



# New Leader Guide

A complete guide for your first  
year of leading a Girl Scout troop

# Welcome to Girl Scouts!



## Our Mission

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

## Girl Scout Promise

*On my honor, I will try:*

To serve God\* and my country,  
To help people at all times,  
And to live by the Girl Scout Law.

## Girl Scout Law

*I will do my best to be*

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

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

## CEO Greeting

Thanks so much for making the decision to join the Girl Scout movement. Your service in support of our mission to build girls of courage, character, and confidence who make the world a better place is very much appreciated. By volunteering with Girl Scouts of Michigan Shore to Shore, you will make a positive impact on the lives of girls in our communities.

Serving as a Girl Scout leader is a commitment to helping girls become the best that they can be through a thoughtful and engaging Girl Scout experience. Girl Scouting is designed to be girl-led which teaches girls to develop planning and critical thinking skills, both essential to leadership. With your guidance, girls will take the lead in selecting what they do as a troop. Through this process, you'll be teaching them collaboration, teamwork, and how to effectively advocate for their ideas.

**Today, you are helping to develop the leaders of tomorrow. You are making a difference!**

In gratitude,

Vivian TerMaat  
CEO, Girl Scouts of Michigan Shore to Shore



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This guide takes the guesswork out of leading a troop.

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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 on 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 to learn by doing in a cooperative-learning environment.

## What Girls Do:



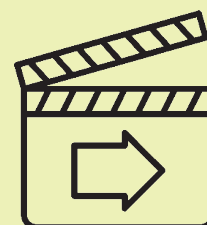
### Discover

Every activity girls tackle through Girl Scouts helps them discover who they are, what excites them, and what their talents are.



### Connect

Girls collaborate with and learn from other people as they expand their horizons. This helps them care about and inspire others.



### Take Action

As girls deepen their relationship with the world around them, 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 the community, and establish healthy relationships. These aren't just good qualities—they're leadership skills that will last a lifetime!





# The Girl Scout Secret Sauce

The “secret sauce” is the vehicle that distinguishes Girl Scouts from other youth organizations and the driver of amazing leadership outcomes! Girl Scouts become people of courage, confidence, and character who make the world a better place.

## Girl Scouts Do Activities in Four Pillars



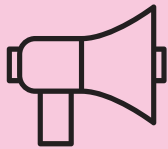
### STEM

Research shows girls are interested in STEM and excel at it. Yet, for a variety of reasons, girls often don't pursue STEM. Girl Scouts who participate in girl-focused STEM programs become better problem-solvers, critical thinkers, and inspirational leaders.



### Outdoors

When girls get outside, they discover that they can better solve problems and overcome challenges, develop leadership skills, become team players, care more about protecting our environment, and are happier overall. Spending time outdoors allows girls to thrive physically, emotionally, and intellectually.



### Life Skills

Whether it's by exercising and staying healthy, developing strong relationships with family and peers, advocating on behalf of others, protecting our environment, or exploring different careers, girls gain the skills and the inspiration to accept challenges, overcome obstacles, and take the lead.



### Entrepreneurship

Every year, Girl Scouts all over the country use their cookie earnings to do amazing things in their communities and beyond. As cookie entrepreneurs, girls gain essential life skills including: goal setting, decision making, money management, business ethics, and people skills.

## Types of Activities

Traditions | Troop Meetings | Outings  
Badges | Patches | Journeys | Camp  
Cookie Business | Take Action Projects

## 5 Outcomes of the Girl Scout Experience

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

# Getting Started

New leaders often spend the first few weeks getting started and setting up their troop. Be sure to use your **CHECKLIST** on page 6 of this guide.



## Setting up your Troop

Your Placement Specialist will reach out to you to set up this information in the membership system.

### Troop Catalog

The Troop Catalog is our on-line tool for parents to search for a troop for their daughter. Parents can enter different search criteria such as dates, times, frequency of troop meetings, location of troop meetings, etc. Because of this troops may have girls from a variety of schools in their troops. GSUSA has deemed 12 girls the ideal number for a troop. Your troop will appear in the Troop Catalog until this max has been reached.

### Looking to Grow Your Troop More?

As a leader, you can make sure your troop is available in the Troop Catalog for new members to register at will. You can also share a direct link for new families to register directly in your troop through your MyGS account. Adults and girls alike can join your troop this way. If you would like help growing your troop, contact your Placement Specialist at any time throughout the year. Your troop will be displayed in the Troop Catalog until it has 12 girls in it. You are always welcome to grow the troop beyond 12 girls as long as there is the appropriate adult to girl ratio.

### Meeting Location and Times

Remember, set meeting times that work with your schedule! You will need to choose a location for regular meetings—a local park, library, school, private home—the troop can meet anywhere that follows the Girl Scout safety guidelines. You will also need to decide what day of the week and how often the troop will meet. Most of our troops meet twice a month. So, think about what day, which weeks of the month and the time-frame (1, 1 ½ or 2 hours)—right after school, weekday evening, or weekend.

### Troop Interests/Goals/Personality

Also, think about what your troop will want to accomplish this year. What are some goals? Will the troop focus on one theme for the year? Every troop has a unique ‘personality.’ Let us know anything that is special about your troop! Will the girls speak a different language? Include girls with disabilities or learning differences? Do all the girls enjoy a specific sport or activity?

## Building an Inclusive Troop

Establishing an inclusive environment that welcomes every girl, fosters a sense of belonging and provides a safe space for everyone should be a top priority. Girls have a better experience when they are warmly welcomed into a troop.

# Checklist for New Troop Leaders

## Starting a New Girl Scout Troop

### Step 1

- ☐ Register as a Girl Scout troop leader or assistant leader.
- ☐ Complete a background check. Once your registration is processed, check your e-mail for a link to your background check. The e-mail will come from Sterling Volunteers. If you do not see it in your Inbox, check your Spam or Junk folders. If you still cannot find it, please call GSMISTS. Complete the background check within 48 hours. Background checks expire every 3 years.
- ☐ Have your Welcome Call with your First Year Troop Support Coordinator. They will support you this year.
- ☐ Find your troop roster in MY GS. Introduce yourself to the Girl Scouts in your troop by e-mail or phone call.
- ☐ Receive your Girl Scout Experience Box in the mail (Daisy troops) or pick up your New Troop Starter Kit (Brownie and Junior troops)

### Step 2

- ☐ Begin GSMISTS New Leader Training, starting with the Troop Finance Training.
- ☐ Meet with your assistant leader. Plan a parent/caregiver meeting and talk troop meeting details.
- ☐ Schedule and hold a parent/caregiver meeting. Don't forget to use the parent/caregiver meeting tips on pages 11-12.

### Step 3

- ☐ Explore the Volunteer Toolkit (VTK).
- ☐ Plan and schedule your first troop meeting with the girls.
- ☐ Become familiar with the Girl Scout Experience Box or New Troop Starter Kit

### Step 4

- ☐ Establish Your Troop Bank Account
    - All Girl Scout troops must have a checking account.
    - Complete Troop Finance Training.
- To Open Account:
- Secure two, unrelated adults, who are registered and approved Girl Scout volunteers to co-sign the account.
  - Request the Troop Bank Letter Packet from your First Year Troop Support Coordinator.
  - Complete account information on the Bank Account Information and ACH Authorization form. Submit to your First Year Troop Support Coordinator.

### Step 5

- ☐ Attend a Service Unit Leader Meeting.

# Training

New leaders are required to complete GSMISTS New Leader Training within 60 days. This learning path can be found in gsLearn, accessed through your MyGS account. Troop Finance Training must be completed before a troop bank account can be opened.

If your troop plans to go on outings and trips, at least one registered and approved Girl Scout volunteer will need to take an approved First Aid/CPR class. Additionally, once your troop is ready to plan a campout, you will need to have at least one registered and approved Girl Scout volunteer take Troop Camping Skills training.

## New Leader Learning

Please note the New Leader Training takes approximately two hours to complete

- Welcome to Girl Scouts
- Troop Finance Training
- New Leader Guide
- Troop Organization
- GSMISTS 450 Volunteer Toolkit
- Girl Scout Child Abuse and Neglect Prevention Training



## Enrichment Trainings

These trainings help leaders be their best. None are required but they all provide useful information that will help you lead with confidence.

- GSMISTS Activity and Trip Planning Training
- GSMISTS Daisies and Brownie Leader Training
- GSMISTS Junior Leader Training
- GSMISTS Older Girl Training
- GSUSA Delivering Inclusive Program
- GSUSA Mental Wellness 101
- GSUSA Daisy Grade Level Essentials
- GSUSA Daisy Petal Badges
- GSUSA Brownie Grade Level Essentials
- GSUSA Resilient. Ready. Strong. Patch
- GSUSA Tree Promise

"Leadership is not about being in charge, but about taking care of those in your charge."

*Juliette Gordon Low, founder of GSUSA*



# Troop Year Plans







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

## Year Plan Examples

**BROWNIE Year Plan 1**  
**Try and Explore**

**Your Awesome Year as a Girl Scout Volunteer**







Brownies are excited to discover all they can do and be. Whether they're learning to make their favorite snack or exploring a neighborhood vegetable garden, Brownies are figuring out who they are and how being their authentic selves makes them an important part of their community. As their leader, you get a front-row seat to all this action! You will guide your Girl Scouts through activities focused on exploration, confidence, and practical skills that will help them become their best selves. When you use this plan to map out your 90-minute meetings and activities, you'll see just how simple it can be to make a huge difference in your Girl Scouts' lives. Get ready for a year of adventure and excitement as you help them grow.

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
 • Family welcome party	 Two meetings plus field trip: • Outdoor Art Creator (parts one and two) • Field trip	 Two meetings plus service project: • Mechanical Engineering: Race Car (parts one and two) • Service project	 • Cookie Entrepreneur Family Pin
JANUARY	FEBRUARY	MARCH	APRIL
 Two meetings: • My Cookie Customers (parts one and two)	 Two meetings plus event: • Snacks (parts one and two) • World Thinking Day event	 Two meetings plus field trip: • Girl Scout Way (parts one and two)	 Two meetings • Bugs (parts one and two)

**BROWNIE Year Plan 2**  
**Try and Explore**

**Your Awesome Year as a Girl Scout Volunteer**

Third grade Brownies are proud of their abilities and excited to show the world what they're made of. Whether they're flexing their business skills at a cookie booth or learning how to help in emergency situations, they're taking pride in who they are and what they have to offer their community. As their leader, you'll be amazed at your Brownies' capabilities and bravery in trying new things. This guide will help you as your Girl Scouts explore activities focused on discovery, confidence, and practical skills that will help them become their best selves. When you use this plan to map out your 90-minute meetings and activities, you'll see just how simple it can be to make a huge difference in your Girl Scouts' lives. Get ready for a year of adventure and excitement as you help them grow.

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
 • Back to troop	 Two meetings plus service project: • Celebrating Community (parts one and two) • Hunger Service Project	 Two meetings: • Celebrate Community (parts one and two)	 One meeting: • Cookie Entrepreneur Family Pin
JANUARY	FEBRUARY	MARCH	APRIL
 Two meetings: • Cookie Decision Maker (Parts one and two)	 Two meetings plus event: • Making Friends (parts one and two) • World Thinking Day event	 Two meetings plus field trip: • Senses (parts one and two) • Field trip	 Two meetings plus field trip: • First Aid (part one) • Service project • Field trip

Girl Scouts are excited to embark on new adventures, make friends, and spread fun wherever they go. As their leader, you get a front-row seat! You will guide your Girl Scouts through activities focused on giving them the social and practical skills that will serve them as they start school and discover all they can do and be. Planning for your troop year should always be girl-led. But to get you started, we've collected a variety of our most popular badges and awards into one action-packed plan! Get ready for a year of giggles and wonder as you help them grow.



Troop leaders, start here. Follow this QR code to access your blueprint to leading a fun Girl Scout Troop



# A New Leader's Support System

## **Your Support System**

Girl Scouts is all about sisterhood. As a leader, you are not alone! Your troop assistant leader(s) and parents are your primary team. Get to know them and allow them to help!

## **Your GSMISTS Council Staff**

We are here for you!

Your **Placement Specialist** will work with you to establish and grow your troop.

Your **First Year Troop Support Coordinator** will support you throughout your first year as a leader by:

- Setting up consistent phone calls with you. You may have a list of questions to talk through or maybe not, either way you will have the peace of mind knowing someone will be calling you.
- Connecting you with a New Troop Starter Kit.
- Inviting you to participate in monthly New Leader Meetings.
- Inviting you to attend New Leader Summits.
- Introducing you to your Service Unit.

Your **Community Membership Manager** will become your support system once after you have completed your first year as a leader.

## **Girl Scout Experience Box/New Troop Starter Kit**

- Designed to provide easy-to-follow meeting plans to help you lead your troop through meetings.
- Contains supplies such as tape, crayons, scissors, markers, glue, and activity pages to help you get started.
- Badges are not included.

## **Monthly New Leader Meetings**

- Each meeting will have a topic to focus on where information will be shared with you. November, January, February, and March focus solely on cookie training.
- Meets virtually on Zoom. You will receive the Zoom information a week prior to each monthly meeting.
- Meetings are recorded. The link to the recording and any notes are e-mailed within 48 business hours.

## **Adult Resource Weekends**

- Occur twice a year, in the fall at the Betsy Cutler House in Muskegon and in the spring at Camp Anna Behrens in Greenville.
- Learn new skills and meet other Girl Scout volunteers from throughout GSMISTS.

## **Your Service Unit**

What is a Service Unit? It is a geographically defined area consisting of Girl Scout troops in the same community or school district. These troops are supported by a Service Unit team.

The team includes a Director, Treasurer, Product Program Manager, Event Manager, School Representative, and more. These volunteers work together to support you by providing activities and event opportunities in your area.

Troop leaders are invited to Service Unit meetings which are usually held monthly and can be in person or virtual. During these meetings you can:

- Meet and network with fellow volunteers.
- Learn about upcoming events and trainings.
- Share resources and materials.

# Leading Together

Girl Scouts has a strict standard that whenever Girl Scouts meet, whether in person or virtually, there are to be at least two unrelated, registered, and Girl Scout–approved adults who have been background checked, and one of whom is female, supervising Girl Scout members. A registered and approved adult volunteer is one who has passed a background check and has been through the council’s volunteer onboarding and training process. The two adult volunteers must not be related to each other (for example, not a sibling, spouse, domestic partner, parent, child, or anyone who would be considered a family member) and who do not live in the same residence. There are no exceptions to this rule.

Before meeting with parents/caregivers or the girls, you will want to get together and make some decisions about your troop. Once you have your parent/caregiver meeting you will include them in these decisions.

- Meeting logistics: When, where, how frequently and how long will the troop meet?
- The troop: Will the troop have girls in one grade or many?
- What kind of help will the troop need from parents/caregivers?
- How will you handle your own Girl Scout(s) during troop activities?
- What type of communication will you use with the troop families?
- Troop finances: Will you have regular troop dues, a troop start-up fee? Who will be on the troop bank account?
- What would you like the troop uniform components to include? Will the leaders purchase for everyone with troop funds or will parents need to get this on their own?
- Plan out the parent/caregiver meeting.



# Importance of Parents/Caregiver Meetings

What is a Parent/Caregiver Meeting? It's the first meeting of the year you have whether you are a new or returning troop, it's valuable to hold a Parent/Caregiver Meeting at the start of each year.

Why Hold a Meeting? This sets the troop up for success. Outlining clear expectations, building a team, and engaging parents in the Girl Scout experience is a great way to start off on the right foot. When parents are involved, leaders have support, the troop has a plan, and troop member's benefit!

## Getting Parents Involved

You want your Girl Scouts to have fun, be inspired, take risks, and learn about themselves and the world—that's why you're a Girl Scout troop leader or troop volunteer! Parents and caregivers want the same thing for their children, but getting families to pitch in and play an active role in the troop while also enhancing the experience for their Girl Scout and themselves can be tricky for many volunteers. It doesn't have to be this way.

## Make it Quick and Easy

Continue the conversation by asking how much time each week they might be able to dedicate to the troop, then go from there. For instance, if a troop caregiver has 15 minutes each week to spare, they could manage the calendar for troop snacks and carpools. If a grandparent has two hours, they could assist with leading the troop through a badge on a topic they're already comfortable with. Be time conscious and consider the commitment.

## Make the Ask(s)

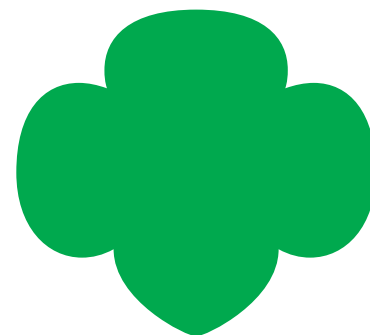
Parents may have many talents, but they're certainly not mind readers. Ask for what you need. If you're nervous about getting turned down, don't be. Sure, a few parents might be unable to help, but the helpers you do get will be worth their weight in gold. Remember, just because someone wasn't available a month or two ago doesn't mean they won't be free to help now.  
Loop back, follow up, and ask again!

## Find out What People Want to Do

Start with asking what people enjoy doing and what they are good at. Does someone love coordinating events, making flyers, etc., or managing money? Does someone love using social media and could help promote cookie sales? Get a sense of the desires in the room that will energize people. Then talk about time commitment because it will really depend on what they are doing. It's easier to make time for something you find fun.

## Make Sense of "Why"

Explain that not only does the whole troop benefit with extra help from parents and other caregivers, but also that many Girl Scouts feel a special sense of pride in seeing their own family member take a leadership role. Getting involved can strengthen the caregiver/child bond and is a meaningful way to show them that they are a priority in their adults' lives.



# Top Reasons Why a Parent/Caregiver Meeting Benefits Troops

1

Troop leaders get to meet each girl and get to know them a little.

2

Families understand what Girl Scouting can do for their child.

3

Families and leaders identify ways they can work as a team to support the troop.

4

Families and leaders agree about what the troop pays for and what families pay for individually.

5

You fill key troop positions—you never know which parent will make an awesome assistant leader or troop cookie manager.

6

Families learn about uniforms, books, and other important basics.

7

Families will learn troop meeting details such as:  
*time, date, locations, and frequency*

8

Complete paperwork such as the Annual Permission and Health History Form.

## Important Meeting Reminders:

- All adults accompanying troop/group meetings or activities on a regular basis (more than 1 time); or attending any overnight activity; or who at any time assume care, custody, or control of girl members and/or Girl Scout money must be both a registered adult member of GSUSA and a volunteer of GSMISTS. This includes trip chaperones and drivers.
- Girl Scout Troop meetings are for registered Girl Scouts only.

# How Many Volunteers Do You Need?

Girl Scouts has a strict standard that whenever Girl Scouts meet, whether in person or virtually, there are to be at least two unrelated, registered, and Girl Scout-approved adults who have been background checked, and one of whom is female, supervising Girl Scout members. A registered and approved adult volunteer is one who has passed a background check and has been through the council's volunteer onboarding and training process. The two adult volunteers must not be related to each other (for example, not a sibling, spouse, domestic partner, parent, child, or anyone who would be considered a family member) and who do not live in the same residence. There are no exceptions to this rule.

**Use the table to identify how many volunteers you need based on the number of girls participating:**

	TROOP MEETING		EVENTS, TRAVEL, AND CAMPING	
	The adult-to-girl ratio is <b>two unrelated</b> volunteers, including one female, for up to this number of girls:	There should be one extra volunteer for every additional:	The adult-to-girl ratio is <b>two unrelated</b> volunteers, including one female, for up to this number of girls:	There should be one extra volunteer for every additional:
<b>Daisies</b> K-grade 1	<b>12 Girl Scouts</b>	<b>1-6 Girl Scouts</b>	<b>6 Girl Scouts</b>	<b>1-4 Girl Scouts</b>
<b>Brownies</b> grades 2-3	<b>20 Girl Scouts</b>	<b>1-8 Girl Scouts</b>	<b>12 Girl Scouts</b>	<b>1-6 Girl Scouts</b>
<b>Juniors</b> grades 4-5	<b>25 Girl Scouts</b>	<b>1-10 Girl Scouts</b>	<b>16 Girl Scouts</b>	<b>1-8 Girl Scouts</b>
<b>Cadettes</b> grades 6-8	<b>25 Girl Scouts</b>	<b>1-12 Girl Scouts</b>	<b>20 Girl Scouts</b>	<b>1-10 Girl Scouts</b>
<b>Seniors</b> grades 9-10	<b>30 Girl Scouts</b>	<b>1-15 Girl Scouts</b>	<b>24 Girl Scouts</b>	<b>1-12 Girl Scouts</b>
<b>Ambassadors</b> grades 11-12	<b>30 Girl Scouts</b>	<b>1-15 Girl Scouts</b>	<b>24 Girl Scouts</b>	<b>1-12 Girl Scouts</b>

## Safety Responsibilities for Girls

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

- Assist you and other volunteers in safety planning.
- Listen to and follow your safety instructions and suggestions.
- Learn and practice safety skills.
- Learn to “think safety” at all times and to be prepared.
- Identify and evaluate an unsafe situation.
- Know how, when, and where to get help when needed.
- Practice the “Buddy System” when participating in troop activities.



# 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!

**It Doesn't Need to Be Perfect.** Did an activity run over time? Or, maybe an outing 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. Don't let that hold you back. Be open with the girls and when you don't know something and that you will be learning together. You'll show them that learning is a lifelong process and that with an open mind, they can overcome any challenge that comes their way.

### Six Elements of a Great Troop Meeting

The only requirement for your troop meetings is that your girls are engaged and having fun! Many leaders use this basic structure for troop meetings:

- 1. Ramp Up**—Plan an opening activity for girls to do upon arrival at the meeting so they have something to do before the meeting begins. Plan about five minutes for this, it could be snack, or creating a thank you card, coloring a page to donate, etc.
- 2. Opening**—Each troop decides what they will do regularly. Most begin with the reciting the Girl Scout Promise & Law, a song, game, story, or other activity designed by the girls. Plan 5-10 minutes for this.
- 3. Troop Business**—Take attendance, make announcements or plan upcoming activities while parents may be present.
- 4. Let the Fun Begin!** This is your activity for the meeting, work on a badge, Journey, or complete other activities during this time. Plan 30 minutes to 1 hour for this.
- 5. Clean Up**—Girls clean up all supplies and always leave a place cleaner than they found it. Plan about 5 minutes.
- 6. Closing**—As a troop, girls decide how they will end each meeting—a song, a game, a Girl Scout tradition. Plan 5-10 minutes for this.

### Got Snacks?

Snacks are optional, but if your troop has chosen to include snacks, guide families to consider healthy snacks and always share any food allergies the girls in your troop may have.

### First Meeting Checklist

- ☐ Cover the basics. Review the details about when and where the meeting will take place and make sure parents/caregivers are aware.
- ☐ Get ready. Use the VTK to verify your troop roster and email parents. This might be a great time to remind parents to send health history forms, uniform orders, and troop dues to the meeting.
- ☐ Know the agenda. Refer to the 6 Elements of a Great Troop Meeting list and your meeting agenda/plans.
- ☐ Review and practice your agenda. You'll feel calmer during the actual meeting and ready to make adjustments as needed.
- ☐ Prepare for Fun! When the girls and parents/caregivers see that you're prepared for the meeting and ready to have a great time, they'll follow your lead!

# The Volunteer Toolkit: Your Digital Troop Assistant

## The Volunteer Toolkit (VTK)

This comprehensive digital tool allows you more time to focus on your girls. It makes managing your troop and planning your meetings smooth and easy all year long. Inside, you'll find meeting overviews, activity plans, badge and Journey outlines, meeting aids, Girl Scout resources, and more!

## Plan and Customize Your Year

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

## Manage Troop Rosters, Attendance, and Accomplishments

With the VTK you will be able to view your troop roster, update contact information, record attendance at meetings, track girls' badge and Journey achievements, and renew memberships.



## Learn more about the VTK

For more information about the Volunteer Toolkit available on MyGS, check out this QR code

## Easy Navigation at your Fingertips!

**Here are just a few of the many features you'll find inside the VTK.** We strongly encourage leaders to utilize the VTK to streamline their troop management and planning. GSUSA continues to update and enhance the VTK with additional resources, features and functions.

### MY TROOP

- View, edit, download and print rosters.
- Edit contact info.
- View achievements and attendance.
- Renew memberships.

### YEAR PLANS

- Specify meeting dates and locations.
- Preview & choose pre-populated year plans.
- Add and/or combine meeting plans to customize your year.
- Add custom troop activities like celebrations, outings, camping trips, etc.

### MEETING PLANS

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

### RESOURCES

- Access award logs, badge charts, meeting plans, and more.
- Access GSMISTS specific resources on troop leadership, safety, training, GS traditions and awards, trips and travel, Girl Scout Product Programs, and camp and outdoor programs.

### FINANCES

- Submit the annual troop finance report by the June 1<sup>st</sup> deadline.

# Girl Scout Troop Finances

## Bank Accounts

- Two unrelated, registered and approved volunteers must be on the troop bank account.
- Huntington Bank is the recommended bank.
- Troop bank accounts should be opened within thirty days of your Welcome Call with your First Year Troop Support Coordinator.
- Once the troop bank account is open a Bank Account Information and ACH Authorization Form must be submitted online.

## Troop Budgets

Keeping good financial records is a must! Keep receipts and track troop activity costs. Troops should share financial information with parents 2-3 times a year. When planning, make sure to keep the troop budget in mind and to save money to help fund next year's activities, too.

## Troop Dues

Most troops have troop dues and/or troop start-up fees. Make sure to be flexible with families when collecting troop monies. Troop dues/fees should be just enough to cover the cost of supplies, activity fees and badges/patches. If troop dues are collected, Girl Scouts shall not be excluded from any activities **regardless** of their ability to pay troop dues.

## Money Earning

- A troop's primary money earning should come from GSMISTS Treats & Reads Program and Cookie Program.
- Troops need to participate in Treats & Reads Program and Cookie Program in order to participate in other troop money earning activities such as garage sales or car washes.

## Ways to Use Troop Funds

- Paying for each Girl Scout's annual membership fee.
- Paying for troop leader and assistant leader's annual membership fee.
- Purchasing badges, patches, and/or uniform pieces.
- Paying for trips, programs, and outings.
- Paying for adult training, such as First Aid/CPR, archery, or lifeguarding.

## Finance Report

- Login to the Volunteer Toolkit (VTK) to access your troop's annual finance report. Familiarizing yourself with the report will make it easier to submit.
- The troop finance report is available after October 1.
- The troop finance report is due annually by June 1.
- Using the Detailed Cash Report is encouraged to track expenses as they occur. It will help you when you complete the finance report.

## Financial Assistance

- Financial Assistance is made available to all members and is intended to ensure the cost of membership never keeps a girl from experiencing Girl Scouts.
- For more information e-mail: [customercare@gsmists.org](mailto:customercare@gsmists.org)



# Product Programs

## Treats & Reads and Cookies

Each year, troops can participate in two council-sponsored fundraising activities: Treats & Reads Program and the Girl Scout Cookie Program. These programs are essential to help girls and troops earn funds for their adventures while offering rewards to keep them motivated and engaged. With the support of a volunteer in your Service Unit and the council Product Program team, you'll have access to resources and assistance to ensure a successful experience for you and your troop!

### Treats & Reads Program | October



The Treats & Reads Program is a great way to kick off the year and get girls and families comfortable with participating in council sponsored money earning activities.

- **What:** Girls sell nuts, candy, and magazines to family and friends.
- **How:** Customers can choose to have their order delivered by a Girl Scout or shipped directly to them. Products for girl delivery arrive in November for distribution to girls and families.
- **Why:** Troops earn 15% of total sales and girls earn awards based on dollars sold.

### Cookie Program | January - March



The Girl Scout Cookie Program is the largest girl-led entrepreneurial program in the world! Most troop funds are earned through girls' participation in the Cookie Program.

- **What:** Girls sell cookies to customers near and far online, in-person, and at booth sales.
- **How:** Family and friends support their favorite Girl Scout by purchasing cookies. With the support of parents/caregivers and troop volunteers, girls can also participate in booth sales at local venues.
- **Why:** Troops earn proceeds on each package of cookies sold and girls earn rewards based on the number of packages they sell.

By participating in product programs, girls can start their own businesses and develop **five essential life skills along the way:**

**Goal Setting**

**Decision Making**

**Money Management**

**People Skills**

**Business Ethics**

**Explore the Cookie Business Badges**, which help troop volunteers guide girls on this journey to developing their confidence in setting goals, deciding how to use their earnings, and successfully running their Cookie Program.

#### Important Reminders: Troop Funds

- It is essential that the decision on how to spend these funds is girl-led.
- Troop funds can be used for meeting supplies, badges, outings, activities, camping, experiences, and more.
- Any funds earned through money earning activities belong to the troop as a whole and are used to enhance the Girl Scout experience.

# Forms and Resources

## Volunteer Essentials

Series of webpages providing information on All About Girl Scouts, Engaging Girls and Families, Troop Management, Product Program, Troop Finances, and Safety.

## Safety Activity Checkpoints

A resource providing the standard safety guidelines for Girl Scouts of the United States of America (GSUSA) and Girl Scouts of Michigan Shore to Shore's approved activities. Be sure to refer to it when planning all of your troop's activities.

## GSMISTS Volunteer Policies and Procedures

A resource that provides GSMISTS Volunteer Policies and Procedures.

## GSMISTS Activity and Trip Planning Guide

A resource that will help you plan safe activities and trips.

## Money Earning and Fund Raising Guidelines

A resource providing information on money earning and fund raising.

**As a leader, you will find that forms are a necessity!**  
**Some useful forms you will need include:**

### Troop Leadership

#### Meetings/Activities in Home Guidelines

Includes information on how to get your home approved for Girl Scout meetings and activities.

#### Annual Permission and Health History Form

This form obtains parent/caregiver permission for all meetings for the Girl Scout year. It also gives permission for the following activities/trips:

- Located within GSMISTS council jurisdiction.
- Not exceeding 8 hours, including travel time.
- Not considered high risk/high adventures activities as outlined in *Safety Activity Checkpoints* and *GSMISTS Activity and Trip Planning Guide* (any activity requiring GSMISTS approval).

## Girl Permission Form

Parents/caregivers complete this form for the following activities:

- Located outside GSMISTS council jurisdiction.
- Exceeding 8 hours, including travel time.
- Considered high risk/high adventures activities as outlined in *Safety Activity Checkpoints* and *GSMISTS Activity and Trip Planning Guide* (any activity requiring GSMISTS approval)

### Activities and Trips

#### Permission to Participate in Product Programs

Required annually for Girl Scouts to participate in the Treats & Reads Program and/or Cookie Program.

#### Activity and Trip Application Form

Many activities, including high risk activities (such as swimming, horseback riding, zip lining) and all overnights, must be approved prior to participating. Use this form to receive approval.

### Safety

#### Accident/Incident Report

Use this form to report any troop accidents or incidents to GSMISTS.

### Troop Finance

#### Detailed Cash Report

Use this spreadsheet to troop incomes and expenses.



All of the following forms and resources can be found here



# GSMISTS Properties

GSMISTS has five properties beyond our service centers across Northern and Western Michigan, where you and your Girl Scout Troop can book overnights, plan activities, have troop meetings, and more!



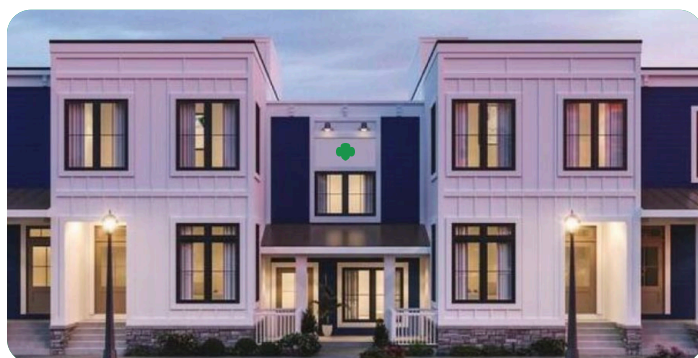
**Camp Anna Behrens |**  
9841 Colby Road, Greenville, MI 48838



**Camp Woodlands |**  
1950 Indian Reserve Road, Alpena, MI 49707



**Betsy Cutler House |**  
1217 E. River Road, Muskegon, MI 49445



**Grand Haven Little House |**  
313 Franklin Avenue, Grand Haven, MI 49417



**Ludington Little House |**  
1024 Olmstead Street, Ludington, MI 49431



Learn more about our  
properties and rent  
one for your Troop  
today!

# Your Year in Girl Scouts

## OCTOBER

- New Membership Year Begins
- New Leader Monthly Meeting: Volunteer Toolkit Training
- Investiture/Rededication Ceremonies
- Treats & Reads Program
- Juliette Gordon Low's Birthday

## NOVEMBER

- New Leader Monthly Meeting: Cookie Training
- Native American Heritage Month

## DECEMBER

- New Leader Monthly Meeting: World Thinking Day

## JANUARY

- New Leader Monthly Meetings: Cookies Part 1 & Part 2
- Cookie Program Begins

## FEBRUARY

- New Leader Monthly Meeting: Cookies Part 3
- World Thinking Day
- Black History Month

## MARCH

- New Leader Monthly Meeting: Cookies Part 4
- Girl Scout Week
- Women's History Month

## APRIL

- Early Bird Renewal/Extended Year Membership Begins
- New Leader Monthly Meeting: Finance Report Training
- National Volunteer Month
- Girl Scout Leader's Day
- Earth Day

## MAY

- New Leader Monthly Meeting: Bridging and End of the Year Ceremonies and Summer Activities
- Bridging Ceremonies
- Asian American Native Hawaiian Pacific Islander Heritage Month
- Mental Health Awareness Month

## JUNE

- National Get Outdoors Day
- Girl Scouts Love the Outdoors Challenge

## JULY

- Girl Scouts Love the Outdoors Challenge

## AUGUST

- Recruit New Girls to Your Troop
- Plan Your Year
- National S'more Day
- Girl Scouts Love the Outdoors Challenge

## SEPTEMBER

- Recruit New Girls to Your Troop
- Investiture/Rededication Ceremonies
- Treats & Reads Training
- Girl Scouts Love State Parks
- Hispanic History Month (Sept 15 to Oct 15)

# Planning Your Girl Scout Year

- Choose your dates—be sure to consider holidays and schedules.
- Decide how many Girl Scout meetings/activities a month the troop will do.
- We recommend you start with the meeting plans included in your Girl Scout Experience Box or New Troop Starter Kit.
- Decide how the troop will choose meeting topics and activities. Remember to keep it girl-led.
- Have a list of ideas for the girls to vote on doing and when to do each, or have the girls bring ideas to your meeting for a vote.
- Alternate regular meetings with fun outings or events.
- Include a wide variety of activities for the girls to participate in throughout the year.
- Keep it age appropriate.
- Consider what the troop will do during inclement weather, illness, etc. Is virtual an option for your troop?
- Will the troop do one activity each month during the summer or be on a break?
- Remember to be flexible—be prepared for a meeting plan to run askew and adjust—keep it fun! If girls miss a meeting, it's okay. Making up a badge is voluntary.
- Take time to get to know the girls and their interests—make sure at least one meeting meets each girl's individual interests.
- As you plan your year, engage the parents/caregivers with the girls—have each girl sign up to lead a meeting with her parent/caregiver, she chooses the badge/activity and you serve as their mentor.

## 4 Girl Scout Pillars

- STEM
- Outdoors
- Life Skills
- Entrepreneurship

## Other ideas to include

- Outings
- Service Unit Events
- Community Service
- Council-led Events
- GSMISTS Patch Programs

## Resources to help you plan

- Year Plans
- Volunteer Toolkit
- Service Unit leader meetings
- Get ideas from experienced Troop Leaders
- GSUSA Badges & Journeys
- GSUSA & GSMISTS Patch Programs

## Example of how to plan your calendar

For meeting 1 & 2 each month – rotate badges/activities based on the 4 pillars

<b>Month 1</b> Meeting 1 Meeting 2 Additional?	<b>Month 2</b> Meeting 1 Meeting 2 Additional?	<b>Month 3</b> Meeting 1 Meeting 2 Additional?	<b>Month 4</b> Meeting 1 Meeting 2 Additional?	<b>Month 5</b> Meeting 1 Meeting 2 Additional?	<b>Month 6</b> Meeting 1 Meeting 2 Additional?
<b>Month 7</b> Meeting 1 Meeting 2 Additional?	<b>Month 8</b> Meeting 1 Meeting 2 Additional?	<b>Month 9</b> Meeting 1 Meeting 2 Additional?	<b>Month 10</b> Meeting 1 Meeting 2 Additional?	<b>Month 11</b> Meeting 1 Meeting 2 Additional?	<b>Month 12</b> Meeting 1 Meeting 2 Additional?

# Ready, Set, Take Action

## Community Service and Take Action Projects

Make the world a better place. For over 110 years, Girl Scouts have been encouraged to do anything they set their sights on and as a result, Girl Scouts continue to make an impact locally and globally.

### Community Service Projects

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

### Take Action Projects

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

### What is Take Action?

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

### Overview of Take Action

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

**Girl Scouts must also make sure each project is sustainable and that the impact is measurable.**

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

## Steps of a Good Take Action Project

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



# Higher Awards

Once your troop becomes a Junior Girl Scout troop, they are able to complete the first level of our higher awards–**The Bronze Award**.

Girl Scout Juniors team up to make a difference in their community. They learn important leadership skills, discover new passions, and watch how seemingly small actions make a big difference. Girls may earn individually or as a troop. Earning the Bronze Award includes the completing of a Girl Scout Journey and a suggested 20+ hours of project planning, implementation and promotion.

Cadette Girl Scouts may earn the **Silver Award**, our second-highest award and Seniors and Ambassadors may earn the highest award, the **Gold Award**. For more information about these awards, visit our website [gsmists.org](http://gsmists.org) under **Members, For Girl Scouts, Highest Awards**.



## Girl Scout Traditions

**Hand Sign**–Raise three fingers of the right hand with the thumb holding down the pinky. The 3 fingers represent the 3 parts of the Promise.

**Handshake**–Shaking hands with the left hand and make the GS sign with the right hand. The left hand is nearest to the heart and signifies friendship.

**Friendship Circle**–The unbroken chain of friendship. Girl Scouts stand in a circle crossing their right arms over their left, and clasping hands with their friends on both sides.

**SWAPS**–Small tokens of friendship that girls often make and take to events or while traveling to swap with other Girl Scouts – “Special Whatchamacallits Affectionately Pinned Somewhere”.

**Kaper Charts**–A chart dividing up troop responsibilities. Indicates all the jobs available and who is responsible during a meeting or a camp-out.



# Keeping Girls Safe and First Aid Kits

Make sure a general first-aid kit is available at your troop meeting place and accompanies girls on any activity (including transportation to and from the activity). Please be aware that you may need to provide this kit if one is not available at your meeting place.

Purchase a Girl Scout first-aid kit, you can buy a commercial kit, or you and the girls can assemble a kit.

Girl Scout permission forms and health histories should be included as well. Check the kit regularly. Make sure the flashlight batteries work. Check expiration dates and replace any used or out-of-date contents.

## Items to include:

- **Adhesive bandages**
- **Sterile gauze pads**
- **Antibiotic ointment packets**
- **Hydrocortisone ointment packets**
- **Antiseptic wipe packets**
- **Non latex gloves**
- **Instant cold compress**

*Always keep your kit and GSMISTS Emergency Procedures with the troop at all times.*



# Stay Connected with GSMISTS

Good communication is essential to a well-run troop. It's a great idea to discuss how troop communications will be handled. Does everyone need to be in special troop Facebook group, an e-mail group, etc. Will you make phone call reminders or text? Be sure to include response expectations in this conversation. A good idea is to always provide a deadline for communication responses. Do you have a parent who will be the designated communications person?

It's also important to keep an open and honest communication line with parents regarding behavior and/or special needs of girls and the troop.

## Digital Newsletters

**In the Know:** A monthly newsletter sent to your e-mail or available on [gsmists.org](http://gsmists.org). *In the Know* is for troop leaders and service unit team members to stay informed on GSMISTS happenings and activities.

**Shore Shout Out:** A quarterly newsletter sent to your e-mail or available on [gsmists.org](http://gsmists.org). *Shore Shout Out* is for Girl Scout families to share GSMISTS happenings and activities.

### What's Inside:

- Membership Info
- Product Program
- Volunteer Opportunities
- Upcoming Events
- Ways to Support GSMISTS
- Shop Updates

Want to be added to the e-mail list?  
Contact [communications@gmists.org](mailto:communications@gmists.org)

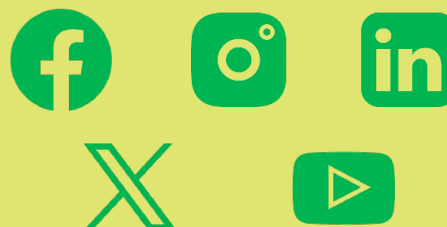
### Be Featured

You or your troop could be featured on our social media channels, or e-mail newsletters! Simply submit a photo to [communications@gsmists.org](mailto:communications@gsmists.org) or tag us on social media @gsmists sharing your adventure, project, or accomplishment!



## Follow us!

Follow us for uplifting stories  
and council updates.



@gsmists | #gsmists

## Notes

[illegible]

Character • Courage • Confidence

**girlscouts**   
of michigan  
shore to shore

# **Appendix**

GSMISTS Map

Managing Troop Finances

Directions for Opting Into E-mail and Photo Release in MY GS Profile

The Value of a Parent/Caregiver Meeting

Sample Parent/Caregiver Meeting Agenda

Ways to Support Your Girl Scout's Troop

Parent/Caregiver Troop Involvement Form

Attendance and Dues Records Form

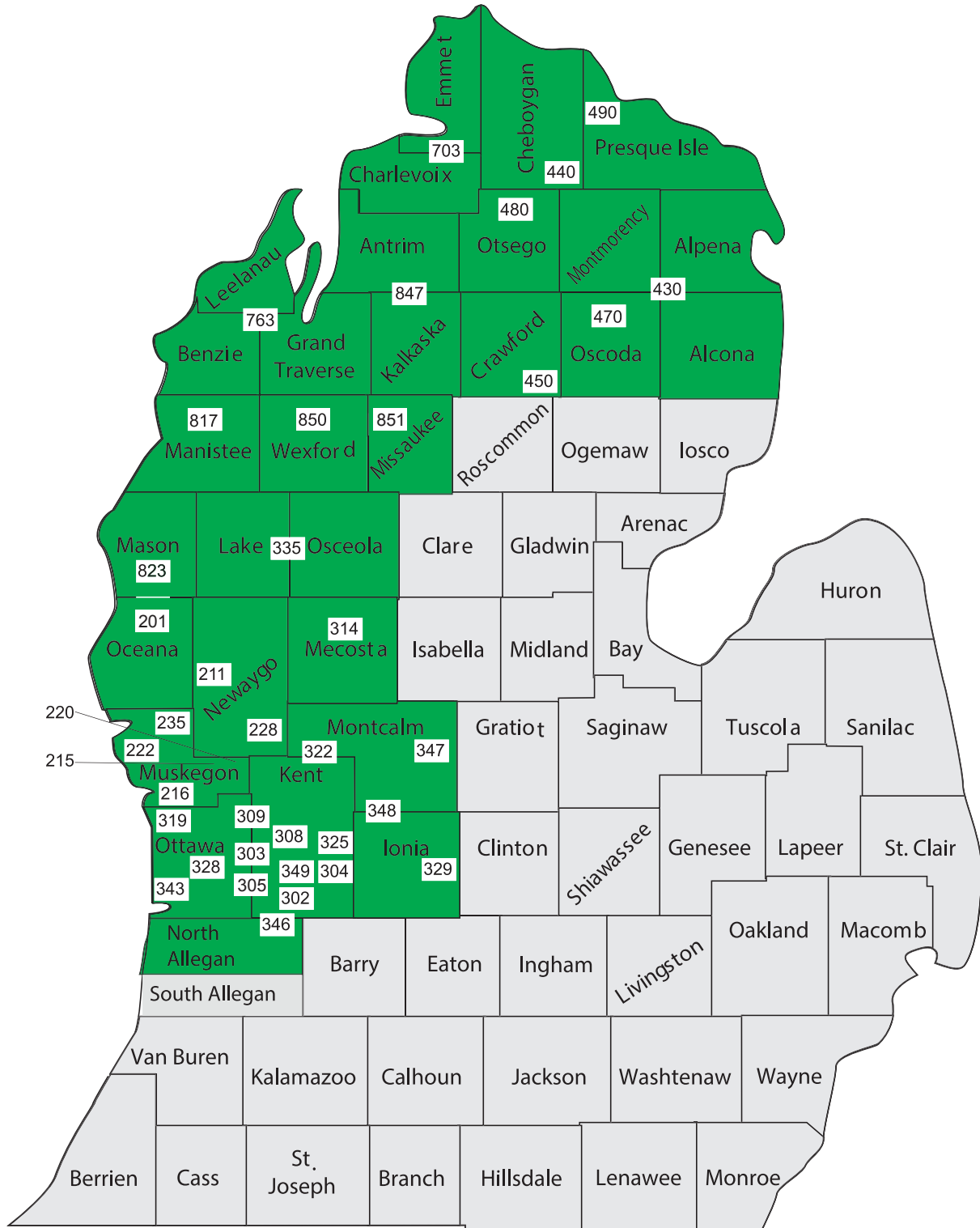
Spring and Summer Reminders

Badge Chart

Grade Level Recognition Information and Girl Achievement Records



# Council Jurisdiction Map



# MANAGING TROOP FINANCES

Girl Scouts of Michigan Shore to Shore is home to over 500 Girl Scout troops in 30 counties in Northern and Western Michigan. Because of our large geographic area and the differences in the practices of the different banking institutions holding troop and service units bank accounts, it is likely that some of the procedures may vary from one financial institution to another. We have tried to generalize about opening an account, but please contact your specific institution for their requirements. If you need additional information, please contact your GSMISTS First Year Troop Support Coordinator.

You will need **GSMISTS Corporate Resolution, GSMISTS IRS Determination Letter** along with your **Troop Bank letter** (all given to you by your GSMISTS First Year Troop Support Coordinator) to open a new bank account.

## Your bank account will be titled:

Troop # **or** \_\_\_\_\_ Service Unit Girl Scouts of Michigan Shore to Shore

Do **NOT** include your name, address, or school/service unit information on your checks.

## Recommended Bank

Girl Scouts of Michigan Shore to Shore encourages the use of Huntington Bank for troop bank accounts. Use the bank locator below to find your nearest Huntington Bank.

<https://www.huntington.com/BranchLocator?type=1%2C2&subtype=&searchString=>

## FAQ's About Troop and Service Unit Bank Accounts

### Q. Do I have to open a troop bank account?

Yes. The troop needs to set up a bank account. If you're taking over an existing troop, you may inherit a checking account, but with a new troop, you'll need to open a new account.

### Q. What documents do I need to present in order to open or change an account?

You will need a Bank Letter Packet, which includes GSMISTS Corporate Resolution, IRS Determination Letter, and Troop Bank letter. These documents give you permission to open a bank account under GSMISTS Council Tax ID number. Your financial institution may require other forms. You do NOT need to fill out an IRS W9 form. As a Girl Scout troop or service unit, you are tax exempt, and therefore a W9 is not required for the account. The Corporate Resolution "tells" the bank that the account is tax exempt and allows GSMISTS to have oversight on all accounts opened in the name of Girl Scouts.

### Q. Who are the signers on the account?

Each bank account must have a minimum of two signers on it. The signers **MUST** be registered and approved adult volunteers of that troop or service unit. Some service units also require a service unit team member on the account.

### Q. The bank wants to put my social security number on the account. What should I do?

The bank requires a taxpayer identification number to open an account. Since this is a troop or service unit account and NOT a personal account, **the taxpayer ID number associated with the account will be the council's Federal (or Employer) Tax ID number.** *DO NOT* put your social security number on the bank account. Some banks may ask you for your social security number for identification purposes.

# MANAGING TROOP FINANCES

## **Q. Can we use a debit card instead of checks?**

Yes. Please be sure to track all debits to the account to assure the account does not become overdrawn.

## **Q. Who receives bank statements?**

Please remind the bank to send all monthly statements to the designated name on the account. The troop leader should keep the checkbook and debit card. The troop leader and assistant troop leader (or whoever the 2<sup>nd</sup> signer on the account is) should have access to the on-line banking and frequently check the account. Together, both signers should reconcile the account.

## **Q. Who will be responsible for any costs that may be involved in opening a new account?**

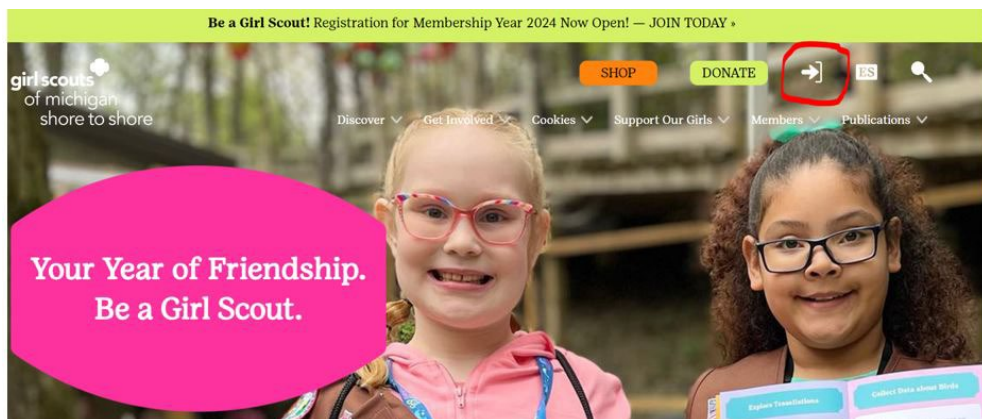
There may be costs in updating or opening your bank account. It is our recommendation that any costs associated with updating your bank account or opening a new one be included in your troop budgeting process. We also recommend, if necessary, you purchase the minimum number of checks possible, and that you find the least expensive source of checks as possible. Remember to opt into electronic banking to avoid statement mailing fees.

## **Do's and Don'ts for Your Troop Bank Account**

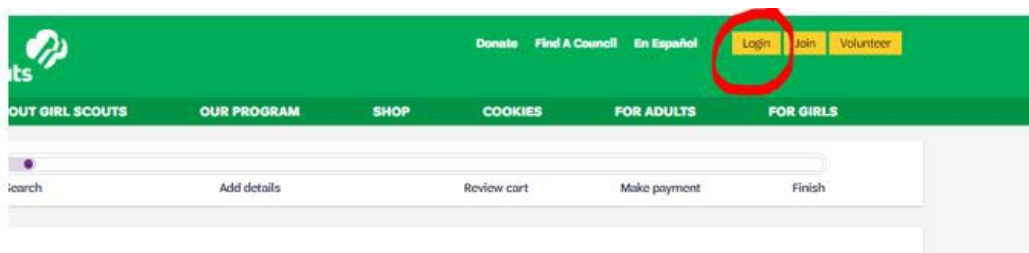
- **DO** record every transaction in the register as soon as it occurs and adjust the amount to/from the balance so that you always have an accurate record of the balance.
- **DO** follow the best practice of the second signee receiving the bank statements.
- **DO** balance the register upon receiving the monthly bank statement. Keep ALL bank statements.
- **DO** keep every receipt for every purchase and all paperwork for two years.
- **DO** make sure your deposits for the product programs equal the amount of product sold.
- **DO** keep the girls informed of the account balance and the income and expenses. This teaches them valuable lessons in money management.
- **DO** keep all receipts when money is being exchanged between parents and volunteers, volunteers and staff, etc. GSMISTS will not honor any exchange of money discrepancies without a receipt.
- **DON'T** write checks out for "cash" or to yourself and endorsed by you. This is a big "red flag" when the account is monitored.
- **DON'T** round-up your check or write a check for more than the amount of the purchase. This is also a "red flag."
- **DON'T** allow parents to be late with payments for the product programs. If you do not receive full payment on the due date, notify your Service Unit's Product Program Manager immediately.
- **DON'T** ever use your own personal money to pay for activities. All activities must be paid for out of troop funds.

## Directions for Opting In - Email and Photo Release in MYGS Profile

1. Go to our website [www.gsmists.org](http://www.gsmists.org) and click on the WHITE ARROW to the right of the DONATE button.



2. Click on the LOGIN button.



3. Log In.

Welcome to Girl Scouts,

Close X

**Log In!**

Email address

hornbyam@hotmail.com

Password

\*\*\*\*\*

👁

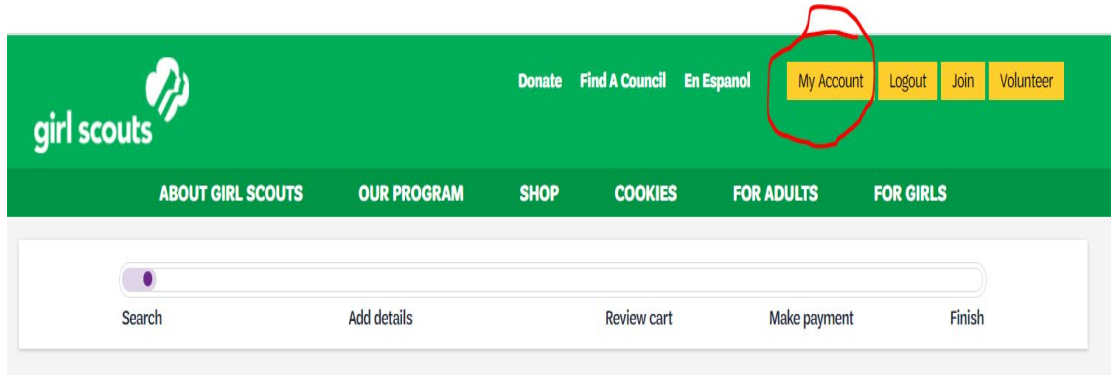
☐ Remember me

[Forgot password?](#)

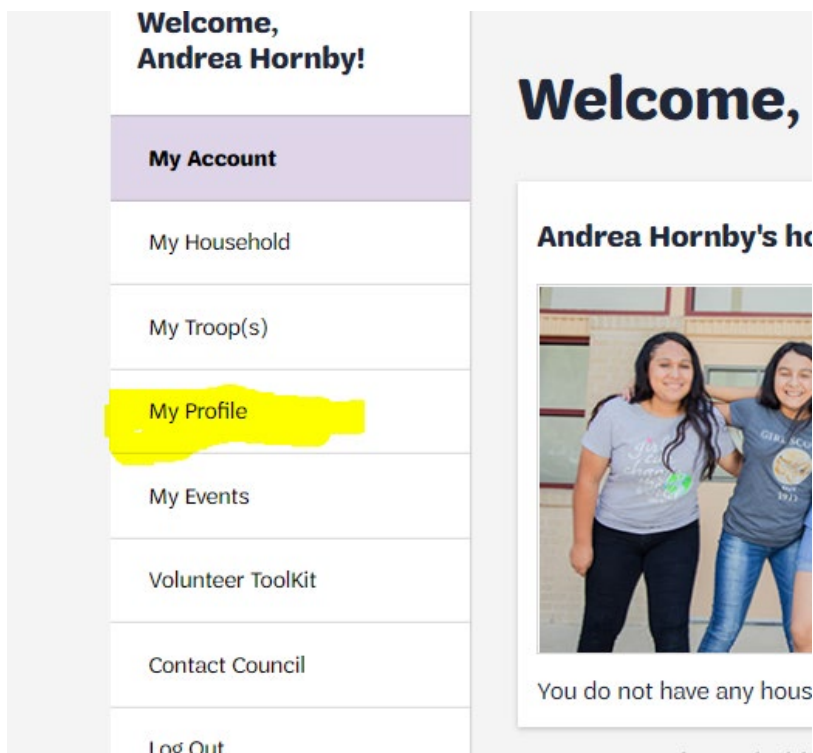
**LOG IN**

[Don't have an account? Sign up now](#)

4. Click on My Account.



5. On the left-hand side of the page you will see the following choices. Click on My Profile.





6. Now that you are on the My Profile page, scroll all the way to the bottom to where Communications Preferences is listed. Each of the highlighted boxes must be checked for someone to be opted in.
7. It is important that leaders, volunteers and girls are opted in to photo's as well as emails. This way everyone receives communications from GSMISTS and GSUSA.

### Communication preferences

Preferred language

Search language

Spoken language(s)

Communication Opt Ins

☒ [SMS Opt In](#)  
☒ [Email Opt In](#)  
☒ [Phone Opt In](#)  
☒ [Photo Opt In](#)

## Sample Agenda for Girl Scout Parent/Caregiver Meeting

Below is a suggested agenda and time  
allotments for each portion of the meeting

---

### 10 minutes: Welcome/Introductions

- Thank everyone for coming
- Introduce yourself and other adults and girls helping you
- Share that you are volunteers
- Give a quick overview of what will take place

### 20 minutes: Presentation

- Start with the Girl Scout Promise and Law. Share with the parents/caregivers that this is the traditional way of starting a Girl Scout meeting.
- Explain the process of becoming a troop leader (completed a criminal background check, completed the adult membership, and participated in the required trainings)
- Explain the troop leader's role is to work with the girls but it is the girls' troop. The troop will do activities based on what the girls choose. Explain how Girl Scouts engages girls in discovering self, connecting with others, and taking action to make the world a better place.
- Registration
  - Each girl must be registered in order to participate in Girl Scouts.
  - Explain that the \$25 Girl Scout registration fee paid when registering goes to GSUSA (Girl Scouts of the USA, our national organization) and covers insurance for each girl when participating in approved, supervised Girl Scout activities. None of the registration fee stays with GSMISTS or the troop. Financial assistance is available for the membership fee if needed.
- Troop Bank Account – Explain that each troop has a bank account that will house Troop Dues, Product Program proceeds, etc. The money in this account will cover the cost of running a troop and belongs to the troop not to individual girls. The girls will take the lead on how the money will be spent. If anyone associated with the troop has any questions about the troop's finances, they are more than welcome to talk to the troop treasurer (if troop has one) or troop leader.
- *Annual Permission and Health History Form* – Ask parents/caregivers to fill out the *Annual Permission and Health History Form* for their girl. This gives permission for your girl to participate in all Girl Scout meetings and activities listed on the form and allows the girl to be treated if anything should happen. It also lets you know if they have any allergies. This form is very important and must be turned into you by the first meeting and kept with you for ALL Girl Scout events and activities. The troop leader retains this document. It is not turned in to GSMISTS.
- Communicating with Families - Share with the parents/caregivers the main form of communication you will be using (email, phone list, Facebook group, etc.). Remind the parents that being part of the troop means they are responsible for checking and reading communications from you.
- Getting Parent/Caregiver Support
  - Explain that the troop leaders and parents/caregivers will need to work together to support the troop. Be sure to stress that they will need to complete

- a criminal background check and register as a volunteer if they would like to assist directly with the troop (this includes driving girls and handling troop funds).
- Send around the *Parent/Caregiver Involvement Form*. Let them know that the troop cannot meet unless you have the appropriate number of volunteers in attendance. Share which roles are the priority for having support.
- Program Information
  - Explain that troop activities are supported through Product Program sales, troop dues, and money-earning activities. Explain what troop dues are and agree on an amount and how often will girls pay dues? (every meeting, once a month, or once a year)
  - Uniforms are optional. Financial Assistance is available for uniform pieces.
  - Share when/where and how often the troop will be meeting.
  - Discuss how often communications will go out to troop parents/caregivers that detail troop updates, troop finance updates, and volunteer needs.

5 minutes: Q & A Session

10 minutes: Thanks and Next Steps

- If you have parents/caregivers who have girl(s) who are not registered Girl Scouts attending the meeting please allow time for them to complete the online registration. Remind parents/caregivers that girls will not be able to attend to the next meeting unless they are registered Girl Scouts.
- Remind parents/caregivers that if they want to volunteer with the troop, they must complete the online registration and criminal background check.
- Collect completed *Annual Permission and Health History Form*.
- Thank parents/caregivers for attending.

# The Value of a Parent/Caregiver Meeting

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 and caregivers, 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!

**So what is a Parent/Caregiver Meeting?** It's the first meeting you have to start each troop year – whether you are a new or returning troop. It is valuable for *all* troops.

100% of troops with the most satisfied parents and troop leaders report they hold a Parent/Caregiver Meeting.

**Why? Because it helps:**

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

Kicking off each year with a parent meeting sets the troop up for success. Outlining clear expectations, building a team, and engaging parents in the Girl Scout experience is a great way to start off on the right foot. When parents are involved, leaders have support, and the troop has a plan, girls benefit!

The best news? We've made it easy for you. Check out our Parent/Caregiver Meeting outline included in your New Troop Startup Kit. This meeting will make all the difference in the year ahead.



## **Ways to Support Your Girl Scout's Troop**

Welcome to Girl Scouts, girls and parents! We are so excited to begin this wonderful journey together, exploring everything Girl Scouts has to offer! We'd also like to thank you for considering the ways you can support your girl and her troop leader this year. Your Girl Scout troop leader will handle many of the day-to-day details of your girl's troop. The troop leader has received substantial training and has been approved to serve as a troop leader after going through a screening process. Being a troop leader is a special job, but there are times when help and support may be needed. Here are a few ways you can help support your girl's troop and troop leader:

- Assist at a regular troop meeting
- Be a driver for a troop field trip
- Chaperone a troop overnight or campout
- Teach a new skill to the girls related to a badge or Journey

Because the role of a troop leader is such a special one, our goal is to ensure the right person is serving in that role. This requires volunteers to maintain a safe and nurturing environment to help build girls of courage, confidence, and character. We are committed to ensuring the safety of the girls first and foremost, so we require all new volunteers to be registered members of Girl Scouts and complete a criminal background check. GSMISTS covers the cost of the criminal background check. The guidelines below detail the steps involved.

1. Before assisting with any troop endeavors (including troop meetings), potential volunteers are required to register as a Girl Scout Member (\$25.00 annual fee) and complete and pass a criminal background check. To begin this process, simply register online. All volunteers are required to complete a criminal background check to help ensure safety.
2. If you will be driving for any troop trips or activities, you are required to have a valid driver's license, good driving record, and current auto insurance in addition to the criminal background check.
3. For certain family events, like picnics or award ceremonies, younger siblings (also known as Tag-A-Longs) are invited to attend. Troop meetings and field trips are just for the girls in the troop and their adult volunteers. If you are unsure whether Tag-A-Longs are allowed at a troop event, connect with you girl's troop leader for specific information.



## SPRING AND SUMMER REMINDERS

Some troops reduce their activities once school is over, others continue since there are so many fun summer activities in Michigan for the girls! Since spring is such a busy time, here is a housekeeping checklist of items that need to be done before the new membership year.

- ❑ Pick up the badges, patches, pins and membership stars. Order early!  
Many bridging ceremonies happen in May. Make sure you plan ahead as to what you might need for the end of the year. This will allow plenty of time in case items need to be ordered. You can order items directly from our website ([gsmists.org](http://gsmists.org)) or call one of our Service Centers at 844-476-4787.
- ❑ Your Girl Scouts finished one year of Girl Scouts, time to celebrate! Host a bridging activity and inform the girls about the next level of Girl Scouting.
  - This may include an awards ceremony to recognize all the girls' accomplishments and recognizing the volunteers that helped make it happen. Your service unit may hold a similar event on a bigger scale.
- ❑ Guide parents to renew their Girl Scouts and their membership online.
  - Make sure to take advantage of Spring Renewal Incentives. Spring Renewal begins in April and is the time of the year when troops renew their memberships for the next year. A few weeks before Spring Renewal starts details will be provided about the incentives being offered if you renew your troop early.
  - Determine if girls are not returning or going to a different troop. Notify your Community Membership Manager.
- ❑ If you have a surplus of funds in the Troop Bank Account, discuss with your girls on how they would like to spend the money. (They may want to do a summer activity)
- ❑ Complete the Troop Finance Report in the Volunteer Toolkit by **June 1<sup>st</sup>**.
  - If your troop is disbanding a Finance Report is still required and notify your Community Membership Manager of this change.
- ❑ Ask parents what roles they might consider helping with next year. It's an easy and fun way to be involved with their girl's Girl Scout experience. They get to watch firsthand as they become leaders.
- ❑ Share upcoming summer activities with families. Girls can participate even if the troop does not meet over the summer.
  - Events Calendar for program details:  
<http://www.gsmists.org/en/events/event-calendar.html>
  - Girl Scouts Love the Outdoors Challenge – Girls can earn a patch by participating in summer time activities.
  - Talk to the girls and their parents about day camp or resident camp opportunities.

# TROOP ATTENDANCE AND DUES RECORD

**This record is kept by the troop leader or by a troop member.**

Troop/Group # \_\_\_\_\_ Year \_\_\_\_\_

Troop # _____	Month												
	Day												
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
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15.													
16.													
17.													
18.													
19.													
20.													
<b>Total Registered</b>													
<b>Total Not Registered</b>													
<b>Total Visitors</b>													
<b>Total Attendance</b>													

**At the end of each month, a vertical line may be drawn in red.**

Important: This record or a copy of it should be forwarded as the leadership of the troop changes.  
This record is the property of the troop to which the record applies and is not the property of the person who keeps the record.

# Daisy

## Badges, Awards and Pins<sup>†</sup>

### STEM

#### Automotive Engineering



Automotive Design



Automotive Engineering



Automotive Manufacturing



Cybersecurity Basics



Cybersecurity Safeguards



Cybersecurity Investigator



Coding Basics



Digital Game Design



App Development

#### Robotics



What Robots Do



How Robots Move



Design a Robot



Board Game Design Challenge



Roller Coaster Design Challenge



Model Car Design Challenge

#### Mechanical Engineering



Shapes in Nature



Numbers in Nature



Design With Nature

#### Math in Nature

#### Additional STEM Badges



Animal Observer



Digital Leadership



Space Science Explorer



STEM Career Exploration

### Outdoors



Buddy Camper



Daisy Snow or Climbing Adventure



Daisy Trail Adventure



Eco Learner



Outdoor Art Maker

### Life Skills



Art and Design



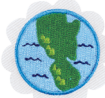
Craft and Tinker



Create and Innovate



Democracy for Daisies



Good Neighbor



Daisy Petals

Visit the Award and Badge Explorer for more details at [girlscouts.org/badges](https://girlscouts.org/badges). Purchase items at [girlscoutshop.com](https://girlscoutshop.com).

# Daisy

## Badges, Awards and Pins<sup>†</sup>

### Entrepreneurship

#### Cookie Business



My First  
Cookie  
Business



Cookie Goal  
Setter



Money  
Explorer



My Money  
Choices



Toy Business  
Designer

#### Financial Literacy

### Journey Awards

#### It's Your World—Change It!



Welcome to the Daisy Flower  
Garden Set

#### It's Your Planet—Love It!



Between Earth and Sky Set

#### It's Your Story—Tell It!



5 Flowers, 4 Stories, 3 Cheers  
for Animals! Set

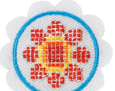
#### Engineering



Think Like an  
Engineer



Take  
Action



Think Like a  
Programmer



Take  
Action



Think Like a  
Citizen  
Scientist



Take  
Action

#### Outdoor STEM



Outdoor  
Art Maker



Buddy  
Camper



Take  
Action

#### Outdoor

### Additional Awards



My Promise, My Faith Pin  
Year 1



Year 2



Safety  
Award Pin



Daisy  
Journey  
Summit  
Award Pin



Cookie  
Entrepreneur  
Family  
Pin  
Year 1



Year 2



World  
Thinking Day  
Award 2025



Global Action Award  
Year 1



Year 2

Visit the Award and Badge Explorer for more details at [girlscouts.org/badges](https://girlscouts.org/badges). Purchase items at [girlscoutshop.com](https://girlscoutshop.com).



# Brownie

## Badges, Awards and Pins<sup>†</sup>

### STEM

#### Automotive Engineering



Automotive Design



Automotive Engineering



Automotive Manufacturing

#### Cybersecurity



Cybersecurity Basics



Cybersecurity Safeguards



Cybersecurity Investigator

#### Coding for Good



Coding Basics



Digital Game Design



App Development

#### Robotics



Programming Robots



Designing Robots



Showcasing Robots

#### Mechanical Engineering



Leap Bot Design Challenge



Fling Flyer Design Challenge



Race Car Design Challenge

#### Math in Nature



Shapes in Nature



Numbers in Nature



Design With Nature

#### Additional STEM Badges



Computer Expert



Digital Leadership



Home Scientist



Pets



Senses



Space Science Adventurer



STEM Career Exploration

### Outdoors



Brownie Snow or Climbing Adventure



Brownie Trail Adventure



Bugs



Cabin Camper



Eco Friend



Hiker



Letterboxer



Outdoor Adventurer



Outdoor Art Creator

### Life Skills



Art and Design



Brownie First Aid



Brownie Girl Scout Way



Celebrating Community



Craft and Tinker



Create and Innovate



Dancer



Democracy for Brownies



Fair Play



Household Elf



Making Friends



Making Games



My Best Self



My Family Story



My Great Day



Snacks

Visit the Award and Badge Explorer for more details at [girlscouts.org/badges](https://girlscouts.org/badges). Purchase items at [girlscoutshop.com](https://girlscoutshop.com).

# Brownie

## Badges, Awards and Pins<sup>†</sup>

### Entrepreneurship

#### Cookie Business



My Cookie Customers



Cookie Decision Maker

#### Financial Literacy



Budget Builder



My Own Budget



Budding Entrepreneur

### Journey Awards

#### It's Your World—Change It!



Brownie Quest Set

#### It's Your Planet—Love It!



WOW! Wonders of Water Set

#### It's Your Story—Tell It!



A World of Girls Set

#### Engineering



Think Like an Engineer



Take Action

#### Computer Science



Think Like a Programmer



Take Action

#### Outdoor STEM



Think Like a Citizen Scientist



Take Action



Brownie First Aid



Hiker



Cabin Camper



Take Action

#### Outdoor

### Additional Awards



My Promise, My Faith Pin  
Year 1



My Promise, My Faith Pin  
Year 2



Safety  
Award Pin



Brownie  
Journey  
Summit  
Award Pin



Cookie  
Entrepreneur Family  
Pin  
Year 1



Year 2



World  
Thinking Day  
Award 2025



Global Action Award  
Year 1



Year 2

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# Junior

## Badges, Awards and Pins<sup>†</sup>

### STEM

#### Automotive Engineering



Automotive Design



Automotive Engineering



Automotive Manufacturing

#### Cybersecurity



Cybersecurity Basics

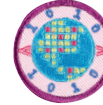


Cybersecurity Safeguards



Cybersecurity Investigator

#### Coding for Good



Coding Basics



Digital Game Design



App Development

#### Robotics



Programming Robots



Designing Robots



Showcasing Robots

#### Mechanical Engineering



Paddle Boat Design Challenge



Crane Design Challenge



Balloon Car Design Challenge

#### Math in Nature



Shapes in Nature



Numbers in Nature

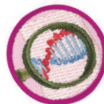


Design With Nature

#### Additional STEM Badges



Animal Habitats



Detective



Digital Leadership



Digital Photographer



Entertainment Technology



Space Science Investigator



STEM Career Exploration

### Outdoors



Camper



Eco Camper



Flowers



Geocacher



Horseback Riding



Junior Snow or Climbing Adventure



Junior Trail Adventure



Outdoor Art Explorer

### Life Skills



Art and Design



Craft and Tinker



Create and Innovate



Democracy for Juniors



Gardener



Independence



Inside Government



Junior First Aid



Junior Girl Scout Way



Musician



Playing the Past



Practice with Purpose



Scribe



Simple Meals



Social Butterfly



Staying Fit

Visit the Award and Badge Explorer for more details at [girlscouts.org/badges](https://girlscouts.org/badges). Purchase items at [girlscoutshop.com](https://girlscoutshop.com).

# Junior

## Badges, Awards and Pins<sup>†</sup>

### Entrepreneurship

#### Cookie Business



My Cookie Team



Cookie Collaborator

#### Financial Literacy



Budget Maker



My Money Plan



Business Jumpstart

### Journey Awards

#### It's Your World—Change It!



Agent of Change Set

#### It's Your Planet—Love It!



GET MOVING! Set

#### It's Your Story—Tell It!



aMUSE Set

#### Engineering



Think Like an Engineer



Take Action

#### Computer Science



Think Like a Programmer



Take Action

#### Outdoor STEM



Think Like a Citizen Scientist



Take Action

#### Outdoor



Animal Habitats



Camper



Eco Camper



Take Action

### Additional Awards



My Promise, My Faith Pin  
Year 1



My Promise, My Faith Pin  
Year 2



Safety  
Award Pin



Junior Journey  
Summit Award Pin



Cookie  
Entrepreneur Family Pin  
Year 1



Year 2



Bronze  
Award Pin



Bronze  
Award  
Emblem



World  
Thinking Day  
Award 2025



Global Action Award  
Year 1



Year 2

Visit the Award and Badge Explorer for more details at [girlscouts.org/badges](https://girlscouts.org/badges). Purchase items at [girlscoutshop.com](https://girlscoutshop.com).



# Cadette

## Badges, Awards and Pins<sup>†</sup>

### STEM

#### Coding for Good



Coding Basics



Digital Game Design



App Development

#### Cybersecurity



Cybersecurity Basics



Cybersecurity Safeguards



Cybersecurity Investigator

#### Robotics



Programming Robots



Designing Robots



Showcasing Robots

#### Additional STEM Badges



Animal Helpers



Digital Leadership



Digital Movie Maker



Science of Happiness



Space Science Researcher



Special Agent



STEM Career Exploration

### Outdoors



Archery



Cadette Snow or Climbing Adventure



Cadette Trail Adventure



Eco Trekker



Night Owl



Outdoor Art Apprentice



Primitive Camper



Trailblazing



Trees

### Life Skills



Babysitter



Book Artist



Cadette First Aid



Cadette Girl Scout Way



Comic Artist



Democracy for Cadettes



Eating for You



Field Day



Finding Common Ground



Good Sportsmanship



Netiquette



New Cuisines



Public Speaker



Screenwriter



Woodworker

Visit the Award and Badge Explorer for more details at [girlscouts.org/badges](https://girlscouts.org/badges). Purchase items at [girlscoutshop.com](https://girlscoutshop.com).



# Cadette

## Badges, Awards and Pins<sup>†</sup>

### Entrepreneurship

#### Cookie Business



My Cookie Venture



Cookie Market Researcher



Cookie Innovator



Budget Manager



My Money Habits



My Dream Budget



Business Creator

#### Financial Literacy

### Journey Awards

#### It's Your World—Change It!



aMAZE! Set



Leader in Action

#### It's Your Planet—Love It!

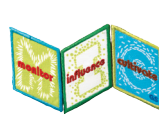


Breathe Set



Leader in Action

#### It's Your Story—Tell It!



Media Set



Leader in Action

#### Engineering



Think Like an Engineer



Take Action



Leader in Action

#### Computer Science



Think Like a Programmer



Take Action



Leader in Action

#### Outdoor STEM



Think Like a Citizen Scientist



Take Action



Leader in Action



Night Owl



Trail-blazing



Primitive Camper



Take Action



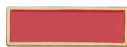
Leader in Action

#### Outdoor

### Additional Awards



Service to Girl Scouting Bar



Community Service Bar



Program Aide Award



My Promise, My Faith Pin Year 1



Year 2



Year 3



Safety Award Pin



Cadette Journey Summit Award Pin



Silver Torch Award



Cookie Entrepreneur Family Pin Year 1



Year 2



Year 3



Girl Scout Trailblazer Pin



Girl Scout Mariner Pin



Silver Award Pin



Silver Award Emblem



World Thinking Day Award 2025



Year 1



Year 2



Year 3

Visit the Award and Badge Explorer for more details at [girlscouts.org/badges](https://girlscouts.org/badges). Purchase items at [girlscoutshop.com](https://girlscoutshop.com).

<sup>†</sup> Earned Award

# Senior

## Badges, Awards and Pins<sup>†</sup>

### STEM

#### Coding for Good



Coding Basics



Digital Game Design



App Development



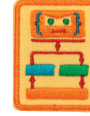
Cybersecurity Basics



Cybersecurity Safeguards



Cybersecurity Investigator



Programming Robots



Designing Robots



Showcasing Robots

#### Cybersecurity

#### Robotics

#### Additional STEM Badges



Digital Leadership



Science of Style



Space Science Expert



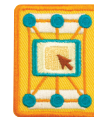
STEM Career Exploration



Truth Seeker



Voice for Animals



Website Designer

### Outdoors



Adventure Camper



Adventurer



Eco Explorer



Outdoor Art Expert



Paddling



Senior Snow or Climbing Adventure



Senior Trail Adventure



Sky



Traveler

### Life Skills



Behind the Ballot



Business Etiquette



Car Care



Collage Artist



Cross Training



Democracy for Seniors



Game Visionary



Locavore



Novelist



Room Makeover



Senior First Aid



Senior Girl Scout Way



Textile Artist



Troupe Performer



Women's Health

Visit the Award and Badge Explorer for more details at [girlscouts.org/badges](https://girlscouts.org/badges). Purchase items at [girlscoutshop.com](https://girlscoutshop.com).

# Senior

## Badges, Awards and Pins<sup>†</sup>

### Entrepreneurship

#### Cookie Business



My Cookie Network



Cookie Boss

#### Financial Literacy



Savvy Saver



My Financial Power



Business Startup

### Journey Awards

#### It's Your World—Change It!



GIRLtopia Patch



GIRLtopia Pin

#### It's Your Planet—Love It!



Sow What? Patch



Sow What? Pin

#### It's Your Story—Tell It!



Mission: Sisterhood! Patch



Mission: Sisterhood! Pin

#### Engineering



Think Like an Engineer



Take Action



Think Like a Programmer



Take Action

#### Outdoor STEM



Think Like a Citizen Scientist



Take Action



Adventurer



Senior First Aid



Adventure Camper



Take Action

#### Outdoor

### Additional Awards



My Promise, My Faith Pin Year 1



My Promise, My Faith Pin Year 2



Safety Award Pin



Senior Journey Summit Award Pin



Gold/Silver Torch Award



Cookie Entrepreneur Family Pin Year 1



Cookie Entrepreneur Family Pin Year 2



Service to Girl Scouting Bar



Community Service Bar



Counselor in Training I Award



Volunteer in Training Award



Girl Scout Trailblazer Pin



Girl Scout Mariner Pin



Gold Award Pin



Gold Award Emblem



World Thinking Day Award 2025



Global Action Award Year 1



Global Action Award Year 2

Visit the Award and Badge Explorer for more details at [girlscouts.org/badges](https://girlscouts.org/badges). Purchase items at [girlscoutshop.com](https://girlscoutshop.com).

# Ambassador

## Badges, Awards and Pins<sup>†</sup>

### STEM

#### Coding for Good



Coding Basics



Digital Game Design



App Development



Cybersecurity Basics



Cybersecurity Safeguards



Cybersecurity Investigator



Programming Robots



Designing Robots



Showcasing Robots

#### Additional STEM Badges



Digital Leadership



Space Science Master



STEM Career Exploration

### Outdoors



Ambassador Snow or Climbing Adventure



Ambassador Trail Adventure



Eco Advocate



Outdoor Art Master



Survival Camper



Ultimate Recreation Challenge



Water

### Life Skills



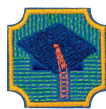
Ambassador First Aid



Ambassador Girl Scout Way



Coaching



College Knowledge



Democracy for Ambassadors



Dinner Party



Photographer



Public Policy

### Entrepreneurship

#### Cookie Business



My Cookie Business Resume



Cookie Influencer



Financial Planner



My Financial Independence



Entrepreneur Accelerator

Visit the Award and Badge Explorer for more details at [girlscouts.org/badges](https://girlscouts.org/badges). Purchase items at [girlscoutshop.com](https://girlscoutshop.com).

<sup>†</sup> Earned Award



# Ambassador

## Badges, Awards and Pins<sup>†</sup>

### Journey Awards

#### It's Your World—Change It!



Your Voice,  
Your World Patch



Your Voice,  
Your World Pin

#### It's Your Planet—Love It!



Justice Patch



Justice Pin

#### It's Your Story—Tell It!



BLISS: Live It!  
Give It! Patch



BLISS: Live It!  
Give It! Pin

#### Engineering



Think Like  
an Engineer



Take Action

#### Computer Science



Think Like a  
Programmer



Take Action

#### Outdoor STEM



Think Like  
a Citizen  
Scientist



Take Action



Outdoor  
Art Master



Water



Survival  
Camper



Take Action

### Additional Awards



My Promise, My Faith Pin  
Year 1



My Promise, My Faith Pin  
Year 2



Safety  
Award Pin



Ambassador  
Journey Summit  
Award Pin



Gold  
Torch  
Award



Cookie Entrepreneur Family Pin  
Year 1



Year 2

**CIT**

Counselor in  
Training I Award

**CIT II**

Counselor in  
Training II Award

**VIT**

Volunteer in  
Training Award



Community  
Service Bar



Service to  
Girl Scouting Bar



Girl Scout  
Trailblazer Pin



Girl Scout  
Mariner Pin



Gold Award Pin



Gold Award  
Emblem



World Thinking Day  
Award 2025



Global Action Award  
Year 1



Year 2

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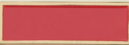
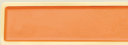

















# National Proficiency Badges



Badge Category		Daisy	Brownie	Junior	Cadette	Senior	Ambassador
STEM (SCIENCE, TECHNOLOGY, ENGINEERING, AND MATH)	Animals	Animal Observer	Pets	Animal Habitats	Animal Helpers	Voice for Animals	
	Automotive Engineering I	Automotive Design	Automotive Design	Automotive Design			
	Automotive Engineering II	Automotive Engineering	Automotive Engineering	Automotive Engineering			
	Automotive Engineering III	Automotive Manufacturing	Automotive Manufacturing	Automotive Manufacturing			
	Coding for Good I	Coding Basics	Coding Basics	Coding Basics	Coding Basics	Coding Basics	Coding Basics
	Coding for Good II	Digital Game Design	Digital Game Design	Digital Game Design	Digital Game Design	Digital Game Design	Digital Game Design
	Coding for Good III	App Development	App Development	App Development	App Development	App Development	App Development
	Cybersecurity I	Cybersecurity Basics	Cybersecurity Basics	Cybersecurity Basics	Cybersecurity Basics	Cybersecurity Basics	Cybersecurity Basics
	Cybersecurity II	Cybersecurity Safeguards	Cybersecurity Safeguards	Cybersecurity Safeguards	Cybersecurity Safeguards	Cybersecurity Safeguards	Cybersecurity Safeguards
	Cybersecurity III	Cybersecurity Investigator	Cybersecurity Investigator	Cybersecurity Investigator	Cybersecurity Investigator	Cybersecurity Investigator	Cybersecurity Investigator
	Digital Arts		Computer Expert	Digital Photographer	Digital Movie Maker	Website Designer	
	Digital Leadership	Digital Leadership	Digital Leadership	Digital Leadership	Digital Leadership	Digital Leadership	Digital Leadership
	Investigation		Senses	Detective	Special Agent	Truth Seeker	
	Math in Nature I	Shapes in Nature	Shapes in Nature	Shapes in Nature			
	Math in Nature II	Numbers in Nature	Numbers in Nature	Numbers in Nature			
	Math in Nature III	Design with Nature	Design with Nature	Design with Nature			
	Mechanical Engineering I	Board Game Design Challenge	Leap Bot Design Challenge	Paddle Boat Design Challenge			
	Mechanical Engineering II	Roller Coaster Design Challenge	Fling Flyer Design Challenge	Crane Design Challenge			
	Mechanical Engineering III	Model Car Design Challenge	Race Car Design Challenge	Balloon Car Design Challenge			
	Robotics I	What Robots Do	Programming Robots	Programming Robots	Programming Robots	Programming Robots	Programming Robots
	Robotics II	How Robots Move	Designing Robots	Designing Robots	Designing Robots	Designing Robots	Designing Robots
	Robotics III	Design a Robot	Showcasing Robots	Showcasing Robots	Showcasing Robots	Showcasing Robots	Showcasing Robots
	Science and Technology		Home Scientist	Entertainment Technology	Science of Happiness	Science of Style	
	Space Science	Space Science Explorer	Space Science Adventurer	Space Science Investigator	Space Science Researcher	Space Science Expert	Space Science Master
	STEM Career Exploration	STEM Career Exploration	STEM Career Exploration	STEM Career Exploration	STEM Career Exploration	STEM Career Exploration	STEM Career Exploration
OUTDOORS	Adventure		Letterboxer	Geocacher	Night Owl	Traveler	
	Art in the Outdoors	Outdoor Art Maker	Outdoor Art Creator	Outdoor Art Explorer	Outdoor Art Apprentice	Outdoor Art Expert	Outdoor Art Master
	Environmental Stewardship	Eco Learner	Eco Friend	Eco Camper	Eco Trekker	Eco Explorer	Eco Advocate
	Naturalist		Bugs	Flowers	Trees	Sky	Water
	Outdoor Explorer		Outdoor Adventurer	Horseback Riding	Archery	Paddling	Ultimate Recreation Challenge
	Outdoor		Hiker	Camper	Trailblazing	Adventurer	
	Snow or Climbing Adventure	Daisy Snow or Climbing Adventure	Brownie Snow or Climbing Adventure	Junior Snow or Climbing Adventure	Cadette Snow or Climbing Adventure	Senior Snow or Climbing Adventure	Ambassador Snow or Climbing Adventure
	Trail Adventure	Daisy Trail Adventure	Brownie Trail Adventure	Junior Trail Adventure	Cadette Trail Adventure	Senior Trail Adventure	Ambassador Trail Adventure
	Troop Camping	Buddy Camper	Cabin Camper	Eco Camper	Primitive Camper	Adventure Camper	Survival Camper
LIFE SKILLS	Artist				Comic Artist	Collage Artist	Photographer
	Athlete		Fair Play	Practice with Purpose	Good Sportsmanship	Cross-Training	Coaching
	Citizen	Good Neighbor	Celebrating Community	Inside Government	Finding Common Ground	Behind the Ballot	Public Policy
	Civics	Democracy for Daisies	Democracy for Brownies	Democracy for Juniors	Democracy for Cadettes	Democracy for Seniors	Democracy for Ambassadors
	College Preparation	<div>DAISY PETALS</div> <div>Honest and Fair</div> <div>Friendly and Helpful</div> <div>Considerate and Caring</div> <div>Courageous and Strong</div> <div>Responsible for What I Say and Do</div> <div>Respect Myself and Others</div> <div>Respect Authority</div> <div>Use Resources Wisely</div> <div>Make the World a Better Place</div> <div>Be a Sister to Every Girl Scout</div>					College Knowledge
	Cook		Snacks	Simple Meals	New Cuisines	Locavore	Dinner Party
	Craft				Book Artist	Textile Artist	
	Creative Play		Making Games	Playing the Past	Field Day	Game Visionary	
	Do It Yourself		Household Elf	Gardener	Woodworker	Room Makeover	
	First Aid		Brownie First Aid	Junior First Aid	Cadette First Aid	Senior First Aid	Ambassador First Aid
	Girl Scout Way		Brownie Girl Scout Way	Junior Girl Scout Way	Cadette Girl Scout Way	Senior Girl Scout Way	Ambassador Girl Scout Way
	Healthy Living		My Best Self	Staying Fit	Eating for You	Women's Health	
	Maker	Art and Design	Art and Design	Art and Design			
		Craft and Tinker	Craft and Tinker	Craft and Tinker			
		Create and Innovate	Create and Innovate	Create and Innovate			
	Manners		Making Friends	Social Butterfly	Netiquette	Business Etiquette	
	Performance		Dancer	Musician	Public Speaker	Troupe Performer	
	Practical Life Skills		My Great Day	Independence	Babysitter	Car Care	
	Storytelling		My Family Story	Scribe	Screenwriter	Novelist	
ENTREPRENEURSHIP	Cookie Business I	My First Cookie Business	My Cookie Customers	My Cookie Team	My Cookie Venture	My Cookie Network	My Cookie Business Resume
	Cookie Business II	Cookie Goal Setter	Cookie Decision Maker	Cookie Collaborator	Cookie Market Researcher	Cookie Boss	Cookie Influencer
	Cookie Business III				Cookie Innovator		
	Entrepreneur	Toy Business Designer	Budding Entrepreneur	Business Jumpstart	Business Creator	Business Startup	Entrepreneur Accelerator
	Financial Wellness	Money Explorer	Budget Builder	Budget Maker	Budget Manager	Savvy Saver	Financial Planner
	Financial Empowerment	My Money Choices	My Own Budget	My Money Plan	My Money Habits	My Financial Power	My Financial Independence
					My Dream Budget		

National Leadership Journeys						
Journey Series	Daisy	Brownie	Junior	Cadette	Senior	Ambassador
It's Your World—Change It!	Welcome to the Daisy Flower Garden	Brownie Quest	Agent of Change	aMAZE!	GIRLtopia	Your Voice, Your World
It's Your Planet—Love It!	Between Earth and Sky	WOW! Wonders of Water	GET MOVING!	Breathe	Sow What?	Justice
It's Your Story—Tell It!	5 Flowers, 4 Stories, 3 Cheers for Animals!	A World of Girls	aMUSE	MEdia	MISSION: SISTERHOOD!	BLISS: Live It! Give It!
Outdoor STEM	Think Like a Citizen Scientist	Think Like a Citizen Scientist	Think Like a Citizen Scientist	Think Like a Citizen Scientist	Think Like a Citizen Scientist	Think Like a Citizen Scientist
	MULTI-LEVEL D/B/J Think Like a Citizen Scientist			MULTI-LEVEL C/S/A Think Like a Citizen Scientist		
Engineering	Think Like an Engineer	Think Like an Engineer	Think Like an Engineer	Think Like an Engineer	Think Like an Engineer	Think Like an Engineer
	MULTI-LEVEL D/B/J Think Like an Engineer			MULTI-LEVEL C/S/A Think Like an Engineer		
Outdoors	Daisy Outdoor Journey	Brownie Outdoor Journey	Junior Outdoor Journey	Cadette Outdoor Journey	Senior Outdoor Journey	Ambassador Outdoor Journey
Computer Science	Think Like a Programmer	Think Like a Programmer	Think Like a Programmer	Think Like a Programmer	Think Like a Programmer	Think Like a Programmer
	MULTI-LEVEL D/B/J Think Like a Programmer			MULTI-LEVEL C/S/A Think Like a Programmer		

Global Awards						
Award Category	Daisy	Brownie	Junior	Cadette	Senior	Ambassador
World Thinking Day Award	World Thinking Day Award					
Global Action Award I	Daisy Global Action Award—Year 1	Brownie Global Action Award—Year 1	Junior Global Action Award—Year 1	Cadette Global Action Award—Year 1	Senior Global Action Award—Year 1	Ambassador Global Action Award—Year 1
Global Action Award II	Daisy Global Action Award—Year 2	Brownie Global Action Award—Year 2	Junior Global Action Award—Year 2	Cadette Global Action Award—Year 2	Senior Global Action Award—Year 2	Ambassador Global Action Award—Year 2
Global Action Award III				Cadette Global Action Award—Year 3		

Additional Awards

Daisy	Brownie	Junior	Cadette	Senior	Ambassador	All Girl Scout Levels
 Journey Summit Award	 Journey Summit Award	 Journey Summit Award	 Journey Summit Award	 Journey Summit Award	 Journey Summit Award	 Bronze Cross
 My Promise, My Faith - Year 1	 My Promise, My Faith - Year 1	 My Promise, My Faith - Year 1	 My Promise, My Faith - Year 1	 My Promise, My Faith - Year 1	 My Promise, My Faith - Year 1	 Medal of Honor
 My Promise, My Faith - Year 2	 My Promise, My Faith - Year 2	 My Promise, My Faith - Year 2	 My Promise, My Faith - Year 2	 My Promise, My Faith - Year 2	 My Promise, My Faith - Year 2	 International Friendship
 Safety Award	 Safety Award	 Safety Award	 Safety Award	 Safety Award	 Safety Award	
 Cookie Entrepreneur Family - Year 1	 Cookie Entrepreneur Family - Year 1	 Cookie Entrepreneur Family - Year 1	 Cookie Entrepreneur Family - Year 1	 Cookie Entrepreneur Family - Year 1	 Cookie Entrepreneur Family - Year 1	
 Cookie Entrepreneur Family - Year 2	 Cookie Entrepreneur Family - Year 2	 Cookie Entrepreneur Family - Year 2	 Cookie Entrepreneur Family - Year 2	 Cookie Entrepreneur Family - Year 2	 Cookie Entrepreneur Family - Year 2	
		 Junior Aide	 Community Service Bar	 Community Service Bar	 Community Service Bar	
			 Program Aide	 Counselor in Training Award	 Counselor in Training I Award	
			 Service to Girl Scouting Bar	 Service to Girl Scouting Bar	 Service to Girl Scouting Bar	
				 Volunteer in Training Award	 Counselor in Training II Award	
					 Volunteer in Training Award	
 Bridge to Girl Scout Brownie	 Bridge to Girl Scout Junior	 Bridge to Girl Scout Cadette	 Bridge to Girl Scout Senior	 Bridge to Girl Scout Ambassador	 Bridge to Girl Scout Adult	
	 Brownie Wings					


Additional Patch Awards				Earn	Recv
 	Global Action: Year 1				
	Global Action: Year 2				
	World Thinking Day: Year 1				
	World Thinking Day: Year 2				
	Bridae to Brownies				



















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Individual Badges			Earn	Recv
				
				
				
				
				
				
				
				
				
				
				

Cookie Business & Financial Literacy Badges				Earn	Recv
	Cookie Decision Maker				
	My Cookie Customers				
	Budget Builder				
	My Own Budget				

Progressive Badge Sets			Earn	Recv
  	Automotive: Design			
	Automotive: Engineering			
	Automotive: Manufacturing			
  	Coding for Good: Coding Basics			
	Coding for Good: Digital Game Design			
	Coding for Good: App Development			
  	Cybersecurity: Basics			
	Cybersecurity: Safeguards			
	Cybersecurity: Investigator			
  	Math in Nature: Shapes in Nature			
	Math in Nature: Numbers in Nature			
	Math in Nature: Design With Nature			
  	Mechanical Engineer: Fling Flyer			
	Mechanical Engineer: Leap Bot			
	Mechanical Engineer: Race Car			
  	Robotics: Programming Robots			
	Robotics: Designing Robots			
	Robotics: Showcasing Robots			


Pins		Earn	Recv
     	Cookie Entrepreneur: Year 1		
	Cookie Entrepreneur: Year 2		
	My Promise, My Faith: Year 1		
	My Promise, My Faith: Year 2		
	Safety Award		
	Journeev Summit Award		

Leadership Journey Awards		Earn	Recv
	<b>Brownie Quest</b>		
	Discover Key		
	Connect Key		
	Take Action Key		
	<b>Wonders of Water</b>		
	Love Water		
	Save Water		
	Share Water		
	<b>World of Girls</b>		
	Hear a Story		
	Change a Story		
	Tell a Story		
 	1) First Aid		
	2) Hiker		
	3) Cabin Camper		
 	<b>Outdoor Journey - Take Action Project</b>		
	<b>Think Like a Citizen Scientist</b>		
	Citizen Scientist - Take Action Project		
  	<b>Think Like an Engineer</b>		
	Engineer - Take Action Project		
	<b>Think Like a Programmer</b>		
	Programmer - Take Action Project		

Additional Patch Awards					Earn	Recv
	Global Action: Year 1					
	Global Action: Year 2					
	World Thinking Day: Year 1					
	World Thinking Day: Year 2					
	Bridge to Juniors					

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




Pins					Earn	Recv
	Cookie Entrepreneur: Year 1					
	Cookie Entrepreneur: Year 2					
	My Promise, My Faith: Year 1					
	My Promise, My Faith: Year 2					
	Safety Award					
	Journey Summit Award					
Bronze Award						










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**Name:**




Individual Badges	Earn	Recv
		
		
		
		
		
		
		
		
		
		
		
		
		
		
		
		
		
		
		
		
		
		
		
		
		
		
		
		
		
		
		

Cookie Business & Financial Literacy Badges				Earn	Recv
	Cookie Innovator				
	Cookie Market Researcher				
	My Cookie Venture				
	Budget Manager				
	My Dream Budget				
	My Money Habits				

Progressive Badge Sets		Earn	Recv
        	Coding for Good: Coding Basics		
	Coding for Good: Digital Game Design		
	Coding for Good: App Development		
	Cybersecurity: Basics		
	Cybersecurity: Safeguards		
	Cybersecurity: Investigator		
	Robotics: Programming Robots		
	Robotics: Designing Robots		
	Robotics: Showcasing Robots		

Pins	Earn	Recv
		
		
		
		
		
		
		
		
		
		
		
		
		




Leadership Journey Awards		Earn	Recv
	<b>aMAZE</b> LIA:		
	Interact		
	Diplomat		
	<b>Breathe</b> LIA:		
	Aware		
	Alert		
	<b>Media</b> LIA:		
	Monitor		
	Influence		
	<b>Outdoor Journey</b> LIA:		
	1) Night Owl		
	2) Trailblazing		
	3) Primitive Camper		
	Take Action Project		
	<b>Think Like a Citizen Scientist</b> LIA:		
	Think Like a Citizen Scientist		
	Take Action Project		
	<b>Think Like an Engineer</b> LIA:		
	Think Like an Engineer		
	Take Action Project		
	<b>Think Like a Programmer</b> LIA:		
	Think Like a Programmer		
	Take Action Project		

Additional Patch Awards					Earn	Recv
  	Global Action: Year 1					
	Global Action: Year 2					
	Global Action: Year 3					
	World Thinking Day: Year 1					
	World Thinking Day: Year 2					
	World Thinking Day: Year 3					
	Bridge to Seniors					

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Additional Patch Awards		Earn	Recv
  	Global Action: Year 1		
	Global Action: Year 2		
	World Thinking Day: Year 1		
	World Thinking Day: Year 2		
	Bridge to Ambassadors		










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Leadership Journey Awards		Earn	Recv
			
<b>Your Voice, Your World</b>			
<b>Justice</b>			
<b>Bliss</b>			
1) Outdoor Art Master			
2) Water			
3) Survival Camper			
<b>Outdoor Journey - Take Action Project</b>			
<b>Think Like a Citizen Scientist</b>			
<b>Citizen Scientist - Take Action Project</b>			
<b>Think Like an Engineer</b>			
<b>Engineer - Take Action Project</b>			
<b>Think Like a Programmer</b>			
<b>Programmer - Take Action Project</b>			

Individual Badges	Earn	Recv
		
		
		
		
		
		
		
		
		
		
		
		
		
		
		
		
		
		

Cookie Business & Financial Literacy Badges					Earn	Recv
Cookie Influencer						
				My Cookie Business Resume		
Financial Planner						
My Financial Independence						

Progressive Badge Sets				Earn	Recv
  	Coding for Good: Coding Basics				
	Coding for Good: Digital Game Design				
	Coding for Good: App Development				
  	Cybersecurity: Basics				
	Cybersecurity: Safeguards				
	Cybersecurity: Investigator				
  	Robotics: Programming Robots				
	Robotics: Designing Robots				
	Robotics: Showcasing Robots				

Pins	Earn	Recv
		
		
		
		
		
		
		
		
		
		
		
		
		
		

Additional Patch Awards				Earn	Recv
  	Global Action: Year 1				
	Global Action: Year 2				
	World Thinking Day: Year 1				
	World Thinking Day: Year 2				

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