

# My First Year Guide

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



# **Welcome to Girl Scouts!**

## **Troop Co-Leaders**

On average, troop co-leaders spend 6-11 hours per month (+ 8 during cookie season) volunteering. We want to help you enjoy as much of that time as possible! This guide takes the guesswork out of leading a troop.

#### What do troop leaders do?

- **Help** girls reach their potential as creative, courageous leaders
- **Create** a space where girls try new things without worrying about failing
- **Teach** lessons girls will use for decades to come
- **Try** new things along with their girls
- **Develop** your own organizational and leadership skills
- Join a global community of sisterhood

## Thank you!

Welcome to the great adventure that is Girl Scouting! Thanks to volunteers like you, generations of girls have learned to be leaders in their own lives and in the world. Have no doubt: you, and nearly one million other volunteers like you, are helping girls make a lasting impact on the world.

Alison Wilcox, GSWNY CEO

## **Girl Scout 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.



Girl Scouting is the preeminent leadership development organization for girls. When you see the trefoil throughout the book, it is used to highlight what makes our organization different and why it is so valuable to your girl.

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# **Girl Scouts Basics**

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# **Getting Started**

New leaders often spend the first few weeks getting started and setting up their troop.

## **New Co-Leader Start-up Checklist**

### Have you... ☐ Registered as a Girl Scout? Need help with ☐ Completed a criminal background check? anything? GSWNY is here for you! ☐ Completed Volunteer Basic Training Series? Give us a call at 1-888-837-6410 or email ☐ Completed Grade-level Training? customercare@gswny.org ☐ Received an approval letter in your email? $\square$ Met with your co-leader(s)? ☐ Signed up for an optional virtual or in-person New Leader Welcome meeting near you? ☐ Checked gswny.org for up-to-date council guidelines and support? ... Great! You're ready to get started!

# **Setting Up Your Troop**

- Grow your Troop

  We recommend having 8-12 girls in your troop—small enough to encourage individual development and large enough to provide an interactive and cooperative learning environment.

  Need help growing your troop? GSWNY is here for you!
- Troop Meeting Times and Location
  Set meeting times that work within your schedule! We recommend meeting 2 times per month in a public, accessible space like a school, library, or community center, or meet virtually! Troops are not allowed to meet at private residences. Need help finding a troop meeting location? We can help with that, too!
- Get Connected

  Girl Scouting is all about sisterhood In addition to your troop co-leader(s), your troop team of parents/caregivers, Service Unit, and Council are all here for you. Learn more on page 4.
- Open a Troop Bank Account
  Open a troop bank account as soon as possible. Learn more about funding your fun starting on page 9.

# Your Troop's Support System

Girl Scouts is all about sisterhood. As the leader of a Daisy troop, you are not alone!

## **Your Troop Team**

A strong leader-family partnership is a key component to a successful Girl Scout troop experience.

- 1. Get to know your co-leader(s) and determine the best division of troop tasks.
- 2. Host a troop parent/caregiver meeting to build your volunteer team.
- 3. Subscribe to recieve GSWNY Volunteer Facebook page and Volunteer Resources monthly email. Sign into your MYGS account, Click on My Profile, then Scroll down to the bottom and check the email opt in box.

Check out page Working with Parents/Caregivers on page 6 for more!



# Your Service Unit (Neighborhood)

The Service Unit (SU) is the bridge between your troop and the GSWNY Council Support Staff and often your first stop for information!

**Where:** Our GSWNY Council is divided into Service Units based on neighborhood, school district, geographic area, or county. Each Service Unit is supported by a Service Unit team.

**Who:** Service Unit teams are made up of skilled volunteers with years of Girl Scout experience. Service Unit Managers (SUMs) coordinate the Service Unit. Other important Service Unit roles include: Finance Consultant, Product Program Managers, Troop Manager, and Welcome Specialist.

**What:** Service Unit teams support you by holding regular leader meetings and planning fun activities throughout the year like Cookie Kickoff, camping, or a STEM event.

Learn more about your Service Unit in your co-leader welcome and approval email

#### **Service Unit Meetings**

Attending regular Service Unit meetings is required for at least one troop leader or troop representative. There you'll:

- · Meet and network with fellow volunteers
- Learn about upcoming events and trainings
- Receive important resources and materials, like your Cookie Program materials

#### **Your GSWNY Council Staff**

We are here for you! If you have a private matter, a conflict to discuss, issues with registration, or any other needs, GSWNY can help! Contact Customer Care for assistance at customercare@gswny.org or 1-888-837-6410.

# **Your Service Unit Information**

Remember, the Service Unit should be your first stop when you need help! The Service Unit team is made up of local, super skilled Girl Scout volunteers.

Service Unit Name:		Servi	_ Service Unit #:		
Key Service Unit Team Members	Name	Phone		Email	
Service Unit Manager(s) (SUMs)					
Finance Consultant (SUFC)					
Troop Manager					
Product Program Manager(s) (SUPPMs)					
Welcome Specialist					
Welcome opecianst					
Service Unit Lead	_				
Location:					
Day of the Week:		Time:			
Special Instructions (	(parking, entranc	e, room number, e	tc.)		
Virtual Meeting Infor	mation:				
<b>Meeting Dates</b>					
Sept:	Oct:	Nov:	Dec:	Jan:	
Feb:	March:	April:	May:	June:	

# Working with Parents/Caregivers



Unlike many other extracurriculars, a Girl Scout troop needs parent and caregiver support to thrive!

# Parent/Caregiver Meeting Agenda

- Welcome and introduce one another and the Girl Scouts
- Share how family is an important part of the Girl Scouts
- Encourage caregivers to take roles in the troop (use the guide below and on the next page)
- Discuss troop dues, and how the troop will raise money (See pages 9-10 Troop Finances)
- Close by sharing contact information, collect health forms and permission slips, and answer any questions

Check out the detailed, step-by-step guide for the Parent/Caregiver Meeting online on the VTK (see page 15, Helpful Tools)

# ASK: How much spare time can you dedicate to your child's Girl Scout Experience?

30 minutes/month	Organize and manage the troop calendar for snacks or carpooling.
1 hour/month	Manage troop communication by texting or emailing families with meeting reminders, manage social media, or organize a phone tree in case of emergencies.
1-2 hours/month	Take photos or videos at troop meetings or Girl Scout events! Make sure all girls have signed photo releases.
2-4 hours/month	Share your interests or expertise by leading part of a troop meeting or guide girls through a specific badge.  Or, register as a Troop Driver/Chaperone/Helper within the troop so you can participate along with the girls and assist the leaders when needed.
5+ hours/month during cookie season (January to March)	Help the troop during Cookie Season as the Troop Product Program Manager Or, sign up to be another co-leader! There is no limit to the number of co-leaders a troop can have. Plus, the more co-leaders the troop has, the more girls can join the troop!

### **Helpful Tips!**

- Make your ask for help clear and direct: "Will you be our First Aider?"
- Explain that you need parent/caregiver buy-in if the troop will be successful
- Invite a member of the Service Unit team to help during your Parent/Caregiver meeting
- If girls will be present during the parents' meeting, have a small craft or activity ready to keep them busy and engaged
- Did you know male caregivers can be Girl Scout volunteers too? (Note: All male co-leaders must be paired with a non-related female at all times)

Kick Off the year with

a Parent/

Caregiver

# **Your Troop Team**

Volunteer Role	Description	Contact Information
Product Program Manager	Manages Fall Product Program and Cookie Program for the troop: helps build a troop product team to support girl/caregiver Product Program training, direct sale coordination and activities, product inventory and reward distribution, and payments. The Troop Product Program Manager will work closely with the Service Unit Product Program Manager.	Name: Phone: Email: Phone: Email:
Troop Treasurer	Eases the task of maintaining your troop's financial records. Troop Treasurers must be a registered member and pass our background check because they are dealing with money.	Name:Phone:Email:
First Aider	At least one registered volunteer in all troops must be first aid certified before leaving the troop meeting place for field trips or outings. GSWNY offers first aid trainings throughout the year, or you can get certified with an outside vendor, like the Red Cross, or you can get trained through your Service Unit if it is offered.	Name:Phone:Email:
Subject-Matter Experts	Ask the parents/caregivers in your troop to share their talents! For example, if a caregiver is a veterinarian, she might lead a field trip to her office to teach the girls about anatomy on the family dog.	Name: Phone: Email: Phone: Email:
Troop Drivers/ Chaperones/Helpers	We encourage troop parents/caregivers to register as volunteers in the role if they intend to participate in Girl Scout meetings, events, carpooling, field trips, overnights, or camping trips. This way they will be background checked and covered by our Girl Scout insurance should an accident occur. This helps keep everyone safe!	Name: Phone: Email: Name: Phone: Email:

# **Working with Daisies**

As the leader of a Daisy troop, your goal should be to act as a facilitator, enabling girls to experience planning, decision-making, leadership, and yes, even failure!

Daisy (Kindergarten and first grade) girls	This means
Can make simple choices and enjoy sharing their opinion	Girl Scouts is girl-led! When making troop decisions, offer the girls limited choices, such as choosing between two field trips. Allow girls to share their thoughts and take a vote to choose.
Have loads of energy and need to run, walk, and play outside	They'll enjoy going on nature walks and outdoor scavenger hunts.
Are great builders and budding artists	Encouraging them to express themselves and their creativity by making things with their hands. Girls may need assistance holding scissors, cutting in a straight line, and so on.
Love to move and dance	They might especially enjoy marching like a penguin, dancing like a dolphin, or acting out how they might care for animals in the jungle.
Are concrete thinkers and are focused on the here and now	Showing instead of telling, for example, about how animals are cared for. Plan visits to animal shelters, farms, or zoos; meet care providers or make a creative bird feeder.
Are only beginning to learn about basic number concepts, time, and money	You'll want to take opportunities to count out supplies together—and perhaps, the legs of a caterpillar! The Product Program sales reinforce counting and math skills!
Know how to follow simple directions and respond well to recognition for doing so	Being specific and offering only one direction at a time. Acknowledge when girls have followed directions well to increase their motivation to listen and follow through.
Are just beginning to write and spell and they don't always have the words for what they're thinking or feeling	Having girls draw a picture of something they are trying to communicate is easier and more meaningful for them.

## **Helpful Tips!**

- · Build on the strengths of each girl
- · Praise desirable behavior
- Use simple words
- Use quiet, pleasant tones
- Be flexible attentions spans can be short
- · Utilize the Girl Scout Promise and Law
- Try to be at the girl's eye level
- Encourage girls to solve problems
- · Develop a friendly relationship with each girl
- · Keep activities short and varied

# **Troop Finances**

You're probably wondering how you will fund your first year full of Girl Scout experiences. We are here to help you get started!

# **Opening a Bank Account**

Open a troop bank account as soon as you are able.

## 1. Connect with your SUFC

All troops must open bank accounts with the help of their Service Unit Finance Consultant, SUFC. Your SUFC contact information is provided to you in your coleader welcome and approval email.

## 2. Visit the bank with your SUFC

Set a time to meet with the SUFC and go to the recommended bank for your Service Unit; bring any required paperwork or ID with you. All Girl Scout bank accounts must have three signers: the two co-leaders and the SUFC.

## **Keep Financial Records**

Save all of your receipts and bank statements. You can use the Finance tab of the Volunteer Tool Kit to keep an ongoing ledger of your troop's income and expenses, or download an Excel file from the online Forms Library which does the math for you! You'll submit the annual Troop Finance Activity Report (TFAR), which is due via the Volunteer Tool Kit (VTK) in May-June. Information on accessing the VTK is on page 15 of this

## The Council Opportunity Fund

This is a resource available to all registered members of GSWNY to cover the cost of uniforms, registration, GSWNY programs, and adult trainings. Access financial assistance documents by visiting the Troop Basics page of our website (gswny.org) or searching "council opportunity fund" in the Forms Library of our website. Share this information with all families; it's better not to make assumptions about which families may need it. All girls are welcome and no girl is ever turned away for financial reasons.

## **Volunteer Essentials**

For full information about financial guidelines, you may consult Volunteer Essentials, our comprehensive policies document. Volunteer Essentials is updated annually and is the primary GSUSA & GSWNY reference document to be consulted for general safety and planning guidelines. Volunteer Essentials can be accessed by visiting the Troop Basics page of gswny.org.

# **Troop Finances**

How to fund your fun!

## 1. Troop Dues

Start-up funds to cover the cost of supplies and activities come from **troop dues**. Troop co-leaders can decide how much dues will be and how to collect them at the beginning of the year. Ask families what they feel most comfortable with during your first parent/caregiver meeting. Each girl or family can pay \$1-\$2 per meeting, or you can ask for one-time dues of \$20-\$50 at the beginning of the year. At your parent meeting, you can also ask for families to donate supplies to the troop like markers or scissors.

**Note:** For field trips, we recommend asking families provide a small contribution—this helps ensure buyin and good attendance. We also have financial aid and the Council Opportunity Fund (page 9) because at GSWNY, we never want cost to be a barrier.

## 2. Product Program Sales (Financial Literacy Program)

The Girl Scouts of Western New York holds two Product Program opportunities for girls to participate in throughout the year. While selling delightful nuts, candy, and magazine subscriptions to delicious Girl Scout Cookies, troops earn funds to do amazing things.

Troop Funds can be used for a variety of activities such as Council sponsored programs, field trips, camping adventures, travel and so much more! Troop Funds enable girls to try new experiences, get outdoors, and unleash their potential to do amazing things and keep their communities at the center of everything they do.

Fall Product Program	Girl Scout Cookie Program
October	January – March 31
Girls sell nuts, candy and magazine subscriptions to friends and family both Online and through inperson order taking.	Girls sell cookies to her customers through Online, in-person, door to door and booth sales.
Vendor: Ashdon Farms and M2	Vendor: ABC Smart Cookies
Troops will earn \$1 for nuts and candy and \$3 for magazines sold	Troops will earn a minimum of \$.75 per box of Girl Scout Cookies



The Girl Scout Cookie Program is the largest girl-led entrepreneurial program in the world!

#### Are there other ways my troop can earn money?

Troop dues and Product Program money-earning opportunities are the best way to fund your Girl Scout Fun. Older girls may participate in other council approved money earning activities such as a car wash, or bake sale.

Through the generosity of a troop donation (physical or monetary) and or troop sponsorship, troops can utilize these funds/goods to power their Girl Scout activities, adventures, service projects and more! Visit gswny.org or contact Customer Care for more information.

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# Fall and Cookie Program Entrepreneurial Experiences

Girl Scouts Product Program is the largest girl-led entrepreneurial program in the world, aiming to empower girls through the development of five essentials skills: Goal Setting, Decision Making, Money Management, People Skills and Business Ethics. Girls will explore entrepreneurship as they participate in money earning activities that spark curiosity, confidence and innovation. Troop Proceeds can help fund your troop's entire year, including programs, experiences, trips, and more amazing opportunities.

## Fall and Cookie Program Participation Information

Your Service Unit Product Program Manager will share troop training dates and important participation information. Being with you every step of the way, you'll be provided program and troop support to ensure the program is fun, easy, and engaging! Head to **gswny.org/cookies** to visit our Cookies+ Tab on our website to learn more and stay connected to council resources, Smart Cookie training videos, and marketing resources!

## Fall Product Program

#### October

The Fall Product Program is great money earning activity that girls/troops can participate in to build their troop startup funds! Being a quick program, girls will have an opportunity to sell magazine subscriptions and delicious nuts and candy items to friends and family.

Not only will troops earn proceeds; \$1 for every nut and candy sold, and \$3 for every magazine subscription, girls will earn really cool themed rewards too! Girls have an opportunity to sell nuts, and candy in-person, online or both.

Magazine subscriptions can be purchased online and will be sent directly to the customer. Offering pre-pay girl delivered and direct ship options, participating has never been easier.

## Cookie Program

### January - March

The cookie program is an exciting time of the year where girls venture into the entrepreneurial world to learn business and financial skills while running her cookie business. Girls and troops will "earn and learn" as they earn a minimum of \$.75 per box of Girl Scout Cookies to do some pretty amazing things—whether it's trying a new experience, or supporting their local community.

With the support of your Service Unit Manager and Product Program Manager, each troop is encouraged to build a Cookie Team to ensure the program is fun, engaging, and successful. After attending a Troop Leader Cookie Training, as well as working with your Service Unit Product Program Manager throughout the cookie program, you'll feel confident, eager and ready for your girls to crush their cookie goals.

# How is the Cookie Program Managed?

Using the Smart Cookie Digital Cookie platform, girls and volunteers are able to seamlessly manage every phase of the cookie program, from online, to in-person, Keep Goaling, and Direct Sales! Girls are able to set goals, manage her cookie orders, and even communicate with her customers. For the volunteer, the platform allows you to set and monitor the troop's cookie goals, track girl/troop finances, view your troop recognitions and achievements and more!

# Field Trips and Outdoor Experiences

Getting outside of your normal meeting location can provide opportunities for learning, exercise, community service, and, most importantly, fun! Getting girls outdoors can be challenging and wonderful.

#### **Great Options for Daisies**

Girl Scouts is girl-led! Talk to your girls about their ideas for fun things you can do outside

- Start Small play at the playground or in the yard for 10-15 minutes
- Gradually build up the length of time spent outside once you know your girls can handle following directions
- Take small field trips to local places of interest
- Participate in Service Unit camping events or outdoor programs
- Visit the gswny.org/ourprogram to learn more about our programs and events
- If the weather is nice, consider hosting your troop meeting outside at a local park!

#### Have questions?

Give us a call at 1-888-837-6410 or email customercare@gswny.org.

We're here to help!

#### **Safety First**

#### 1. Permission Slips

Have parent/caregiver permission slips and health forms with you for any activity outside your troop's normal meeting location. Find our Annual Permission Slip and health forms at gswny.org/safety.

#### 2. First Aid

A first-aid kit and at least one registered volunteer who is first aid certified must be present any time you leave the regular troop meeting location.

#### 3. Safety Ratios

To ensure everyone's safety, each troop is required to have two approved non-related co-leaders, at least one of whom is female, present at all times when meeting.

#### **Troop Meeting in Regular Location**

12 girls to 2 leaders

1 additional registered approved GSWNY volunteer for every 6 additional girls

#### Field Trips, Events, Camping, etc.

6 girls per 2 registered approved GSWNY volunteers

1 additional registered approved GSWNY volunteer for every 4 additional girls

Note: All caregivers who accompany the troop must be registered members. Those who serve as chaperones or drivers must also be approved volunteers.

#### 4. Safety Activity Checkpoints

The Safety Activity Checkpoints (SAC) are detailed rules and policies for higher-risk activities. Prior to an activity, you may reference the SAC on the Safety page at gswny.org/safety.

#### 5. Emergencies

First, call 911 if an emergency occurs during a Girl Scout meeting or activity, then inform GSWNY as soon as you are able. Please call our emergency answering service if the emergency occurs after business hours at 1-800-882-9268.

# **Girl Scout Ceremonies**

## **Investiture**



An investiture ceremony is a ceremony which honors Girl Scouts of all ages officially into the Girl Scout and Girl Guide family. The investiture part is where girls say the Girl Scout Promise and are invested into Girl Scouts receiving their daisy membership and world trefoil pins. There is no "right way" for girls to be invested, as long as each girl has a chance to make her Promise and receive both of her pins. Typical Girl Scout investiture ceremonies are made up of three parts:

**Opening:** begins the ceremony

Main: the reason for holding the ceremony

**Closing:** ends the ceremony

During your Daisy investiture ceremony, you will pin girls with the Daisy Girl Scout Pin. View a sample Daisy Investiture Ceremony on gswny.org!

# **Bridging**



Bridging from one level of Girl Scouting to another are important transitions in the life of a Girl Scout. This is the opportunity for girls to look back at their accomplishments as a Daisy and look forward toward the new adventures and challenges that lie ahead as a Brownie. A Daisy who continues with Girl

Scouts and bridges to Brownies can earn a special Bridge to Brownie Arc that they will wear on their Brownie uniform. The arc signifies that the girl has been a Daisy Girl Scout. Girl Scout Daisies Bridge to Brownies between 1st and 2nd grade.

A Daisy Bridging Ceremony is available through the GSWNY website. One important component of Bridging is talking to an older troop to learn and get excited about being a Brownie. Contact sister troops within your Service Unit to get started!

## **Girl Scout Traditions**

Girl Scout Motto: Be prepared

**Quip:** "Girl Scouts leave a place better than they found it."

**Girl Scout Slogan:** Do a good turn daily **Quip:** "Once a Girl Scout, always a Girl Scout!

**Girl Scout Sign:** Hold the right hand up at shoulder height with the middle three fingers pointed to the sky and the thumb pressed down over the pinky finger. Make the Girl Scout sign while saying the Girl Scout Promise and the Girl Scout Law, and using the Girl Scout handshake.



**Girl Scout Handshake:** Shake left hands and make the Girl Scout sign with the right hand.

**Quiet sign:** The signal to be silent in a group. The person in charge raises their right hand high into the sky. All girls and adults raise their right hands, stop talking, and stay quiet.

**The Buddy System:** A safety practice to keep girls in pairs when they are outside of the troop meeting space. Trios are sometimes nicknamed a truddy, as in, "Girls, stay with your buddy, or stay with your truddy!

# In-Person, Virtual, or Hybrid Meeting Options

Did you know Daisy Petals can be earned virtually? As the troop leader, you are able to decide if you want to meet with your troop in-person, virtually, or both! While in-person meetings are usually the more popular option, there are some benefits to meeting virtually.

Meeting with girls virtually, when they are in their own homes, allows for some fun activities not usually available in your troop's usual meeting location—such as household item scavenger hunts or cooking competitions! Your troop can go on a virtual trip together or invite a guest speaker/expert to your virtual meeting. Plus, virtual meetings can be a good back-up plan for the snowy winter months in Western New York! Keep these fun virtual meeting ideas "in your back pocket" in case your troop decides to have a virtual meeting!

### **Virtual Meeting Tips**

- Visit **gswny.org/virtualmeetings** for a full list of meeting ideas, documents, videos, and more!
- Read our full virtual meeting safety tips listed on our Safety page at **gswny.org/safety**.
- Hold a practice run meeting. Invite caregivers to go over expectations and troubleshoot. Daisy Girl Scouts may need caregiver's help during virtual meetings.
- Keep your virtual meeting to 30-45 minutes. It might take longer to earn a badge virtually, and that's okay! 30 minutes is perfect for a traditional Girl Scout opening and closing, a petal activity, and a maybe game.

## **Virtual Meeting Ideas**

### **Fun Meeting Themes & Activities**

Talent Show	Tea Party*	Dance Party
Scavenger Hunt	Cookie or Cupcake Decorating Challenge*	Virtual Campout and Fort-building

<sup>\*</sup>Remember to ask for parent/caregiver permission and help!

### **Digital Icebreakers**

- **Digital Show and Tell:** Ask the girls to share something of theirs with the troop
- Where Are You?: Ask girls to give you a brief virtual tour of their space. What's one thing they love about the room they are in?
- **Virtual 'I Spy':** Have the girls take turns looking at each other's videos/backgrounds and seeing what they can find!
- Question of The Day: Pick a different question for each meeting and ask the girls to answer it in just one or two sentences. The question can tie into something going on in their lives, badge activities you will complete during the meeting, or just something silly!
- What's Your Emoji Today?: Ask the girls to take turns making or drawing the emoji face that matches how they are feeling today. Give the rest of the troop a few minutes to guess the emotion, then ask the girl to share how she is feeling. This is a fun way to check in on everyone!

# **Helpful Tools**

## Volunteer ToolKit (VTK)

The Volunteer Toolkit (VTK) contains detailed program and meeting plans for Daisy through Ambassador and multi-level troops.



You can access the VTK through our website at gswny.org

#### With the VTK, you can:

- Access step-by-step activity guides for each troop meeting—so you'll know exactly what to say and do, including the petal stories!
- Easily share troop meeting activities and updates with parents/caregivers for each meeting
- Log girls' program achievements and milestones
- Add events and your own troop activities
- Keep track of troop income and expenses

## **GSWNY Program Resources**



Service Unit Event



Council-Sponsored Program



Field Trip



Program on Demand



Outdoor Experience



Cookie Program



Daisy Financial Literacy Leaf



Badge in a Box



**GSWNY Patch Program** 

To learn more about these great programs and other helpful resources, visit gswny.org/volunteerresources

### Friendship Circle

The friendship circle is often formed at the end of meetings or campfires as a closing ceremony. Everyone gathers in a circle where they cross their right arm over their left in front of them and hold hands with the people on either side.

Once everyone is silent, the leader starts the friendship squeeze which is gently passed from hand to hand. When the squeeze returns to the leader, she says 'Goodnight Girl Scouts' and the girls raise their arms over head and then turn the circle inside out.

Girls will often sing 'Make New Friends' before passing the hand squeeze.

#### **Make New Friends**

Make new friends, but keep the old. One is silver, the other is gold.

A circle is round, it has no end.
That's how long

I want to be your friend.



# Your Daisy Year at a Glance

## **Troop Meetings**

Each month, you and your troop will aim to hold two meetings

#### **Meeting 1: Petal Meeting**

Earn petals by completing fun activities to learn about the Girl Scout Law. Below is a list of all the Daisy petals.

#### Promise Center

Honest and Fair

Friendly and Helpful

Considerate and Caring

Courageous and Strong

Responsible for What I Say and Do

Respect Myself and Others

Respect Authority

Use Resources Wisely

Make the World a Better Place

Be a Sister to Every Girl Scout

#### Meeting 2: Girls' Choice

Girl Scouts is girl-led! Ask your girls what they're interested in and choose from the following for your second meeting of the month.



Service Unit Event



Council-Sponsored Program



Field Trip



Program on Demand



Outdoor Experience



Cookie Program



Daisy Financial Literacy Leaf



Badge in a Box



**GSWNY Patch Program** 

Daisy Petal stories can be accessed through the New Leader section at gswny.org/volunteerresources

#### This Year in Girl Scouts

Ask your troop how they'd like to participate in these Girl Scout favorites!

#### October-December

- Fall Product Program Sale
- International Day of the Girl (10/11)
- Juliette Gordon Low's Birthday (10/31)

#### January-March

- Cookie Sale
- World Thinking Day (2/22)
- Girl Scout Week (week of Girl Scout's Birthday)
- Girl Scout's Birthday (3/12)

## **April-August**

- Camp
- Renew your Membership
- Girl Scout Leader's Day (4/22)
- Year-end celebration
- Summer Patch Program

# 1 | Promise Center: Introductory Caregiver Meeting

#### Materials:

- Girl Scout Family Promise\*
- Girl Scout Promise & Law\*
- Name Tag Template\*
- Scissors
- Glue
- Yarn

\*found in the VTK, see page 15



#### **Welcome & Caregiver Meeting Agenda**

- Introduce yourself to your Daisies and their caregivers and have them do the same.
- Discuss building your troop team

#### **Step 1: Practice Girl Scout Traditions**

#### **Daisy Circle**

Girls come together to share thoughts and ideas and make plans for their troop.

#### **Girl Scout Hand Sign**

While reciting the Girl Scout Promise and Law, hold up your right hand with the three middle fingers up and hold your thumb and pinky finger together.

#### **Quiet Sign**

When Girl Scouts see a hand raised, they raise their hand and wait quietly while others do the same.

#### **Practice the Quiet Sign**

- Have everyone stand up and wiggle, jump in place, make lots of noise
- Raise the Quiet Sign, encourage the girls to stop what they are doing, raise their own hands, and be quiet.

#### **Step 2: Create Daisy Name Tags**

- Have girls color their names on the Daisy name tag
- Cut out and glue the Girl Scout Promise to the back of the tag and tie a piece of yarn to the top

#### Step 3: Daisy to Daisy Game - Girl Scout Handshake Tradition

- Daisies make the Girl Scout sign with their right hands and shake hands with their partner using their left
- Daisies introduce themselves to their partner and tell her something about herself
- Give them more directions such as: Touch your partner elbow-to-elbow, saying Elbow-to-elbow! Now try Knee-to-knee!
- When you say Daisy-to-Daisy! the girls scurry and find a brand-new partner. Repeat until all of your girls have met each other!

#### **Closing Ceremony**

- Ensure your caregivers have all of the information they need, collect health and permission forms
- Close with a Friendship Circle, singing "Make New Friends" and passing a gentle squeeze around the circle (page 13)

#### 2 | Next Meeting: Girl's choice!

















# 3 | Honest and Fair

**Welcome:** Once everyone is present, recite the Girl Scout Promise and Law together.

**Say:** Daisies who are honest and fair keep their promises, tell the truth, follow the rules, and share. They try to make sure everyone is included.

#### Step 1: Discover what it means to be honest

• Say: Being honest means telling the truth and not hiding important things from others. When you are honest, people know they can trust you.

#### Play the Truth or Lie Game:

- Have Daisies think of one true fact about themselves. Then have them make up a lie. Give your Daisies examples like: "My favorite color is... food is... sport is... song is... school subject is... etc."
- The Daisies guess which one is the lie.
- Talk about if it is easier to tell the truth or to lie. Talk about why lying can be hurtful. You can ask Has someone ever told you a lie? How did that make you feel?

#### Materials:

- · Small Treats
- Paper Cups

#### This Week's Petal:



# Step 2: Find out what it means to be fair

**Say:** What does it mean to be fair? Being fair means sharing with others. It also means following the rules and including everyone. Being fair makes things more fun! In this step, let's practice being fair with each other.

#### Have some trick-or-treat fun.

Help your Daisies divide up treats for the group. They can fill paper cups with varying amounts of small treats. Help the Daisies determine how to make the situation fair.

#### **Closing Ceremony**

Close with a Friendship Circle, remind the girls what they have learned and experienced, sing "Make New Friends," and pass a gentle hand squeeze around the circle.

#### Step 3: Put it into practice

• Say: What is the best way to show what you learned about something? You can show others what you learned by actually doing it! Now that we know what it means to be honest and fair, you can show what you learned with this step.

**Play a new game.** Read and discuss the rules of Skippyroo from Australia.

#### Rules:

- Sit in a circle and an adult picks one person, the Skippyroo, to crouch in the middle.
- Skippyroo closes her eyes while the otherchant: "Skippyroo, kangaroo, dozing in the midday sun, here comes a hunter, run, run, run."
- The adult taps another player's shoulder who says, "Guess who's caught you just for fun?" Skippyroo tries to guess whose voice they hear and swaps places if correct.
- The game repeats until everyone has a chance to be Skippyroo.
- After the game, ask: Did it feel like everyone was honest and fair? Did it make the game more or less fun? Why?

#### 4 | Next Meeting: Girl's choice!

















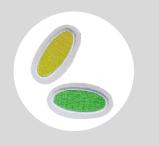


# 5 | Friendly & Helpful Considerate & Caring

#### **Materials:**

- cravons
- markers
- · white paper
- paper bags
- ball

#### This Week's Petals:



Welcome: Once everyone is present, recite the Girl Scout Promise and Law together.

**Say:** When we say the Girl Scout Law, we promise to try to be friendly, helpful, considerate and caring. Daisies who do this make everyone feel included. They find different ways to be there for others

#### Step 1: Be friendly, helpful, considerate, and caring at home

**Say:** You can always find ways to lend a helping hand at home! When you're part of a family, you're part of a team. In a team, everyone needs to do their part. What is one way you help at home?

#### Create a Bag of Kindness

- Have the Daisies to draw pictures or words of their ideas on strips of paper. They can also add notes of kind messages such as "I love you" with a heart. They can put these paper strips into a paper bag that they decorate to share with their friends and families.
- Discuss how it feels to help people and why it is important to help their family and friends. How does it make them feel when their parent or friend helped them?

#### Step 2: Be friendly and helpful in your troop

**Say:** There's no better place to practice the Girl Scout Law than in your Daisy troop! What are things you do to help your Daisy friends?

#### Play a rapid-fire game

**Say:** Part of friendship is learning about each other. Let's form a circle with our Daisy friends. One person will start by holding a ball. Pass the ball around the circle as each person answers a question. Try to get the ball around the circle as fast as you can!

**Rapid Fire Questions Examples:** How old are you? How many siblings do you have? What is something you are really good at? What do you want to be when you grow up? What was the best part of your day? What are you thankful for?

# Step 3: Be friendly, helpful, considerate, and caring in your community

**Ask:** What is a community? A community is a group of people that have something in common. They could live in the same place, like the same things, or have the same job. Being part of a community means finding ways to help others when they need it.

**Ask:** What could you do to help your community? Think of something you could do with your Daisy friends. Is there something your community needs?

Here are some ideas: collecting cans of food or clothing for a local food pantry, cleaning up trash, sharing information about a problem in the community with others. Make a plan for who you will help and how. Make a goal with your troop to complete your plan by the end of the Girl Scout year. (The plan doesn't need to be executed for them to earn the petal badge.)

#### **Closing Ceremony**

Close with a Friendship Circle, remind the girls what they have learned and experienced, sing "Make New Friends," and pass a gentle hand squeeze around the circle.

#### 6 | Next Meeting: Girl's choice!



















# 7 Courageous & Strong

**Welcome:** Once everyone is present, recite the Girl Scout Promise and Law together.

**Say:** When you say the Girl Scout Law, you promise to try to be courageous and strong. Daisies who are courageous and strong try new things. They stand up for themselves and others.

#### Step 1: Find examples of courage and strength

**Say:** People show bravery and strength every day. You can learn what it means to be courageous and strong by looking at what other people do. This is not just about physical strength. Strong people speak up for others, try new things, or help their family during challenging times.

**Draw a scene.** Have Daisies think of a character they love from a book, show, or movie and draw something they did that was courageous and strong. Have Daisies share their art project with a friend or family member and talk about how her character is brave and strong.

**Say:** Courageous means being brave. A Daisy with courage chooses to do something even if it seems a little scary. Being strong means having confidence. Strong Daises share their thoughts and feelings with others. Being brave is also part of being strong. Listen to a story about Malala Yousafzai and learn how she was courageous and brave:

Malala grew up in Pakistan. When Malala was 11 years old, girls were stopped from going to school in her country. Malala stood up for herself and other girls in her country, even though it was dangerous. One way she spoke out was by writing stories about her life using a fake name. On her sixteenth birthday, Malala made a speech at the United Nations about why allowing girls to go to school is important. The United Nations is a group of people that helps keep the world fair and peaceful. She started her own organization to help girls around the world go to school. Malala is known as one of the most courageous and strongest female leaders. She is a great example of how girls can make a difference in the world!

#### **Materials:**

- small paper plates or quick drying clay
- coloring supplies
- ribbon
- scissors
- · hole punch

#### This Week's Petal:



#### Step 2: Honor courageous and strong people

**Say:** Courageous and strong people can be found all around you! Do you know someone brave and confident? They could be a friend or family member. What about a teacher or neighbor? Let's celebrate people who are courageous and strong!

Make a medal of honor. Ask Daisies if they know a courageous and strong person. Create a medal for them using a paper plate and ribbon, or some quick drying clay. Have Daisies give their medals to that person and tell them why they consider them courageous and strong!

#### Step 3: Practice being courageous and strong

**Say:** Now it's your turn! Try acting out these scenes to show how you can be courageous and strong!

- Your friend is waiting to use a swing on the playground, but someone else takes the swing before them.
- You notice the new student at your school is alone on the playground.
- Your friend invites everyone in your class to their birthday party, except one person.
- One of your soccer teammates laughs every time another teammate misses a goal. **After the game, ask:** "Why is it important to stand up for others?"

# Activity 5: Closing Ceremony

Have Daisies share their medals of honor with each other, then close with a Friendship Circle, sing "Make New Friends," and pass a gentle hand squeeze around the circle.

#### 8 | Next Meeting: Girl's choice!



















# 9 Responsible for What I Say and Do

#### **Materials:**

- pencils
- · paper coloring supplies
- paper

#### This Week's Petal:



# Step 2: Be responsible for what you do

Say: What does it mean to be responsible for what you do? When you agree to do something and then do it, people know they can count on you. That's being responsible for your actions! In this step, we'll do an activity that shows how being responsible with our actions can also be fun.

#### Play the Responsibility Game.

Help Daisies brainstorm their responsibilities at home, at school or during their Girl Scout meetings. Write down any their ideas. Help facilitate the game by calling out the responsibilities. Ask, "What is one new responsible action you can do this week? Were there things you were supposed to do that you couldn't do? What stopped you from doing them?"

**Welcome:** Once everyone is present, recite the Girl Scout Promise and Law together.

**Say:** When you say the Girl Scout Law, you promise to try to be responsible for what you say and do. Daisies who are responsible for what they say and do think about how they make others feel. They do the things they say they will do and they don't blame others for their mistakes.

#### Step 1: Be responsible for what you say

**Say:** Words are powerful. They can change how we feel and think. That's why it's important to choose your words carefully. Why do you think it's important to be responsible with your words?

#### Play word travel

Being responsible with your words means doing your best not to hurt others. When words are passed from person to person, their meaning can be changed.

• Form a Friendship Circle with your Daisies. Choose one person to whisper a positive message to the next person. Keep passing the message all the way around the circle. Ask: Does the last person hear the same message? Or did the message change along the way? How can you avoid spreading false or changed information?

**Say:** The words we use can make others feel good. Sometimes, they can also hurt. Read each sentence below. Which sentence says something kind? Can you think of others?

- Thank you!
- You're a good friend.
- Your drawing is ugly.
- Your smile makes me happy.
- That was a brave thing to do.
- That's so dumb

#### Step 3: Be responsible in your community

**Ask:** How can you show your community you care? Your family, school, Daisy troop, and neighborhood are your communities. You can be responsible in your communities by showing you care, making it better, and helping others.

•Make a pledge. Come up with three ideas that are feasible ways for your troop to help their community. Let the Daisies vote on which activity they would like do. They can plan by drawing a picture of what they plan to do. Plan for your troop to fulfill the pledge within the Girl Scout year.

#### **Closing Ceremony**

Close with a Friendship Circle, remind the Daisies of the pledge they made, sing "Make New Friends," and pass a gentle hand squeeze around the circle.

#### 10 | Next Meeting: Girl's choice!



















# 11 | Respect Myself & Others - Respect Authority

**Welcome:** Once everyone is present, recite the Girl Scout Promise and Law together.

**Say:** When you say the Girl Scout Law, you promise to try to respect yourself and others, and to respect authority. Daisies respect themselves and others by showing love and being thoughtful. They respect authority by following rules and laws that keep us safe.

#### **Step 1: Show respect for yourself**

**Say:** You are special! When you think and talk about yourself, try being as kind as you would be to a friend. You can also show respect for yourself through your actions. Respecting yourself means that you love yourself. In this step, find out how you can take care of yourself, inside and out! Say and think kind words about yourself. You can also show respect for yourself through your actions. In this step, we'll figure out some ways we can take care of ourselves on the inside and outside!

**Make a respect myself checklist.** Have Daisies think about ways they can take care of themselves at home. Make a list with drawings of each action. Daisies could draw a toothbrush to remind themselves to care for their teeth, or draw a stuffed animal to take care of their feelings. Have Daisies hang the list at home as a reminder to respect herself every day, making a checkmark next to each action every time you do it.

#### **Materials:**

- · paper, pencils
- paper coloring supplies
- · emoji faces prin

#### This Week's Petals:



#### **Step 2: Learn how to respect others and your community**

**Say:** You can show respect to others with your words and actions. What are some ways you show respect to others? You can say please and thank you or listen carefully when someone is speaking.

**Write thank-you notes.** Saying thank you is a way to show respect for a person who has done something nice for you. When you say thank you, it lets them know you are grateful! Ask Daisies to think about someone who helped them or did something for them in the past. Have Daisies write or draw them a thank-you note.

**Ask:** How do you think the note will make them feel? How does it make you feel to say thank you?

#### **Step 3: Respect authority**

**Say:** Respecting authority can help keep you safe in your city or town. What would happen if there were no rules or laws?

**Ask:** What are rules or laws you follow in public? In this step, we'll find out how respecting rules and laws in public can help keep you safe in your city or town

**Play rules and laws charades.** Before the meeting, draw or print pictures of different safety rules and laws on separate sheets of paper. Ask the Daisies to act these out (like putting on a helmet while riding a bike). Have Daisies guess what each troop member is acting out.

**Ask:** Why do you think these laws or rules are important?

#### **Closing Ceremony**

Close with a Friendship Circle, sing "Make New Friends," and pass a hand squeeze around the circle.

Encourage the Daisies to show respect towards each other by being gentler when they squeeze hands.

#### 12 | Next Meeting: Girl's choice!



















# 13 | Use Resources Wisely

#### **Materials:**

- · paper, crayons
- stickers
- colored tape (masking, duct, or washi)
- markers
- bin/box
- pictures of recyclable materials
- glue stick

#### This Week's Petal:



#### Step 2: Reuse everyday things

**Say:** What does reusing something mean? When you find a new way to use an object, it's called reusing.

·Give Daisies a new item to use.

•Ask: How could you turn this item into something new and useful? Help Daisies create their ideas and have them share their creations with the group. Discuss ways they've reused things in the past.

**Welcome:** Once everyone is present, recite the Girl Scout Promise and Law together.

**Say:** When you say the Girl Scout Law, you promise to try to use resources wisely. Daisies who use resources wisely know their actions can help protect nature.

#### **Step 1: Reduce your use**

**Say:** Earth is our home. If we all work together, we can take care of our planet! Earth only has limited natural resources—like trees and water—so it's important not to use too much

#### Find ways to save natural resources

**Ask:** What is a natural resource? Explain what resources are. Include energy. Share that energy is power that goes through wires or batteries to make televisions, cell phones, lights, and other electronics work.

**Then ask:** What could we do in our meeting space to use resources wisely? Have Daisies look at their space to help them brainstorm. Help them make signs that remind themselves how to save resources.

#### Step 3: Recycle what is left

**Ask:** What is recycling? What things can we recycle? Recycling uses materials that would be thrown out to make new items! Some items made from plastic, metal, and paper can be recycled. For example, you can recycle plastic water bottles, metal cans, and newspaper.

#### Make a recycling bin craft.

- Have Daisies ask an adult about what things can be recycled in her area.
- Have Daisies cut out photos or draw pictures of items that should be recycled. Glue or tape them to a bin or box that they can use to make a recycling bin for home or for your meeting space. You notice the new student at your school is alone on the playground.
- Now you will always know what should be put inside! Use your bin to collect recycling whenever you can.

#### **Closing Ceremony**

Close with a Friendship Circle, sing "Make New Friends," and pass a hand squeeze around the circle. Encourage the Daisies bring their recycled craft home to remind them about recycling and using resources wisely.

#### 14 | Next Meeting: Girl's choice!



















# 15 | Make the World a Better Place

**Welcome:** Once everyone is present, recite the Girl Scout Promise and Law together.

**Say:** When you say the Girl Scout Law, you promise to try to make the world a better place. There are many ways a Daisy can do that! You can help your community, protect the environment, or take action to fix important problems.

#### **Step 1: Start with your community**

**Say:** The first place you can make better is your community. A community is a group of people that have something in common. They could live in the same place, like the same things, or have the same job. Your community includes your home, neighborhood, school, sports team, and Daisy troop.

**Ask:** Is there something you want to fix in your neighborhood? If time allows, have Daisies make a model or drawing that shows how their idea works. Encourage them to share their ideas in small groups. They could use modeling clay, building blocks, or paper and coloring supplies

#### **Materials:**

- modeling clay
- building blocks
- paper
- coloring

#### This Week's Petal:



#### **Step 2: Protect the environment**

**Say:** The Earth is our home. It gives us many things we need to live. Water, sunlight, plants, and animals are part of nature. But, sometimes, people do things that can hurt nature, like cutting down lots of trees and creating pollution. These are some other things you can do to protect your environment:

- Turn off the lights when you leave a room to save energy
- Walk or ride your bike instead of taking a car or bus to reduce pollution
- · Plant a tree
- · Take short showers to save water
- Reduce the amount of plastic you use, like straws, bottles, and spoons
- Leave no trace when you're outdoors
- Unplug chargers when you're not using them to save energy Have Daisies ask an adult about what things can be recycled in her area.
- Use reusable bags to lessen plastic bags in the environment
- Use both sides of your paper to save trees

#### Step 3: Be a change maker

**Say:** Daisies don't have to be an adult to make change happen! Change is created by people who speak up and take action. In activity, we'll learn how to make a difference beyond where we live.

#### Be president for a day.

**Ask:** How would you make the world a better place for everyone?

- Have Daisies talk about it together and vote on one thing they want to change together.
- With an adult's help, have Daisies make
  a short video or write a letter to send to
  their local government representative
  (such as your mayor, congressperson, or
  state representative), or invite them to your
  meeting.
- Explain why the change you want to make is important.

#### **Activity 5: Closing Ceremony**

Congratulate the Daisies for working to make the world a better place! Close with a Friendship Circle, sing "Make New Friends," and pass a hand squeeze around the circle.

#### 16 | Next Meeting: Girl's choice!









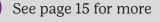












# 17 Be a Sister to Every Girl Scout

#### **Materials:**

- Girl Scout Promise & Law\*
- Vi the Violet Coloring Sheet\*
- Vi's Story\*
- Crayons
- Colorful Beads (Including purple and green)
- Elastic Cord
- · Poster Board
- Drawing Paper
- Stickers
- Tape

\*found in the VTK, see page 15



# Activity 3: Hands Across the Daisy World Mural

- Help the girls make a poster that will show solidarity with other Girl Scouts
- The girls can trace each other's hands (with fingers touching) and decorate them with stickers or crayons
- Write the phrase "Hands Across the Daisy World" on the poster
- You can display it at your meetings to remind all to be a sister to every Girl Scout

#### **Activity 1: Welcome**

- As girls arrive, lead them in making bracelets: Make one bracelet using Vi the Violet's colors - purple and bright green. Then make another bracelet, in any colors you want, for a Girl Scout sister.
- Optional: have girls color the Vi the Violet coloring sheet as they arrive

#### **Activity 2: Opening Ceremony**

- Gather the girls into a circle to read the Girl Scout Promise and Law
- Tell girls they'll be learning more about being a sister to every Girl Scout
- Share Bracelets. Tell your girls:
- \* Today you'll earn your Vi Petal, which stands for being a sister to every Girl Scout! That's another way of saying that you should always treat other Girl Scouts with kindness and respect. To show kindness, let's offer our colored bracelet to the girl on your right. This bracelet will remind you of sisterhood.
- What other ways have you shown kindness and respect to another Girl Scout?
- Read Vi's Story, Friends Around the World.

#### After the story, ask the girls:

- How were the flowers from other countries the same as the Flower Friends from home?
- How were they different?
- Which country do you want to know more about? Why?
- How can you show you are a sister to every Girl Scout?

#### **Activity 4: Closing Ceremony**

- Form a Friendship Circle
- Say something like:
- \* Great job, everyone! Imagine that all the hands in this mural connect to all the hands of Girl Scouts around the world! How exciting would that be? As a Girl Scout, you are part of a worldwide group of sisters. Try and remember to act like a sister to every Girl Scout when a new Daisy joins your troop and when you attend Daisy meetings.
- Close with a Friendship Circle, singing "Make New Friends" and passing a gentle squeeze around the circle (page 13)

#### 18 | Next Meeting: Girl's choice!



















# We're here to help!

If you have a private matter, a conflict to discuss, issues with registration, or any other needs, your GSWNY council can help!

The best way to connect with us is through our Council Customer Care team:

Call: 1.888.837.6410

Email: customercare@gswny.org

Website: gswny.org

## Our Council Map

Visit gswny.org for hours by location or call for more information.

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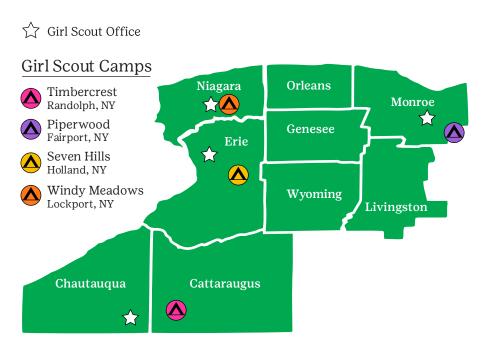
4433 Genesee St., Suite 101 Buffalo, NY 14225 716.935.6035

#### **Jamestown Service Center**

2661 Horton Rd. Jamestown, NY 14701 716.935.6040

#### **Lockport Service Center**

5000 Cambria Rd. Lockport, NY 14094 716.935.6080



#### Niagara Falls Service Center (Satellite Office)

1522 Main St., Suite 307 Niagara Falls, NY 14305 716.935.6082

#### **Rochester Service Center**

1000 Elmwood Ave., Door 9 Rochester, NY 14620 585.292.5160