Multi - Level Troop Model
# Table of Contents

What is a Multi-level Troop ............................................. Page 3  
Girl Scouts ................................................................... Page 4  
Overview of Leadership Positions ................................. Page 5  
Girl Scout Ratios ............................................................ Page 6  
Guidelines for starting a Multi-level Troop ..................... Page 7  
Leadership Development Model ..................................... Page 8  
Overcoming Challenges of a Multi-level Troops ............... Page 9  

Appendix: ........................................................................ Page 11  
  Position Descriptions  
  New Leader Checklist  
  Sample Meeting Agendas  
  National Program Portfolio Information  
  LiA Award information  
  Program Aid Teen Mentor Award
What is a Multi-Level Troop?

What is a Multi-Level troop? A Multi-level Troop is a troop with a combination of Girl Scouts of different grade-levels. These Multi-Level troops form possibly because the troop leader has one daughter who is a Brownie and another that is a Daisy; or perhaps the community/school is so small that it will not support two troops. Many older girls (Cadettes, Seniors, and Ambassadors) choose to form a single troop because their individual troops would be very small. This Multi-Level troop booklet will assist you in managing a Multi-level troop, training requirements, leadership roles and responsibilities, and much more.

When a girl is asked why she joined the Girl Scouts, often the answer is to have fun. Girl Scouting is, indeed, a place to have fun but as adults (volunteer leaders, parents, and community members), we want more than just fun for our girls. We want to know that what our girls are doing while in Girl Scouts makes a difference. We also want to know that girls will gain the developmental skills needed to discover themselves, connect with others, and take action to make the world a better place. Girl Scouting combines activities that are fun and interesting while finding positive ways to help girls maneuver through life’s pressures and conflicts.

Advantages of a Multi-Level Troop

• Younger girls look up to older girls, and bringing them together in a multi-level troop setting provides younger girls with role models of every age (as long as everyone is modeling the GS Promise and Law!).

• Older girls have the opportunity to put their leadership skills into action as they mentor younger girls. Many badge and Journey activities suggest that older girls (even Brownies) work with younger ones on service projects, to teach skills, to play games, etc.

• A multi-level environment allows girls to interact with a more diverse group – and make new friends!
Girl Scouts

Girl Scouts was founded in 1912 by trailblazer Juliette Gordon Low. We are the largest girl-serving organization in the United States and the largest member of the World Association of Girl Guides and Girl Scouts, a sisterhood of close to 10 million girls and adults in 145 countries.

Our Mission

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

Our Vision

Girl Scouts strives to be the premier leadership organization for girls and experts on their growth and development.

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.

The Girl Scout Leadership Experience

The Girl Scout Leadership Experience engages girls in discovering self, connecting with others, and taking action to make the world a better place. All Girl Scout experiences are intentionally designed to tie to one or more of the 15 national leadership outcomes (PDF), or benefits, categorized under three keys to leadership.

The Three Keys to Leadership

Discover: Girls understand themselves and their values and use their knowledge and skills to explore the world.

Connect: Girls care about, inspire, and team with others locally and globally.

Take Action: Girls act to make the world a better place.

The Girl Scout Leadership Experience provides three processes for adults partnering with girls to incorporate: Girl Led, Cooperative Learning, and Learning by Doing.
# Overview of Leadership Positions

<table>
<thead>
<tr>
<th>Leader 01-</th>
<th>Assistant Leader 02-</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Primary, main, or principal troop/group adult</td>
<td>• Can be one or more assistant leaders</td>
</tr>
<tr>
<td>• Completes application, background check and interview</td>
<td>• Completes application, background check and interview</td>
</tr>
<tr>
<td>• Completes required courses (Troop Pathway Orientation and Girl Scouting 101)</td>
<td>• Completes required courses (Troop Pathway Orientation and Girl Scouting 101)</td>
</tr>
<tr>
<td>• Plans activities with girls</td>
<td>• Attends all troop meetings, if necessary</td>
</tr>
<tr>
<td>• Carries out plans with girls</td>
<td>(may rotate in a shared troop structure)</td>
</tr>
<tr>
<td>• Acts as primary responsible adult for troop</td>
<td>• Helps leader during meetings</td>
</tr>
<tr>
<td>• Attends all troop meetings (may rotate in a shared troop structure)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Co-Leader 01-</th>
<th>Troop Committee Member 03-</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Completes application, background check and interview</td>
<td>• Can be one or more troop committee members</td>
</tr>
<tr>
<td>• Completes required courses (Troop Pathway Orientation and Girl Scouting 101)</td>
<td>• Registers with 03 position code on the membership form</td>
</tr>
<tr>
<td>• Plans activities with girls</td>
<td>• Completes application and background check</td>
</tr>
<tr>
<td>• Carries out plans with girls</td>
<td>• Attends and helps at occasional troop meetings</td>
</tr>
<tr>
<td>• Acts as primary responsible adult for troop, on an equal basis with leader</td>
<td>(may rotate in a co-op troop structure)</td>
</tr>
<tr>
<td>• Attends all troop meetings, if necessary (may rotate in a shared troop structure)</td>
<td>• May do short term, but intensive, troop jobs, such as troop QSP or Troop cookie manager (specialized orientation required) or troop treasurer</td>
</tr>
</tbody>
</table>
Girl Scout Ratios

Girl Scouts adult-to-girl ratios show the *minimum* number of adults needed to supervise a specific number of girls. (Councils may also establish *maximums* due to size or cost restrictions.) These supervision ratios were devised to ensure the safety and health of girls—for example, if one adult has to respond to an emergency, a second adult is always on hand for the rest of the girls. It may take you a minute to get used to the layout of this chart, but once you start to use it, you’ll find the chart extremely helpful.

<table>
<thead>
<tr>
<th></th>
<th>Group Meetings</th>
<th>Events, Travel, and Camping</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Two</strong> unrelated adults (at least one of whom is female) for this number of girls:</td>
<td><strong>Two</strong> unrelated adults (at least one of whom is female) for this number of girls:</td>
</tr>
<tr>
<td>Girl Scout Daisies</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>(K–grade 1)</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Girl Scout Brownies</td>
<td>20</td>
<td>8</td>
</tr>
<tr>
<td>(grades 2–3)</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Girl Scout Juniors</td>
<td>25</td>
<td>10</td>
</tr>
<tr>
<td>(grades 4–5)</td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>Girl Scout Cadettes</td>
<td>25</td>
<td>12</td>
</tr>
<tr>
<td>(grades 6–8)</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Girl Scout Seniors</td>
<td>30</td>
<td>15</td>
</tr>
<tr>
<td>(grades 9–10)</td>
<td></td>
<td>24</td>
</tr>
<tr>
<td>Girl Scout Ambassadors</td>
<td>30</td>
<td>15</td>
</tr>
<tr>
<td>(grades 11–12)</td>
<td></td>
<td>24</td>
</tr>
</tbody>
</table>

Your group must have *at least two unrelated, approved adult volunteers present at all times, plus additional adult volunteers as necessary*, depending on the size of the group and the ages and abilities of girls. Adult volunteers must be at *least 18 years old* (or the age of majority defined by the state, if it is older than 18) and *must be screened by your council* before volunteering. **One lead volunteer in every group must be female.**

Here are some examples: If you’re meeting with 17 Daisies, you’ll need three unrelated adults (in other words, not your sister, spouse, parent, or child), at least one of whom is female. (If this isn’t making sense to you, follow the chart: you need two adults for 12 Daisies and one more adult for up to six more girls. You have 17, so you need three adults.) If, however, you have 17 Cadettes attending a group meeting, you need only two unrelated adults, at least one of which is female (because, on the chart, two adults can manage up to 25 Cadettes).

In addition to the adult-to-girl ratios, please remember that adult volunteers must be at least 18 years old or at the age of majority defined by the state, if it is older than 18.
Guidelines for starting a Multi-Level Troop

As you prepare for your Multi-Level Troop consider our Girl Scout guidelines for leadership and programs. Girl Scout programming includes experiences and activities that meet the needs of the girls, and is based on the Girl Scout Leadership Experience.

1. There must be at least two registered, unrelated adults with the girls every time the troop meets, one lead volunteer in every group must be female. Volunteers need to be carefully recruited and placed in their positions with a clear understanding of all expectations.

2. Adult volunteers must complete a GSNENY Volunteer Application which includes background check.

3. Troop Leaders and Assistant leaders will complete an interview and local orientation.


5. At least one adult at each meeting must be a trained leader or a trained assistant leader. Trained leader or assistant leader means that you have completed your application, background check and interview as well as completed required courses (Troop Pathway Orientation and Girl Scouting 101).

4. Girl Scouts encourages girls to make their own decisions and help plan their troop’s agenda. You need to organize and commit to girl-led activities rather than depending on adult generated meetings. This is the first step in developing girls’ leadership skills.

5. At least one leader/adult needs to attend monthly Community leader meetings. The information from the meetings is then shared with other adults working with the troop. These meetings provide relevant information for leaders, girls, and families about Girl Scout events, learning opportunities, and more.

6. As you organize your multi-level troop, consider how to include all girls in your area who want to be Girl Scouts. Leaders need to plan for adding more girls to their troops, while staying within the appropriate girl/adult ratios established in Volunteer Essentials: Volunteer Essentials is produced by GSUSA and outlines necessary safety requirements and standards for Girl Scouting. Volunteer Essentials is located on our website at http://gsneny.org/wp-content/uploads/Volunteer-Essentials_Web.pdf.
Leadership Development Model (LDM)

Through your leadership and willingness to volunteer will have the opportunity to learn about themselves, make friends, and make the world a better place.

The diagram above shows the components of the leadership experience and their tie to the larger goal that girls have courage, confidence, and character to make the world a better place. When Discover, Connect and Take Action activities are girl-led, involve learning by doing and cooperative learning, girls achieve the desired and expected short-term leadership outcomes, ultimately resulting in Girl Scouting achieving its mission.
Overcoming Challenges of a Multi-Level Troop

1) The National Program Portfolio materials (National Leadership Journeys and The Girl’s Guide to Girl Scouting) differ at every level. A leader of a multi-level troop would need to become familiar with the materials for each level represented in the troop and would have to plan activities accordingly.

   - Ask one or two parent volunteers to become your resident ‘experts’ in the materials for a particular grade level. When planning activities, bring the volunteers together so that they can discuss the similarities and differences.
   - There will be many times in which the girls should break off into Grade Level “groups” or “sessions” to focus on their Journey or Badge.

   ▪ Ways to work together with the National Program Portfolio:

     - **Girl’s Guide to Girl Scouting** Example: Staying fit for Juniors and My Best Self for Brownies. When do the five steps crisscross? Are there certain steps that can be done as a larger group? Is there one step where the Juniors can teach the Brownies new exercises and vice versa? Is there a step where the Brownies can prepare healthy snacks with the Juniors and vice versa? Use your (and the girls’) imagination to think outside the box!

     - **Journey** Examples: Cadettes are able to earn their LiA (appendix) award while working on aspects of the Journey with Brownies. That would be a great way to incorporate a Journey into your troop. Or go camping with your troop and work incorporate the Brownie Quest and Welcome to the Daisy Flower Garden. As the Brownies lead the way through trails following a map Daisies can identify flowers and fauna that line the trail.

2) Some activities that are appropriate for older girls simply are not possible for five year-olds. Activities would need to be adapted for the different ages or facilitated separately.

   - Allow the older girls to teach or assist the younger ones. If it is a craft, consider pairing an older girl with a younger one and having them work toward the end result together. If safety is a concern or there is no way to adapt the activity in an appropriate way, ask other troop volunteers to separate the group (in another location) for that portion of the meeting or schedule a separate meeting such as “Senior only” this week or seniors stay late and have only them for the last half hour of the meeting.

3) Girls identify strongly with their age and grade level, and they will most likely have close friends of their own age that they stick by.

   - Incorporate activities that bring all girls together, such as opening and closing ceremonies, songs, games, and outings/field trips. Remind the girls that, although they may be Daisies/Juniors/Seniors, they are all part of the sisterhood of Girl Scouting!
4) A multi-level troop can become a bigger responsibility than anticipated very quickly.

   o Make sure you ask for help. If the leader of the troop is willing to be responsible for overall organization and planning, other parents are often willing to step up and assist with facilitating activities. Try to secure two or more assistant leaders for each grade level and let them witness the girl-planning process at the start of the year. This way, all volunteers share an understanding of what the troop as a whole would like to achieve and can work with their individual grade levels toward that end when necessary. Ensure that all volunteers for the troop understand the LDM and adhere to all guidelines for the safety and well-being of girls.
Appendix
Position Summary: The Troop Leader is responsible for providing informal educational programming utilizing Girl Scouts of USA program materials through progressive learning experiences for girls in a troop. The nature of this position requires the individual to provide direct service to girls.

Term of appointment: The Troop Leader is appointed for a term of 1 year which ends September 30. This position requires a minimum of 4 hours per month.

Volunteer Supervisor: The Troop Leader is accountable to the Community Chair (Service Unit Manager).

Support: The Troop Leader receives support from the Community Chair and other Community Team volunteers, and provides support to the Troop Assistant Leader and other Troop Volunteers. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

Benefits to the Volunteer: Gain experience working with children, collaborate in a team setting with adults and girls, cultivate leadership skills, and influence a girl as she becomes a strong independent leader.

Responsibilities:
- Accept girls into the troop regardless of race, color, ethnicity, creed, national origin, socioeconomic status or disability.
- Act as a positive role model exemplifying the Girl Scout Promise and Law and be sure that all decisions are made with consideration given to the impact on the girls.
- Work in partnership with girls in planning and decision-making, developing and delivering program, and evaluating the extent to which program is appropriate for ages and ability.
- Keep parents involved and informed about Girl Scout program, including Community, Council and national Girl Scout program offerings by holding at least one parent meeting each year.
- Provide opportunities for and encourage parent involvement, including assisting with product sales and other troop activities.
- Create and manage a schedule for meeting locations, days and time, and inform parents of the schedule.
- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts of Northeastern New York and Girl Scouts of the USA (GSUSA).
- Attend Community (Service Unit) meetings on a regular basis.
- Keep accurate records including troop registration, money-earning activities, trips/outings and financial reports as required and provide documentation when due.
- Represent Girl Scouting in the community.

Skills and Qualifications:
- Girl focus: Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
- Foster diversity: Understand, respect, and embrace differences.
- Enjoy working with children
- Resolve issues/problems in a timely manner
- Have strong organizational skills
- Have time-management and group management skills
- Enjoy multi-tasking and delegation
- Additional Requirements:
  - Become a registered member of GSUSA
  - Complete required coursework as assigned and provided by GSNENY and GSUSA:
    - Troop Pathway Orientation
    - Girl Scouting 101
    - Other courses as needed (First Aid/CPR, Outdoor Education courses)

Please read and sign the next page
Please also read and sign below.

PRIVACY OF INDIVIDUAL HEALTH INFORMATION

In 1996 Congress passed the Health Insurance Portability and Accountability Act (HIPAA) to address certain health insurance and confidentiality of health information concerns. A set of national standards for the protection of health information was established to be followed by health plans, health care clearinghouses, and health care providers. While Girl Scouts of Northeastern New York, Inc. would not be considered a health care provider under HIPAA any health care information which the Council receives regarding our members should be kept confidential.

We recognize that some specific pertinent information - especially that of allergies, certain illnesses and/or health conditions of individual members - can be important to those adults working directly with the girls on a regular basis. For those wishing to request this information from parents, the Council will make available Member Health History forms to be completed by the parent/adult. To maintain confidentiality, information given to you should be shared only on a strict need-to-know basis. The signing of this confidentiality contract is required in order for you to serve as a Girl Scout Volunteer.

HEALTH INFORMATION CONFIDENTIALITY AGREEMENT

I hereby agree to keep confidential, to the extent required by applicable law, rule and/or regulation any individually identifiable health care information coming into my possession or to my attention as a Girl Scout volunteer or other representative.
For the Girl Scouting Year: Oct 1 _____ to Sept. 30_____ (this may be signed before the new Girl Scouting Year begins)

**Position Summary:** The Assistant Troop Leader is responsible for assisting in providing informal educational programming utilizing Girl Scouts of USA program materials through progressive learning experiences for girls in a troop. The nature of this position requires the individual to provide direct service to girls.

**Term of appointment:** The Assistant Troop Leader is appointed for a term of 1 year which ends September 30. This position requires a minimum of 4 hours per month.

**Volunteer Supervisor:** The Assistant Troop Leader is accountable to the Troop Leader.

**Support:** The Assistant Troop Leader receives support from the Troop Leader, Community Chair (Service Unit Manager) and other Community Team volunteers, and provides support to other Troop Volunteers. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

**Benefits to the Volunteer:** Gain experience working with children, collaborate in a team setting with adults and girls, cultivate leadership skills, and influence a girl as she becomes a strong independent leader.

**Responsibilities:**

- Accept girls into the troop regardless of race, color, ethnicity, creed, national origin, socioeconomic status or disability.
- Act as a positive role model exemplifying the Girl Scout Promise and Law and be sure that all decisions are made with consideration given to the impact on the girls.
- Work in partnership with girls in planning and decision-making, developing and delivering program, and evaluating the extent to which program is appropriate for ages and ability.
- Assist the Troop Leader in keeping parents involved and informed about the Girl Scout program.
- Recruit parents and/or other adults to organize and assist with product sales programs and other troop functions.
- Work with Troop Leader to create a schedule for meeting locations, days and time, and inform parents of the procedures for cancelations/postponements.
- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts of Northeastern New York and Girl Scouts of the USA (GSUSA).
- Attend Community (Service Unit) meetings on a regular basis to obtain information, share ideas and participate in the activities of the Community.
- Represent Girl Scouting in the community.

**Skills and Qualifications:**

- **Girl focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
- **Foster diversity:** Understand, respect, and embrace differences.
- Enjoy working with children
- Resolve issues/problems in a timely manner
- Have strong organizational skills
- Have time-management and group management skills
- Enjoy multi-tasking and delegation

**Additional Requirements:**

- Become a registered member of GSUSA
- Complete required coursework as assigned and provided by GSNENY and GSUSA:
  - GS 101
  - Troop Pathway Orientation
  - Other courses as needed (First Aid/CPR, Outdoor Education Courses)

*Please read and sign the next page*
PRIVACY OF INDIVIDUAL HEALTH INFORMATION

In 1996 Congress passed the Health Insurance Portability and Accountability Act (HIPAA) to address certain health insurance and confidentiality of health information concerns. A set of national standards for the protection of health information was established to be followed by health plans, health care clearinghouses, and health care providers. While Girl Scouts of Northeastern New York, Inc. would not be considered a health care provider under HIPAA any health care information which the Council receives regarding our members should be kept confidential.

We recognize that some specific pertinent information - especially that of allergies, certain illnesses and/or health conditions of individual members - can be important to those adults working directly with the girls on a regular basis. For those wishing to request this information from parents, the Council will make available Member Health History forms to be completed by the parent/adult. To maintain confidentiality, information given to you should be shared only on a strict need-to-know basis. The signing of this confidentiality contract is required in order for you to serve as a Girl Scout Volunteer.

HEALTH INFORMATION CONFIDENTIALITY AGREEMENT

I hereby agree to keep confidential, to the extent required by applicable law, rule and/or regulation any individually identifiable health care information coming into my possession or to my attention as a Girl Scout volunteer or other representative.

Volunteer Signature ___________________________ Date ___________________________
Girl Scouts of Northeastern New York
Volunteer Position Description
Title: Troop QSP Manager

For the Girl Scouting Year: Oct 1 _____ to Sept. 30 _____ (this may be signed before the new Girl Scouting Year begins)

Position Summary: The Troop QSP Manager is responsible for organizing, promoting, directing and managing the QSP Program within their Troop setting, following GSNENY’s guidelines and procedures.

Term of appointment: The Troop QSP Manager is appointed for a one year term that is renewable upon successful completion of evaluation processes developed by the Product Sales Department. This position requires a minimum of 10 hours per month for the months of August, September, October and November.

Volunteer Supervisor: The Troop QSP Manager is appointed by and accountable to the Community QSP Manager in partnership with the Regional QSP Coordinator and Product Sales Department.

Support: The Troop QSP Manager receives support, guidance, and encouragement from the Troop Leader, Community QSP Manager and the Regional QSP Coordinator. She/he has access to relevant learning opportunities and materials that prepare for and support this role.

Responsibilities:

- Complete a Volunteer Application and agree to submit to a background check.
- Complete training as required.
- Be familiar with policies, procedures and standards of GSUSA, GSNENY Product Sales -guidelines and ensure that they are adhered to by all.
- Plan and hold QSP training for girls and parents/guardians within their troop, using recognitions to set goals and motivate.
- Prepare, distribute and emphasize the utilization of QSP Program materials to girls and parents/guardians in their troop.
- Use the Nut-e computer program to document girl participation and orders.
- Verify that each girl participating in the QSP Program with the troop is registered with GSUSA and has a signed permission slip returned to the troop.
- Maintain contact with your Community QSP Manager throughout the QSP Program.
- Receive signed permission slips, orders and payments for QSP products from girls and parents/guardians by Product Sales – deadlines.
- Follow the Product Sales deadlines for submitting signed permission slips, orders, and payments to their Community-QSP Manager.
- Pick up nuts and candy, and pass products to girls and parents/guardians in their troop in a timely manner.
- Get parent/guardian signature on receipt for products distributed and forward signed receipts to Community QSP Manager by the Product Sales deadline. Pick up QSP incentives and pass to girls and parents/guardians in a timely manner.
- Notify the Community QSP Manager in a timely manner of any missing/additional incentives the troop may need.

Qualifications and core competencies:

- **Girl Focus:** Empower girls to lead activities, learn by doing and cooperate with others on current issues that involve their interests and needs, while having fun. All decisions must be made with consideration given to impact on girls.
- **Personal integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- **Oral communication:** Express ideas and facts clearly and accurately.
- **Foster diversity:** Understand, respect, and embrace differences.
- **Computer skills:** Know how to use e-mail and the internet.
Additional requirements and/or competencies:
- Accept the principles and beliefs of the Girl Scout movement
- Enjoy working with adults and girls
- Must become a registered member of GSUSA
- Possess administrative, organizational, financial skills
- Be able to motivate adults and girls to set and achieve their goals
- Have an understanding of Girl Scout program goals and safety guidelines
- Access to, knowledge and utilization of the Nut-e ordering program.

Troop QSP Manager __________________________ Date __________________________

Print Name

Community QSP Manager* __________________________ Date __________________________

Print Name

*Please note that this job description is not official until signed by the Volunteer Supervisor.

Updated 6.5.11
Volunteer Position Description
Title: Troop Cookie Manager
Troop#

For the Girl Scouting Year: Oct 1 _____ to Sept. 30 _____(this may be signed before the new Girl Scouting Year begins)

Position Summary: The Troop Cookie Manager is responsible for organizing, promoting, directing and managing the Cookie Program within their Troop setting following GSNENY’s guidelines and procedures.

Term of appointment: The Troop Cookie Manager is appointed for a one year term that is renewable annually upon successful completion of evaluation processes developed by the Product Sales Department. This position requires a minimum of 12 hours per month for approximately 5 months.

Volunteer Supervisor: The Troop Cookie Manager is appointed by and accountable to the Community Cookie Manager in partnership with the Regional Cookie Coordinator and Product Sales Department.

Support: The Troop Cookie Manager receives support, guidance, and encouragement from the Troop Leader, the Community Cookie Manager, and the Regional Cookie Coordinator. She/he has access to relevant learning opportunities and materials that prepare for and support this role.

Responsibilities:
- Complete a Volunteer Application and agree to submit to a background check.
- Complete Troop Cookie Manager training as required.
- Be familiar with policies, procedures and standards of GSUSA, GSNENY Council guidelines and ensure that they are adhered to by all.
- Plan and hold Troop cookie training for girls and parents/guardians using recognitions to set goals and motivate.
- Prepare, distribute and emphasize the utilization of cookie program materials to girls and parents/guardians in their troop.
- Enter all girls’ orders and incentives into the eBudde computer ordering program and update other troop information in the system to ensure accurate records.
- Verify that each girl participating in the Cookie Program with the troop is registered with GSUSA and has a signed permission slip returned to the troop.
- Maintain contact with your Community Cookie Manager throughout the cookie sale.
- Address and resolve registration, participation and financial issues in a timely manner.
- Accept, prepare and distribute cookie program materials to girls and parents/guardians.
- Emphasize to parents/guardians the importance of early and frequent deposits of any cookie money they receive.
- Obtain accurate and signed receipts for all cookie and money transactions to and from the troop, including parents/guardians and other troops.
- Follow the Product Sales deadlines for submitting signed permission slips and orders; facilitate cookie delivery to girls.
- Turn in to Community Cookie Manager all troop cookie payments and final reports including receipts by Product Sales deadline. Continue follow-up on late or incomplete payments until complete.
- Accept girl incentives from Community Cookie Manager and distribute to girls in a timely manner. Withhold any individual incentives as necessary, pending settlement of outstanding balances and paperwork.
- Notify the Community Cookie Manager in a timely manner of any missing/additional incentives the troop may need.

Qualifications and core competencies:
- **Girl Focus:** All decisions must be made with consideration given to impact on girls - Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
- **Personal integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Adjust behavior and remain flexible and tolerant in response to changing situations and environments.
- **Oral communication:** Express ideas and facts clearly and accurately.
- **Foster diversity:** Understand, respect, and embrace differences.
- **Computer skills:** Know how to use e-mail and the internet.
- **Additional requirements and/or competencies:**
  - Enjoy working with adults and have a genuine respect for both girls and adults
  - Must become a registered member of GSUSA
  - Time management, financial and organizational skills including the ability to prioritize and multi-task
  - Be able to motivate adults and girls to set and achieve their goals
  - Have an understanding of the Girl Scout program goals and safety guidelines
  - Working knowledge of, access to and utilization of eBudde.

Girl Scouts of Northeastern New York
<p>o Working knowledge of, access to and utilization of VIP e-Training.</p>

Volunteer Signature  
Date

Print Name

Community Chair Signature*  
Date

Print Name

*Please note that this job description is not official until signed by the Volunteer Supervisor.  
Updated 7.1.11
New Leader Checklist:
(For other positions, check with your Service Team Member)

☐ GSNENY Volunteer Application, which includes background check, is submitted

☐ Interview and Local Orientation is completed

☐ Take GS101 Online Training

☐ Sign and turn in Position Description

☐ Receive Membership Registration Packet from local Community Team Member

☐ Meet with your Troop Leadership Team and girls!

☐ Submit Troop’s membership registration forms to GSNENY Albany Service Center and then you will receive your troop number

☐ Open a Troop Bank Account

☐ Begin meetings and activities with your Troop!
Sample Meeting Agenda

- **START-UP ACTIVITY** (5 minutes): Things girls can do while the others are arriving
  - As the girls arrive at the meeting place, you may either have a quiet activity set up for them (coloring, cutting, etc.) or just let them visit with each other. Remember, it's good for them to giggle and have fun. You want them to become good friends.

- **SNACK** (10 minutes): Optional
  - After-school troops may want to have snack right away to give the girls a break from the school day where as evening troops may want to have the snack toward the end of the meeting. Snack can also be a start-up activity. Allow 10 minutes for snack and visiting. (NOTE: Special Snack ideas and recipes are available in the Journey books.)

- **OPENING** (5 - 10 minutes): This officially calls the meeting to order
  - Many troops use the use the quiet sign to call the meeting to order and recite the Girl Scout Promise. This is also a good time to teach the troop a new song or game (i.e., flag ceremony, Promise and Law, a song, etc.).

- **BUSINESS and DISCUSSION**: (10 minutes): Take care of troop business
  - Discuss any old business and allow the girls the opportunity to discuss any future ideas such as field trips, special activities. Encourage a girl led environment by allowing girls to share their ideas, repeat activities that they enjoyed, and give the girls opportunities to ask questions, plan activities and event. Discuss with the girls the activity planned for the meeting; why they are doing it, what you want them to learn from it, how it will be done, etc.

- **ACTIVITY** (25 - 30 minutes): This is the main part of the meeting for the girls
  - Make sure you have all the supplies and are fully prepared! This activity should allow the girls to learn, explore leadership, and do new things. HAVE FUN! (Remember to connect activities to the Leadership Experience!) This will be the opportunity for girls to split into groups or buddy up depending on the activity.

- **CLEAN-UP** (5 - 10 minutes): This is the GIRLS’ responsibility!
  - ALL the girls should help with the clean up tasks. Too often the leaders are left with this job when it should be the girls doing it (i.e., pick up scraps on floor, put room back the way they found it, etc.).

- **CLOSING** (2 - 5 minutes): A time to wind down and wrap up the meeting

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gathering Time</td>
<td></td>
</tr>
<tr>
<td>Opening</td>
<td></td>
</tr>
<tr>
<td>Cooperative Agreements (Troop Rules, Kaper Charts)</td>
<td></td>
</tr>
<tr>
<td>“What do you think?” Discussions &amp; Girl Decision-Making</td>
<td></td>
</tr>
<tr>
<td>‘Learning by Doing’ Activities</td>
<td></td>
</tr>
<tr>
<td>Reflections</td>
<td></td>
</tr>
<tr>
<td>Games</td>
<td></td>
</tr>
<tr>
<td>Closing</td>
<td></td>
</tr>
</tbody>
</table>
## Sample Meeting Agenda

<table>
<thead>
<tr>
<th>Time Description</th>
<th>Step</th>
<th>Supplies</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-15 min</td>
<td>Gathering</td>
<td></td>
</tr>
<tr>
<td>5-10 min</td>
<td>Opening</td>
<td></td>
</tr>
<tr>
<td>10-15 min</td>
<td>Business/Planning</td>
<td></td>
</tr>
<tr>
<td>20-25 min</td>
<td>Exploration</td>
<td></td>
</tr>
<tr>
<td>5 min</td>
<td>Treat</td>
<td></td>
</tr>
<tr>
<td>5 min</td>
<td>Clean Up</td>
<td></td>
</tr>
<tr>
<td>10 min</td>
<td>Closure</td>
<td></td>
</tr>
</tbody>
</table>

## Troop Program Information:

http://girlscouts.org/program/National_Program_Portal
The National Program Portfolio

The National Program Portfolio has two main parts – the National Leadership Journeys and the all new *The Girl's Guide to Girl Scouting*. Complemented by the Girl Scout Cookie program, Girl Scout travel and Girl Scout awards, the National Program Portfolio is designed to help girls develop as leaders and build confidence by learning new skills. It also ensures that Girl Scouts at every level are sharing a powerful, national experience—girls together changing the world!

**There are three different Leadership Journeys series** – *It's Your Story – Tell It!, It's Your Planet – Love It! and It's Your World – Change It!* Each series has separate books and awards for each grade level and a corresponding adult guide.

*The Girl's Guide to Girl Scouting* is where girls (and adults) can find exciting new badges, the 100th Anniversary handbook, information on bridging and Bronze/Silver/Gold Awards, Girl Scout history, tradition and much more!

Check out the [Journey Maps](http://www.girlscouts.org/program/journeys/) and resources for everything you need to know to plan your Girl Scout year and tips on using the Journeys and *The Girl's Guide to Girl Scouting* together!

---

**The LiA Award that Cadettes can earn while working with Brownies**

This information can be found in the *Girl's Guide to Girl Scouting*, Cadette Journeys and on the GSUSA website [http://www.girlscouts.org/program/journeys/](http://www.girlscouts.org/program/journeys/)

---

**Cadettes can take a leadership role with Brownies**

**LiA (Leader in Action) Award**

Girl Scout Cadettes have an opportunity to put their skills to work assisting Girl Scout Brownies on their Journey. Brownie (and their volunteers!) will appreciate having Cadettes along on the journey, and Cadettes will benefit from having the opportunity to have a position of responsibility. The steps for Cadettes to earn the LiA are in the Adult Guide for both the Cadette and Brownie journeys.

Your Girl Scout council is a great resource to identify Cadettes who might be interested in earning this award.

**Program Aid Teen Mentor Award**

Once Girls have earned their LiA award they may work towards their Program Aid Teen Mentor Award. Please check the Girl's Guide to Girl Scouting and/or GSUSA website at [http://girlscouts.org/](http://girlscouts.org/).