

# New Leader's Guide to Success







# NEW LEADER'S GUIDE TO SUCCESS

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### **The Girl Scout Promise**

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

### **The Girl Scout Law**

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

### **Our Mission**

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

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





# NEW LEADER'S GUIDE TO SUCCESS

## Welcome to Girl Scouts!

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

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

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

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



**WELCOME TO GIRL SCOUTS!** We are so excited that you have decided to volunteer as part of the nation's best leadership development organization for girls! As a life-long Girl Scout myself, I know first-hand the impact that your volunteer time can have on the lives of girls in your troop.

As a troop leader, you help girls become their best selves by encouraging and supporting them as they take smart risks, think creatively, solve problems and make a difference in their communities.

We know from national research that girls who are Girl Scouts are more likely to exhibit strong leadership skills and aspire to leadership roles, they are more confident, have a stronger sense of self and are more likely to seek challenges and take smart risks in life. Just imagine the impact our girls will make on the world as they grow up to be confident and courageous women!

Your investment as a troop leader makes it possible! Thank you for taking the first step and we look forward to supporting and encouraging you through your first year.

Regards,

Shannon Evers

CEO, Girl Scouts Western Oklahoma







# NEW LEADER'S GUIDE TO SUCCESS

## You—A Girl Scout Leader!

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

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



### Leadership is teaching girls:

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

### As a leader, see yourself as a coach who:

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

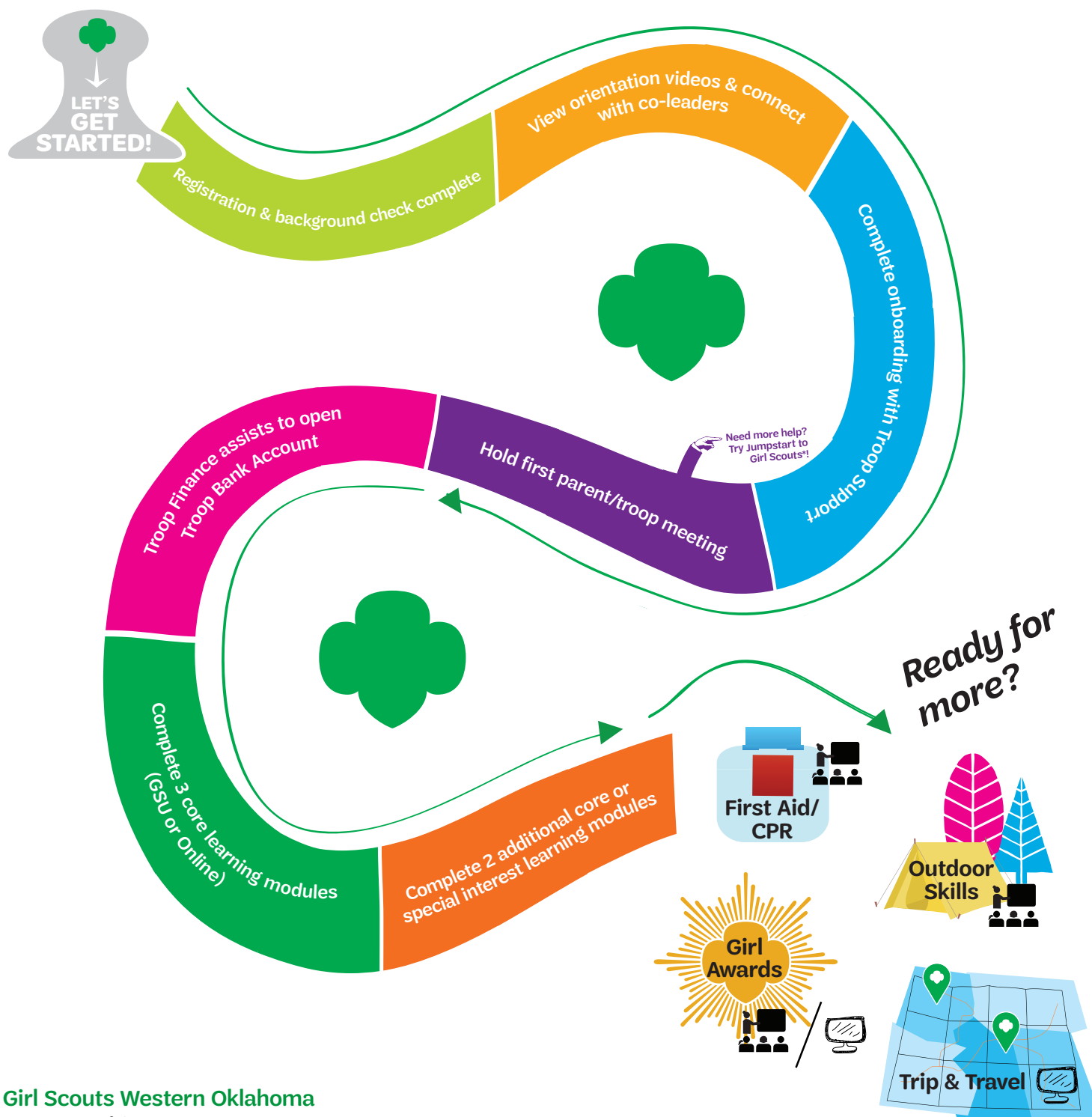
### It's important to remember that:

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



# TROOP LEADER PATHWAY TO SUCCESS

Congratulations on taking the first step in helping to build girls of courage, confidence and character. Here is the path you will follow during your first year as a troop leader.



## Girl Scouts Western Oklahoma

6100 N. Robinson Ave., OKC, OK 73118

405.528.GIRL (4475) • Toll Free 1.800.698.0022

info@gswestok.org • www.gswestok.org

\* To view all upcoming Jumpstart to Girl Scout dates, go to [www.gswestok.org/events](http://www.gswestok.org/events)



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

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

### Kick the Year Off Right With a Parents and Caregivers Meeting

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



#### Why? Because it helps:

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

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

### Your Troop Volunteer Team

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

#### Recommended Roles for your Troop Volunteer Team:

- Troop Leader(s)- Troop Leaders are the primary leaders of the girls. Not only do they ensure everyone's safety and well-being, but they empower girls to explore new interests, help lead badge curriculum and activities using the GSLE program model, and guide girls as they learn by doing. They keep troop records, delegate responsibilities to Friends and Family Volunteers, and communicate key dates and information to parents.
- Troop Treasurer- The Troop Treasurer is responsible for the troop's bank account. This volunteer position requires a detail-oriented parent or troop leader with an interest and/or skill in finance. Along with at least one co-leader, the Troop Treasurer will be a co-signer on the troop bank account. The Troop Treasurer is responsible for coordinating deposits, expenditures, helping manage the troop budget, submitting the troop's Year End Financial Report, and providing financial reporting to the troop; leaders, girls and parents.
- Product Sales Consultant- The Product Sales Consultant works closely with the Service Unit Product Sales Coordinator and attends yearly Service Unit Product Sales trainings. They are responsible for helping to schedule the parent meeting before the Fall Product and Cookie Sales and provide both girls and parents with important information regarding best practices during those sales. Many troops choose to have both a Fall Products Sales Consultant and a Cookie Sale Consultant as this volunteer handles all details and finances related to the product sales.
- Friends and Family Volunteer- Any parent or caregiver who wants to help with girls directly must be a registered Friends and Family Volunteer with a current membership and background check on file. The Friends and Family Volunteer position assists leaders on an as needed basis. They support the troop and leaders with general tasks to help ensure the troop runs smoothly.

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



# Keeping Girls Safe

## Understanding How Many Volunteers You Need

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

How many adults do you need?	Group Meetings		Events, Travel, Camping	
	Two approved, unrelated volunteers [at least one of whom is female] for this number of girls:	Plus one additional adult volunteer for each additional number of this many girls:	Two approved, unrelated volunteers [at least one of whom is female] for this number of girls:	Plus one additional adult volunteer for each additional number of this many girls:
Daisies	12	1-6	6	1-4
Brownies	20	1-8	12	1-6
Juniors	25	1-10	16	1-8
Cadettes	25	1-12	20	1-10
Seniors	30	1-15	24	1-12
Ambassadors	30	1-15	24	1-12

### General Safety Guidelines

- **Keep parents and guardians informed!** Communicate regularly about troop meetings and activities. Use permission slips anytime the troop is meeting somewhere other than their original meeting location, as well as field trips and overnights.
- **Girls are never alone!** Girls should always use the buddy system and be accompanied by two approved, unrelated volunteers at all times.
- **Volunteers are never alone!** Volunteers [or any adult] should never be alone with girls. At least two approved, unrelated volunteers should be present any time girls are together.
- **Know your surroundings!** This goes for both the regular meeting place and when venturing out with the troop and applies to both people and places. Assess any risks that might be present and take appropriate action.
- **Follow all safety policies and procedures as outlined in Volunteer Essentials!** Contact a member of your Troop Support Team with any questions you may have.

## Planning Safe Activities

When preparing for any activity with girls, check Girl Scouts' Safety Activity Checkpoints [volunteer.gswestok.org](http://volunteer.gswestok.org) for required guidelines on where to do the activity, how to include girls with disabilities, where to find both basic and specialized gear for the activity, and the specific steps to follow on the day of the activity.

You will also need to fill out an event approval form at least 30 days prior to any field trip or activity taking place outside of your regularly scheduled meeting place and/or any campout or overnight that is not sponsored by the Council or your Service Unit.\* You can find the Event Approval Form under the resources tab in the Volunteer Toolkit (VTK) and on our volunteer website at [volunteer.gswestok.org](http://volunteer.gswestok.org).

**\*All troop meetings and activities should have a registered CPR/FA certified volunteer present and stocked first aid kit on hand.**

## What to Do in an Emergency

Although we all hope the worst never happens, for ANY troop related incidents i.e. something happens at a troop meeting, troop campout, field trip, service event, etc. you will provide care for the injured person and/or obtain medical assistance, then your Troop Support Specialist should be notified **immediately**.

It is imperative that you contact them no later than 24 hours after the incident by email, text, or phone call/message. You can call the Girl Scout office at 405-528-4475 or 1-800-698-0022. After Girl Scout hours, you can call 405-343-8796.

Once notified, the council staff member will provide you with an Incident/Accident Report form and an Insurance Claim Form. Both forms need to be submitted as soon as possible, but the Incident/Accident Report form must be completed and returned within 48 hours of the occurrence. You can find the form under the resources tab in the Volunteer Toolkit (VTK) and on our volunteer website at [volunteer.gswestok.org](http://volunteer.gswestok.org).





# NEW LEADER'S GUIDE TO SUCCESS

## Let's Go—Your First Troop Meeting!

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

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

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

### Six Elements of a Great Troop Meeting

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

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

### First meeting checklist:

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





# Troop Meeting Plan

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Meeting Focus: \_\_\_\_\_

Pre-meeting Activity: \_\_\_\_\_

Opening Ceremony: \_\_\_\_\_

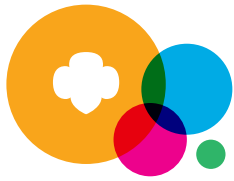
Troop Business: \_\_\_\_\_

Main Activities: \_\_\_\_\_

Closing Ceremony: \_\_\_\_\_

Materials/Supplies Needed: \_\_\_\_\_

Notes: \_\_\_\_\_



# NEW LEADER'S GUIDE TO SUCCESS

## Troop Meeting Plan

Date: 10/1/19

Meeting Focus: Brownie Girl Scout Ways

- 5:00 Pre-meeting Activity:** As girls arrive, make a SWAP: Good Deed Tracker or S'mores SWAP. \*Younger girls could also have a Juliette Gordon Lowe or GS Uniform Color Sheet
- 5:05 Opening Ceremony:** GS Promise and Law \*Optional: Flag Ceremony and/or Pledge of Allegiance
- 5:15 Troop Business:** Make announcements, birthdays, vote on next week's badge, etc.

### Main Activities:

- 5:20** 1. Read Story or Juliette Gordon Lowe
- 5:25** 2. Make Birthday Invitations to GS Birthday Party
- 5:35** 3. Sing Brownie Smile Song and/or Learn a Traditional GS Song or the GS Handshake
- 5:40** 4. Play a Game: Spiderweb of Sisterhood
- 5:45** 5. Snack: Make a traditional GS S'more
- 5:55** 6. Play a Game: GS Wide Game or Sing a Song: MILK song
- 6:00** 7. Make a Sisterhood Collage or GS Sit Upon
- 6:10** 8. Clean Up
- 6:15 Closing Ceremony:** Song: Make New Friends and End with the Friendship Circle

**Materials/Supplies Needed:** S'mores SWAP: cotton balls, brown and tan felt squares, glue

Sisterhood Collage- magazines, glue, scissors, construction paper

GS Birthday Invitation- crayons/markers and construction paper

S'more Snack- marshmallows, chocolate bars, graham crackers, safety stove/sterno, matches/lighter

**Notes:** -Make sure plenty of parents are on hand to help with s'mores  
-Remind parents of upcoming field trip and pass out permission slips tonight





# NEW LEADER'S GUIDE TO SUCCESS

## What Makes a Successful Troop Experience?

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





# NEW LEADER'S GUIDE TO SUCCESS

## The Girl Scout Leadership Experience

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

### In Girl Scouts, girls will:

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

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

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

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

## What is the Girl Scout Program?

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



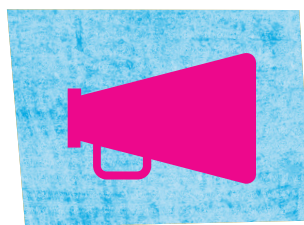
### STEM

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



### OUTDOORS

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



### LIFE SKILLS

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



### ENTREPRENEURSHIP

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

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

Explore the many exciting possibilities with the Award and Badge Explorer at [https://www.girlscouts.org/en/our-program/badges/badge\\_explorer.html](https://www.girlscouts.org/en/our-program/badges/badge_explorer.html).





# NEW LEADER'S GUIDE TO SUCCESS

## Where Girl Scouts Can Take Your Girls

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

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

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



DAISIES  
K & 1ST

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



BROWNIES  
2ND & 3RD

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



JUNIORS  
4TH & 5TH

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



CADETTES  
6TH - 8TH

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



SENIORS  
9TH & 10TH

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



AMBASSADORS  
11TH & 12TH

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

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



# NEW LEADER'S GUIDE TO SUCCESS

## Guiding Your Troop Experience

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

Use these questions to guide your conversation with troop leadership team before discussing the topics with parents and caregivers.

### Meeting logistics:

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

### Your troop:

- If your troop is multi-level, who will be taking the lead for programming for each level of Girl Scouts in the troop?

### Troop communication:

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

### Money matters:

- Will our troop charge dues? This should be decided on by the whole troop and make it understood that it is not mandatory
- How much money will we need to cover supplies and activities? What should our financial plan look like?
- Which components of the uniform—the tunic, sash, or vest—will troop families need to purchase?

## The Girl Scout Uniform

A girl is “in uniform” with her Girl Scout pin on, but most girls and troops want to wear more than that. All levels of Girl Scouts can wear a white top and khaki bottom with their Girl Scout level vest or sash (or a tunic for the Daisy Girl Scouts). The girls can wear as much or as little of the available uniform pieces as they like. The girl should be able to choose between the vest, tunic or sash. Whatever they choose to wear, they should start off with the minimum insignia for the uniform: flag patch, Council ID set, troop numbers, insignia tab with the membership pin. Visit our council shop for all these items.

To view all age level insignia, pin and badge placement, please refer to our volunteer page: [volunteer.gswestok.org/forms](https://volunteer.gswestok.org/forms) under the “badges & patches” section and click on “Girl Scout uniform how to”







# NEW LEADER'S GUIDE TO SUCCESS

## Funding the Fun

Your girls probably have some big ideas about what they want to do in Girl Scouts—and that's awesome! As a troop leader, you'll coach them as they learn to earn and manage troop funds. But where do you start? You can check out our Troop Finance video on our GSWESTOK website at [volunteer.gswestok.org/training](http://volunteer.gswestok.org/training).

## Troop activities are powered in two main ways:

**Troop dues:** Many troops decide to collect troop dues to help provide startup funds for troop activities and supplies. These could range from a few dollars per meeting to a lump sum for the entire school year. It's completely up to each troop to decide what works best for them to support the activities they want to do. Once decided on, it is not required. Troop dues are voluntary.

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

We know you have more questions about troop finances, and we've got answers! Check out the troop finances portion of *Volunteer Essentials* for the details you'll need to keep troop business running smoothly. Your Troop Support Specialist can help you with money-related questions also.

### Suggestions for Troop Funds:

Troop Funds are not restricted by or required to do any of the following (they are only suggestions).

- Uniforms, books, patches, pins, troop t-shirt
- Troop meetings, ceremonies, celebrations, supplies
- Field trips, event fees, service projects
- Annual registration fees, Girl Award projects

Once a bank account is established, make sure to keep the authorized signers updated. As troop leaders, troop treasurers, troop numbers and mailing addresses change, so must the information on the account.

Remember to reconcile the bank statement to your check register and receipts monthly (make copies and keep all receipts).

In June of each year: put together and turn in the Year End Financial Report- due **June 30th**.

- Year End Financial Report- filled out and signed (can be submitted online)
- Copy of first and last bank statement for the fiscal year (last should be May)
- Copies of receipt and/or detailed cash record (a template of a detailed cash record is online)
- Budget for remaining funds in the account- if over \$150 balance

*\*All troop accounts must be reviewed by GSWESTOK Troop Finance. Once a financial report is turned in, extra information may be requested to verify charges or address any concerns with troop funds.*

## Money FAQs

A few of the most frequently asked topics about troop finance:

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

**Financial assistance:** Finances shouldn't stand in the way of a Girl Scout's participation. Any girl needing financial assistance for membership can request it as part of the online member registration process. Other financial assistance is available for uniform components, events, and camps, and can be requested. Please contact [info@gswestok.org](mailto:info@gswestok.org).

**Tax exemption:** Per the OK State Tax Commission; troops, groups and service units are not tax exempt.

### Best Practices:

- Troop funds are the property of Girl Scouts Western Oklahoma. The use of all Troop funds must benefit the girls of the troop and be voted on by all girls in the Troop.
- The signer of the check should NEVER be the payee of the check.
- Do not mix household funds with Girl Scout funds or use Girl Scout funds for personal use.
- Do not write checks to "CASH". It is best to write a check directly to the vendor or use the troop debit card for purchases.



# NEW LEADER'S GUIDE TO SUCCESS

## Volunteer Resources

### The Volunteer Toolkit

The Volunteer Toolkit (VTK) is your official source for delivering easy, fun troop meetings year-round! This fully customizable digital planning tool provides you with Girl Scout program content, award requirements, and other resources, so you can keep your Girl Scout year running smoothly. Accessible on any computer, tablet, or mobile device, the Volunteer Toolkit lets troop leaders:

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

... plus so much more! Learn more and access the Volunteer Toolkit by logging into myGS

**VOLUNTEER.GSWESTOK.ORG**

### Volunteer Website for GSWESTOK

This dedicated website is for the volunteers of our GSWESTOK Council. You can find helpful news, forms, information, training and calendar of activities: **[volunteer.gswestok.org](http://volunteer.gswestok.org)**.

### Girl's Guide to Girl Scouting

What does it mean to be a go-getting Girl Scout? These grade level-specific binders will help you break it down for your girls. It's part handbook, part badge book, and 100% fun! **[gswestok.org/shop](http://gswestok.org/shop)**.

### Safety Activity Checkpoints

This guide has everything you need to know to be prepared and keep your girls safe during a range of activities outside the normal Girl Scout troop meeting. It can be found at **[volunteer.gswestok.org/forms](http://volunteer.gswestok.org/forms)**.

### Volunteer Essentials

With key information, policies, and procedures that support the safe and consistent delivery of Girl Scout programming to girls across the council, *Volunteer Essentials* is just that—essential. By agreeing to be a Girl Scout volunteer, you agree to follow the items outlined in this resource. *Volunteer Essentials* is updated annually, and the newest version can always be found on our website. Find it at **[volunteer.gswestok.org/forms](http://volunteer.gswestok.org/forms)** and on the “Resource” tab in the VTK.

### Tips for Troop Leaders

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





# NEW LEADER'S GUIDE TO SUCCESS



## Organizational Structure

### Girl Scouts of the USA (GSUSA)

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

### Girl Scouts Western Oklahoma, Inc. (GSWESTOK)

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

The Council Staff has a Troop Support team that supports every troop in the Council. Each troop has a specific Troop Support Specialist that will check in with you regularly and can help guide you through the girls' Girl Scouting Experience.

**Service Units** (23 Service Units serving 39 counties of Oklahoma)

Made up of the volunteers within a given geographic area. Each Service Unit has a team of officers that support the work of the troops in their area. These seasoned volunteers are there to mentor and help support you through the Girl Scout year. They have monthly meetings that every troop is welcome to have a representative attend.

### Troops

Volunteer-supervised groups of girls





# NEW LEADER'S GUIDE TO SUCCESS

## Council Contact Information

Where we're located and how to connect

### Offices

#### GSWESTOK COUNCIL OFFICE:

MARY NICHOLS' FAMILY LEADERSHIP CENTER  
6100 NORTH ROBINSON AVENUE  
OKLAHOMA CITY, OK 73118

#### ARDMORE OFFICE:

333 WEST MAIN STREET, SUITE 150  
ARDMORE, OK 73401



@GSWESTOK



@GSWESTERNOK



@GSWESTOK

### Office & Shop Hours

#### HOURS OF OPERATION

MONDAY - THURSDAY: 9 A.M. TO 6 P.M.

FRIDAY: 9 A.M. TO 2:30 P.M.

#### SHOP HOURS

MONDAY - THURSDAY: 9 A.M. TO 6 P.M.

FRIDAY: 9 A.M. TO 2:30 P.M.

LAST SATURDAY OF THE MONTH (JANUARY - OCTOBER): 10 A.M. TO 2 P.M.

Or shop online 24/7 at

**GSWESTOK.ORG/SHOP**



**WWW.GSWESTOK.ORG**

**405.528.GIRL (4475)**

**TOLL FREE 1.800.698.0022**

**INFO@GSWESTOK.ORG**