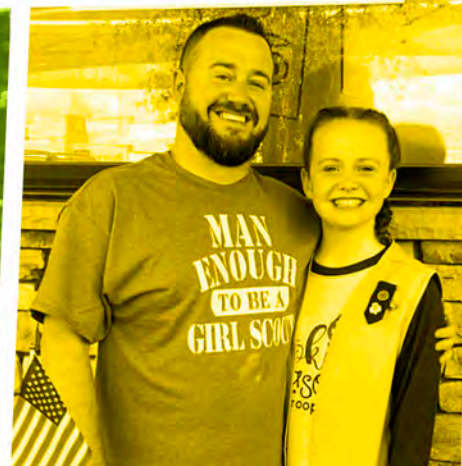


**girl scouts**  
of central & southern  
new jersey



# New Leader's Guide to Success

Third Edition





# NEW LEADER'S GUIDE TO SUCCESS

## Table of Contents

Welcome to Girl Scouts.....	4
You—A Girl Scout Leader .....	5
Let's Get Started .....	6
Troop Leader Training Path .....	6
Volunteer Resources .....	7
The Girl Scout Leadership Experience .....	8
What Is The Girl Scout Program.....	8
Where Girl Scouts Can Take Your Girls .....	10
What Makes A Successful Troop Experience .....	11
Guiding Your Troop Experience.....	12
Your Volunteer Troop Support Team .....	12
Family Connections .....	13
Your First Troop Meeting .....	14
Keeping Girls Safe .....	15
Funding the Fun.....	16
Money FAQs .....	16
Organizational Structure.....	16
Glossary.....	17
Council Contact Information.....	20

### 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.

### Girl Scout Family Promise

On my honor, I will try  
To support my Girl Scout  
And her troop,  
To help girls lead at all times  
And to always keep it fun.!



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



# USEFUL INFORMATION

## GIRL SCOUT YEAR AT A GLANCE

### October

- **Our new Girl Scout year officially begins Oct. 1**
- **Fall Product Program Sept 30 - Oct 23**
- **Girl Leadership Summit Oct 20**
  - For Cadettes, Seniors, Ambassadors
- **Founder's Day Oct 31**
  - Honors Juliette Gordon Low's Birthday in 1860

### November

- **Cookie Training**
  - Gearing up for our cookie program!

### December

- **Shop and service center locations will be closed December 23 - January 1**

### January

- **Cookie Program begins Jan 16**

### February

- **STEM Conference Feb 9**
  - For all levels of Girl Scouts
- **World Thinking Day Feb 22**
  - Have your troop connect with international Girl Scout sisters!

### March

- **Cookie Program ends Mar 8**
  - For all levels of Girl Scouts
- **Girl Scout Week Mar 8 - Mar 14**
  - Celebrates the first Girl Scout meeting in the United States in 1912.
  - Girl Scout Sunday Mar 8
  - Girl Scout Birthday Mar 12
  - Girl Scout Sabbath Mar 14
- **Passport Around the World Event Mar 22**
  - For all levels of Girl Scouts

### April

- **Celebrate Event April 18**
  - Event to celebrate council volunteers
- **GIRL Strong Jubilee April 19**
  - For all levels of Girl Scouts
- **Girl Scout Leader's Day April 22**
  - A special day to thank volunteers for all they do. We will be celebrating you!

### May

- **Renew your troop membership**
- **Girl Highest Award Recognition Event**

### June

- **Summer camp begins**
  - Wahoo!! Who is excited for next summer already?!?!
- **Morey's Pier Family Day June 13**

### July

- We hope you and your troop will be finding adventure and fun in the great outdoors at a camp session, troop outing, traveling, or field trips.

### August

- We are gearing up for the new year by forming new troops, recruiting volunteers and girls, and planning all the fun things in store for the upcoming membership year (like next year's programs, events, trainings, and more).

### September

- **Prep for a great Girl Scout year**
- **Troop Leader Symposium**
  - Check event calendar for dates.





# 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!

### Message from our CEO

Welcome to the Girl Scouts of Central & Southern NJ's family and thank you for volunteering to serve as a troop leader in our council! You are now part of a network of nearly 1 million adults who share an important commitment: preparing girls to lead successful lives. This guide is designed to help you prepare yourself to be a more successful volunteer, so I hope you will refer to it often. We appreciate and value your dedication to make our mission come alive with the girls in your troop. Troop leaders are the energy source that powers Girl Scouting, and you are making a difference. Being a troop leader volunteer is unlike any other volunteer experience in that your efforts will make a lasting, life long impact on girls. As your troop completes Journeys and badge programs, they will learn new things and as their leader, you will watch their eyes open in exploration and wonder. Outdoor experiences will be a great chance to relish in the wonders of nature at one of our four scenic camp properties, and your girls will build their self-confidence in trying new activities. Through participation in our iconic Girl Scout Cookie Program, your troop will earn funds to support their Girl Scout experiences all while building entrepreneurial skills. No matter which aspects of the Girl Scout experience you and your girls choose, enjoy the journey. There is nothing like that front row seat to watch girls blossom and grow!

Our Council staff team is here to support you, so when you have a question or need help, please do not hesitate to reach out. Again on behalf of the entire Central & Southern New Jersey council team, THANK YOU for joining the Girl Scout Movement and THANK YOU for your volunteer Service! -Ginny Marino, CEO





# 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



# NEW LEADER'S GUIDE TO SUCCESS

## Let's Get Started!

### Managing Your Member Experience Online

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

On the Troop tab in MyGS, you can see any girls and adults who have signed up for your troop and add new girls to your troop—and the Troop Opportunity Catalog allows your troop to display available openings in your troop for girls and/or volunteers. Your troop will be on the opportunity catalog till you have the required 12 girls.

### Next Steps

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

## Troop Leader Training Path

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

Get started by signing up to take New Leader Orientation (NLO). This class is offered as a webinar or in person. You will also want to check out the Girl Scout Level resources and visit gsLearn to complete the Successful Leader Learning Series online.



## Inclusivity

Girl Scouts of Central & Southern, NJ embraces girls of all abilities, backgrounds, and heritage, with a specific and positive philosophy of inclusion that benefits everyone. Each girl - without regard to socioeconomic status, race, physical or cognitive ability, ethnicity, primary language, or religion - is an equal and valued member of the troop, and groups reflect the diversity of the community.

Inclusion is an approach and an attitude, rather than a set of guidelines. Inclusion is about belonging, about all girls being offered the same opportunities, about respect and dignity, and about honoring the uniqueness of and differences among us all.

You are accepting and inclusive when you:

- Welcome every girl and focus on building community
- Emphasize cooperation instead of competition
- Provide a safe and socially comfortable environment for girls
- Honor the intrinsic value of each person's life
- Teach respect for, understanding of, and dignity toward all girls and their families
- Actively reach out to girls and families who are traditionally excluded or marginalized
- Foster a sense of belonging to community as a respected and valued peer



# 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

### Successful Leader Learning Series

Confident leaders are prepared leaders, and this online learning series will give all the info you need to get started as a troop leader. Check out GsLearn when you log into MYGS.

### Girl's Guide to Girl Scouting

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

### Safety Activity Checkpoints

This guide has everything you need to know to be prepared and keep your girls safe during a range of activities outside the normal Girl Scout troop meeting. It can be found in the VTK and on website [www.gscsnj.org](http://www.gscsnj.org) under 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 [www.gscsnj.org](http://www.gscsnj.org).

### 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

## 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 their 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

## Journeys

Journeys are topic-specific experiences that let girls explore their world through hands-on activities and take their reins through age-appropriate Take Action projects. As girls go on Journeys, they earn awards to put on their uniforms. Because of their leadership focus, Journeys are also a prerequisite for Girl Scouts' prestigious Girl Scout Bronze, Girl Scout Silver, and Girl Scout Gold Awards.

Explore all the exciting possibilities with the Award and Badge Explorer at <https://www.girlscouts.org/en/our-program/badges/badge-explorer.html>

## Badges

Make their own movie, go geocaching, plant a garden? Girls can do all that and more! Badges are worn on the front of a vest or sash and show the world that girls have learned a new skill.

## Patches

Think of patches like collecting memories in Girl Scouts. They are often a part of the fun activities you can do in Girl Scouts, without the requirements linked to earning badges. Patches are always worn on the back of a vest or sash.

## Highest Awards

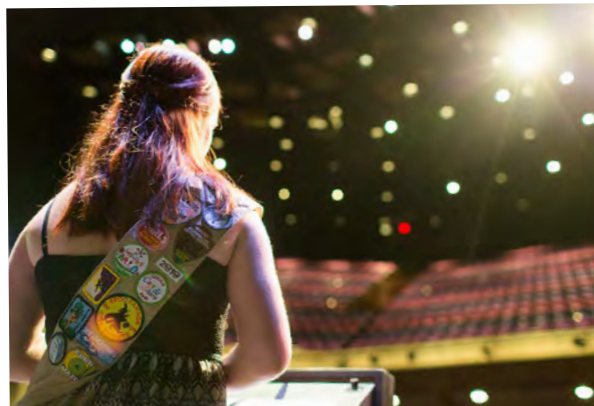
Girl Scout Bronze, Girl Scout Silver, Girl Scout Gold. These represent the highest honors a Girl Scout can earn.

All three awards give girls the chance to do big things while supporting issues they care about. Whether they want to plant a community garden for their Bronze, advocate for animal rights for their Silver, or build a career network that encourages girls to become scientists and engineers for their Gold, they will inspire others (and you!) while creating a lasting impact on their communities nationally - and around the world! The Girl Scout Gold Award is the most prestigious award in the world for girls - and it's only available to Girl Scouts.

It is one-of-a-kind opportunity for girls to engage in a rigorous process that calls for leadership at the highest level, as they tackle issues they feel passionately about.

Gold Award Gold Scouts:

- Earn college scholarships
- Demonstrate high educational and career outcomes
- Access a powerful and supportive Girl Scout network





# 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.



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

## 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

## Guiding Your Troop Experience

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

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

### Meeting logistics:

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

### Your troop:

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

### Troop communication:

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

### Money matters:

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

## Your Volunteer Troop Support Team

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

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





# NEW LEADER'S GUIDE TO SUCCESS

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

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

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

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



#### Why? Because it helps:

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

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

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

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

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



# 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!



# NEW LEADER'S GUIDE TO SUCCESS

## Keeping Girls Safe

### Understanding How Many Volunteers You Need

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

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

Volunteer-to-Girl Ratio Chart	Group Meetings		Events, Travel, and Camping	
	Two unrelated volunteers (at least one of whom is female) for this number of girls:	Plus one additional volunteer for each additional number of this many girls:	Two unrelated volunteers (at least one of whom is female) for this number of girls:	Plus one additional volunteer for each additional number of this many girls:
Girl Scout Daisies (grades K-1)	12	1-6	6	1-4
Girl Scout Brownies (grades 2-3)	20	1-8	12	1-6
Girl Scout Juniors (grades 4-5)	25	1-10	16	1-8

### Planning Safe Activities

When preparing for any activity with girls, check Girl Scouts' *Safety Activity Checkpoints* on website under FORMS [www.gscsnj.org](http://www.gscsnj.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. *Safety Activity Checkpoints* will also note if a first-aider is required.

If a safety activity checkpoint doesn't exist for an activity you and your girls are interested in, contact Customer Care at 856-795-1560 before making any definite plans.

### What to Do in an Emergency

Although we all hope the worst never happens, you should know and follow our council's procedures for handling emergency incidents. Remember, at the scene of an incident, safety is your first priority. Provide care for the injured person and/or obtain medical assistance, then immediately report the emergency to Customer care at 856-795-1560 or after business hours on emergency line 877-539-6711.

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



# 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?

Troop activities are powered in two main ways:

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

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

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

## Organizational Structure

### Girl Scouts of the USA (GSUSA)

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

### Girl Scouts Central & Southern New Jersey (GSCSNJ)

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

### SERVICE UNIT

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

### Troops

Volunteer-supervised groups of girls.

## Money FAQs

Our three most frequently asked about troop finance topics:

**Opening a bank account:** New troops will need to set up a bank account to collect dues, pay for troop supplies and activities, and collect product sales revenue. Your Service Unit Treasurer will assist you. *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 on-line member registration process. Other financial assistance (Council Cares) is available for uniform components, events, and camps, and can be requested.

**Tax exemption:** Councils are 501(c)(3) nonprofits, so take advantage of your council's tax-exempt form when purchasing supplies and materials for Girl Scout troop use. Your Service Unit Treasurer will give you a copy.







# NEW LEADER'S GUIDE TO SUCCESS



## Glossary

- Ambassador** A Girl Scout in 11th or 12th grade.
- Bridging** Girls graduate from one program level to another (Daisy to Brownie, Brownie to Junior, etc.) in a bridging ceremony. When girls complete the steps outlined in *The Girl's Guide to Girl Scouting*, they earn a rainbow bridging award.
- Brownie** A Girl Scout in 2nd or 3rd grade.
- Buddy System** Girl Scouts always use this safety practice of pairing by two's. This system is required on field trips and outings.
- Cadette** A Girl Scout in 6th, 7th, or 8th grade.
- Court of Awards** A ceremony to present badges and earned recognitions at any grade level typically held at the end of the school year.
- Daisy** A Girl Scout in kindergarten or 1st grade. Also the nickname of Juliette Gordon Low.
- Flag Ceremonies** A ceremony used to honor the American flag and occurs at the beginning and end of an event and/or meeting.
- Friendship Circle** Girl Scouts both girls and adults, stand in a circle holding hands, right arm over left arm, which stands for the unbroken chain of friendship with Girl Scouts and Girl Guides around the world.
- Friendship Squeeze** Within a friendship circle, one person gently squeezes the hand of the next person and the squeeze is silently passed around the circle.
- Fly Up** When Brownies move up to Juniors, it is called 'flying up'. This is when they get their Brownie wings. Girls who fly up from Brownies can wear their wings on their vest or sash at every future program grade level.



# NEW LEADER'S GUIDE TO SUCCESS

<b>G.I.R.L.</b>	Go-Getter. Innovator. Risk-Taker. Leader
<b>Girl Led</b>	An idea that girls of every grade level take an active role in determining what, where, when, why, and how they will structure activities. Adults provide guidance, ensuring that planning, organization, and set-up are age-appropriate. Evaluation of all activities is done jointly with girls and is integral to a high-quality Girl Scout experience.
<b>Girl Scout Handshake</b>	Formal way of greeting other Girl Scouts by shaking with the left hand, while giving the Girl Scout sign with the right hand.
<b>Girl Scout Leadership Experience (GSLE)</b>	The Girl Scout program, the GSLE includes three keys to leadership: Discover, Connect, and Take Action. Activities are girl-led, which gives girls the opportunity to learn by doing in cooperative learning environment.
<b>Girl Scout Sign</b>	Official Girl Scout greeting. The right hand is raised shoulder high with the three middle fingers extended and the thumb crossing over the palm to hold down the little finger.
<b>Girl Scout Week</b>	Annual celebration during the week of March 12 (the Girl Scout birthday) to celebrate the beginning of Girl Scouts in the USA.
<b>GSCSNJ</b>	Girl Scouts Central & Southern NJ, this is the name of our council.
<b>Girl Scouts of the USA (GSUSA)</b>	National organization of Girl Scouts headquartered in New York, NY. Membership fees are paid to GSUSA. Their website is <a href="http://www.girlscouts.org">www.girlscouts.org</a> .
<b>The Girl's Guide to Girl Scouting</b>	A guidebook for each program level full of information about being a Girl Scout and how to earn badges.
<b>Higher Awards (Girl Scout Bronze, Girl Scout Silver, Girl Scout Gold)</b>	The highest awards that a Junior (Bronze), Cadette (Silver), and Senior/Ambassador (Gold) can earn by completing a specific Take Action Project that is sustainable.
<b>Insignia</b>	Girl Scout official emblem, buttons, badges, pins, and other official forms of recognition which may be worn on the uniform by registered members.
<b>Investiture</b>	A special ceremony in which a new member accepts the Girl Scout Promise and Law and receives the membership pin.
<b>Juliettes</b>	Independent Girl Scout not participating in a troop.
<b>Junior</b>	A Girl Scout in 4th or 5th grade.
<b>Kaper Chart</b>	A chart that divides the jobs within the troop. The chart typically rotates or can easily be changed so that everyone experiences each job and has the opportunity for leadership.
<b>Membership Dues</b>	An annual fee to Girl Scouts of the USA for registration which goes directly to National Headquarters. (The council service fee stays at our council).
<b>Quiet Sign</b>	Girl Scout signal for silence in a group situation. The person in charge raises her/his right hand and Girl Scouts fall silent as they raise their right hand also.
<b>Service Project</b>	A project that is done for a community and addresses an immediate, short term need in the community.
<b>Service Unit</b>	Geographical area of troops/groups within a region led by experienced volunteers who support leaders and troops.



# NEW LEADER'S GUIDE TO SUCCESS

**Service Unit Manager (SUM)**

A trained volunteer who manages the local service unit.

**Service Unit Team (SUT)**

Group of volunteers holding key positions to support the SUM and all members of the local service unit.

**Slogan & Motto**

The Girl Scout slogan is 'Do a good turn daily'. The Girl Scout motto is 'Be prepared'.

**Take Action Project**

A project that addresses a root cause of a community issue, and has long-term impact.

**Volunteer Tool Kit (VTK)**

A digital resource that supports troop leaders and co-leaders, making the process of running a troop easier and more efficient.

**World Thinking Day**

World Thinking Day is observed on February 22, since 1926, a day of international friendship, speaking out on issues that affect girls and young women, and fundraising for 10 million Girl Guides and Girl Scouts around the world. Girls traditionally learn about the cultures and traditions of WAGGGS member countries.

**WAGGGS**

World Association Girl Guides and Girl Scouts





# NEW LEADER'S GUIDE TO SUCCESS

## Council Contact Information

### Where we're located and how to connect

#### Offices

Cherry Hill  
40 Brace Road  
Cherry Hill, NJ 08034

East Brunswick  
108 Church Lane  
East Brunswick, NJ 08816

Egg Harbor Township  
3003 English Creek Avenue  
Egg Harbor Township, NJ 08234



@gscsnj



Girl Scouts of Central & Southern NJ



@gscsnj



Girl Scouts of Central & Southern New Jersey



Girl Scouts of Central & Southern New Jersey

#### Office Hours

Monday-Friday 9:00am - 5:00pm

#### Shop Hours

CLOSED MONDAY

Tuesday-Thursday-Friday 11:00am - 4:00pm

Wednesday 11:00am - 7:00pm

Saturday 10:00am - 3:00pm

Or shop online 24/7 at [shop.gscsnj.org](http://shop.gscsnj.org)



[gscsnj.org](http://gscsnj.org)

856-7955-1560

[CustomerCare@gscsnj.org](mailto:CustomerCare@gscsnj.org)