



GIRL SCOUTS OF WESTERN NEW YORK, INC.

LEADER'S GUIDE TO CONDUCTING A PARENTS' MEETING

One of the most important ways a leader can gain family support for troop activities is to hold a parents' meeting at the beginning of the Girl Scout year. This is the time to get parents/guardians to sign up for positions to help the troop/group run more efficiently (see Girl Scouting is "A Family Affair"). This meeting serves several purposes:

- To be acquainted with the parents and learn about their expectations.
- To present your program ideas for the year and your expectations for troop/group management.
- To collect registration money and gather information.
- To get volunteers to help with troop activities, trips, phoning, special events, etc.

PREPARATION FOR MEETING:

Get troop/group list from the Troop Organizer and help from the Troop Consultant. Arrange for meeting place, time, refreshments (optional), name tags, etc. Contact parents, make arrangements with parents who cannot attend. Assemble forms to be completed (registration, health, permission to sell cookies and QSP, sample permission slip). Other suggestions include a list of addresses and telephone numbers of the girls, volunteer help forms, and calendar of events.

Show sample of Handbooks and uniform, if available. Uniforms are not mandatory. Inform the parents where to purchase the uniforms (L.L. Green, or Vidler's (carry small stock) in East Aurora, N.Y.)

THE MEETING:

Introduce Leaders, Consultants, and parents to each other. Explain the purpose of the Girl Scout Program. Also, get parents to volunteer for positions.

Give meeting day, time, place, and Leader's name and telephone number. Stress good attendance, being on time, and being picked up on time. It is the girl's responsibility to call the Leader if she has missed some important information.

Have forms completed. Explain the permission slips and stress the importance of their use. They must be signed and returned or the girl cannot take part in the activity.

MONEY MANAGEMENT:

Troop dues: How much? Collected weekly or monthly? How will money be used? (crafts, service projects, special events, etc.) How will incentives be paid for? Troop? Individual?

Registration fee: Explain entire amount goes to the National Office for insurance, national services, program development, *Leader* magazine, etc. Encourage parents to register to show support for the troop and council.

Fund-Raising: Cookie Sale - We participate because it is the principle source of income for the council. Part of the proceeds from the cookie sale helps to reduce the cost of camp-sites, council programs, events, handbooks, and guides for Leaders, Leader training, resources for troops and service teams, and wider opportunities (beyond the troop/group). Money earned in the name of Girl Scouting becomes the property of the troop, and is never returned directly to the individual girl.

(OVER)

TAX EXEMPT NUMBERS:

Get the form from the Membership Manager to be used when purchasing troop supplies only.

FEDERAL IDENTIFICATION NUMBER:

Get form from the Membership Manager to be used for your troop bank account, and when account is a Girl Scout not-for-profit savings account. No taxes are levied on interest earned if you have a Federal Identification Number.

TROOP/GROUP MANAGEMENT:

Discipline - Explain what you expect from the girls (have girls help you set additional rules, so the troop will run smoothly).

TROOP/GROUP MORALE:

Parents should call Leader if daughter is uninterested or unhappy. Many times, it is just a misunderstanding. Follow safety standards, use health forms.

TROOP/GROUP PROGRAM ACTIVITIES:

- Incentives (Try-its, Badges, Signs, Interest Patches, etc.)
- Camping
- Field trips
- Special events (Service Unit events, Association events, council programs)
- Other program ideas

Thank parents for attending. Allow time for questions and answers. Keep the meeting short and to the point. Possibly, serve light refreshments.

Sample Post Card

Girl Scouts of Western New York

The parents' meeting for Troop # _____ will be held on Wednesday evening, (date) at _____ at _____ p.m.
 At least one parent should attend. Please contact me before the meeting if you cannot attend. The \$10.00 registration fee is due at this time. (Financial assistance is available)

Looking forward to meeting you there!

Sincerely,

Leader's name _____ Phone # _____