nor Girl Scout Council Orange County is responsible for images of your daughter/dependent taken/used by individuals who have not been authorized or permitted to do so by the troop or Girl Scout Council Orange County.**

Yes No

Initials _____

Permission for emergency medical treatment: I give my permission for the adult in charge to take my child to a medical facility, if necessary. In case of emergency, if none of the above can be contacted, I consent to treatment for my daughter/dependent under the supervision of, and as deemed advisable by, a physician licensed under the Medicine Practice Act. This provides authority pursuant to Section 25.8 of the California Civil Code. **If permission for emergency medical treatment is not given, please prepare a signed statement providing the reason, a release of liability, and alternate instructions and attach to this form.**

Special accommodations: My daughter/dependent requires the following special accommodations in order to be most successful. (Write "None" if there are none.) _____

Parent agreement: I have read and understand this Annual Parent Permission Form. I may change or revoke any aspect of this agreement at any time by submitting my request, in writing, to the troop/group leader. I know of no reason why my daughter/dependent may not participate in prescribed activities except as noted on the Health History Form (see reverse). In consideration of my daughter being permitted to attend troop-approved events, I (we) hereby release, waive, discharge and covenant not to sue the Girl Scout Council of Orange County, its directors, officers, employees, volunteers and agents (collectively the "Council") from any and all liability to myself or my daughter for any loss or damage, including property damage, personal injury, or death, whether caused by the negligence of the Council or otherwise, resulting from or related to my daughter's participation in the Event.

Signature of parent/guardian _____

Date _____

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Troop Helper Interest Survey



Welcome to our troop. We need your help to provide the best Girl Scout experience possible for each of our girls. Your involvement and support will help shape your girl's experience. She'll see your commitment to her growth, and before you know it, you'll be growing too.

Every family is encouraged to participate and contribute by volunteering in some way.

Please fill out this brief survey so that we can find the best way to incorporate your support.

Adult Name(s) _____

Girl Name _____

Email(s) _____

Phone #(s) _____

Preferred Contact: Email Call Text

1. I can share in the success of troop # _____ and (mark all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Help with the troop's Cookie Program | <input type="checkbox"/> Write & send troop emails and communications |
| <input type="checkbox"/> Help with the troop's Fall Product Program | <input type="checkbox"/> Coordinate snacks |
| <input type="checkbox"/> Oversee the troop's bank account | <input type="checkbox"/> Attend an occasional adult leader meeting as a troop representative |
| <input type="checkbox"/> Coordinate outdoor activities for the troop including camping trips. | <input type="checkbox"/> Help with badge and award earning activities |
| <input type="checkbox"/> Help lead the troop | <input type="checkbox"/> Willing to be background screened and serve as a responsible adult for meetings or events |
| <input type="checkbox"/> Plan and coordinate field trips | |
| <input type="checkbox"/> Coordinate troop recognition events | |

2. I can help support the troop as needed:

- I have a Car, SUV, VAN, or Truck that seats _____, and I am willing to drive (Background screening required).
- I have a workshop/tools I can lend for projects.
- I can lend my family camping gear for camp-outs.
- I can arrange for special trips and activities.
- I can lend my kitchen, living room, or back yard for an occasional troop meeting.
- I have access to a destination (cabin, vacation home, camping property, etc.) for troop travel.
- I can shop for supplies or pick up needed items from the Girl Scout Shop in Irvine.
- Other: _____

3. I have the following certifications/hobbies/skills that may be helpful:

(CPR/First Aid, Art, Music, Finance, STEM (Science, Technology, Engineering, Math), etc)

4. Other ways I can support or things I'd like you to know:

Thank you in advance for your role in making this our best Girl Scout year yet!



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ATTN: Office Services, Insurance
9500 Toledo Way, Suite #100
Irvine, CA 92618
949.461.8800 / 800.979.9444 / GirlScoutsOC.org

** To Be Completed By GSOC Office Services Only**	
DATE REC'D: _____	REPORT #: _____
<input type="checkbox"/> FILED	<input type="checkbox"/> MAILED FORMS: _____
REC'D FORMS: _____	TO OMAHA: _____

ACCIDENT REPORT

If any injury is sustained by a registered Girl Scout or adult during a girl scout activity (troop meeting or event, campout, council-sponsored event etc), the RESPONSIBLE ADULT is required to report the circumstances on this form. This form MUST be completed in addition to any first aid log that may be used for the event.

Please complete and mail this form **within 10 days** so that our staff can assist you with your claim.

In the event a Girl Is Injured...

***** The ORIGINAL SIGNED PARENT PERMISSION SLIP MUST ACCOMPANY THIS FORM *****

Once all relevant forms have been received, council staff will contact you within 5 business days to confirm next steps.

Please Mail All Applicable Materials to:

ATTN: Office Services, Insurance, Girl Scouts of Orange County 9500 Toledo Way, Suite #100 Irvine, CA 92618

For questions or concerns regarding accident reports, please call our office at 949.461.8800.

Date of Accident : _____ Time : _____ Location : _____

Name of Injured Person : _____ Girl Adult

Phone : _____ Troop/SU # : _____ E-Mail : _____

Mailing Address : _____

Describe in Detail the Injury & How it Occurred : _____

Treatment Administered at Time of Accident : _____

Hospital Name & Address : _____

Ambulance Responding?

Person Reporting Accident : _____ Title : _____

Mailing Address : _____

Phone : _____ E-Mail : _____ Same for Below

Troop Leader/SU Manager Name : _____

Mailing Address : _____

Phone : _____ E-Mail : _____ Service Unit : _____

Girl Scouts of Orange County | 9500 Toledo Way #100 | Irvine CA 92618 | 949.461.8800
GirlScoutsOC.org



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Helpful Links

Girl Scouts of Orange County (GSOC) Website

girlscoutsoc.org

- Volunteer Essentials
- Safety Activity Checkpoints
- Annual Permission and Health History Form
- Accident Report
- Volunteer ToolKit Resource Guide
- Troop Helper Interest Survey
- Calendar (events, trainings, camp, etc.)
- Financial Assistance
- Field Trip Guide
- And *more...*

Girl Scouts of the USA (GSUSA) Website

girlscouts.org

- Badge Explorer
- Tips for Troop Leaders