

New volunteer conference calls

Aug. 27 – Getting your troop registered, building parent support and the new Fall Product Program

1. What do I do to get started?

There are **four** tasks to help any leader begin:

1. Complete and submit volunteer application
2. Take the online orientation
3. Meet with service unit director (SUD) - get new troop packet and service unit (SU) meeting information
4. Take *New Leader Training*
5. Meet with assistant leader to determine meeting location, time and days

2. What's in the New troop packet?

- Girl and adult registration forms
- Health history forms
- Dues summary
- Troop roster
- Volunteer Essentials
- Troop Module
- Badge & Sash store catalog
- New Troop Supply kit
- Office Max Discount card

3. Who completes what?

Leaders and parents who wish to become members and all girl members fill out registration forms. Parents complete the health history form and the leaders keep this for their records. Once the leader has collected five girls for levels Daisy - Junior and two adults they complete the dues summary and roster then turn in to the SU registrar.

4. When do I get the troop number?

Once you turn in registration forms two adults and five girls to the SU registrar, you will receive the troop number.

5. May I turn in registrations to the council office?

They should be turned in to the SU registrar. There is a process that must be followed.

6. May I have a meeting before I take *New Leader Training*?

Yes, (technically the parent's meeting) but you need to have the application approved and should meet with the SUD or SU team member to receive the registration packet.

7. When should I have the first meeting?

Once your application has been approved and you have met the SUD to collect the

registration forms, you will want to meet with the assistant leader to decide a meeting day.

8. What do I need for the first meeting (parent's meeting)?

Leader's contact information, membership forms, health history form, financial assistance for membership and program, new parent information sheet, volunteer application, store catalogs, parent survey and a schedule of meeting dates.

9. What if a girl cannot afford the fee?

We provide a portion requested by parent or the fee through a request on the girl membership form. Parents are to make the request per girl.

10. How do I get parents involved?

Parent volunteer calendar -parents sign up for troop responsibilities during the month or take on for a month. The Parent Survey is a useful tool to find out their skills.

There are four areas to emphasize during the parent meeting:

1. Have parents complete registration form and health history form
2. Discuss leaders contact information
3. Discuss key volunteer positions where parents can assist (cookie chair, treasurer, first aid, camping or driver)
4. Discuss fees (membership-\$12, troop start up-up to \$10, annual fund donation up to \$40 per family). Other fees may be assessed. However there are two council supported fundraisers- Girl Scout Cookie and Fall Product programs.

10 B. How does the Fall Product Program work? Troops can choose to sell nuts, candy and or magazines. Troops can earn \$1 per every nut item sold, \$1.50 for all magazine catalog orders, \$2 for all magazine online orders placed and \$2 per each completed address book. Information can be found on the council Web site on the home page. **Is my new troop able to participate?** Yes, as long as they have collected the registration paper work and turned it in to their SU registrar. **Is there training?** All troops are trained through the service units by the service unit fall product manager. They will receive the necessary materials for their troop to participate. Parents must give permission for their daughter to participate in either of the council sponsored money earning activities.

11. Do parents have to complete a volunteer application or pay to become a member?

Yes, but membership is optional, though encouraged.

12. Do parents need to take training?

It is a good idea to have all parents complete the online orientation and especially those taking on a more active role in the troop to take *New Leader Training*. Remember they may take it online as well.

13. Do you require girls to purchase a uniform?

No

14. Can a man be a Girl Scout volunteer?

Yes

Questions from volunteers participating in the call

- 1. Must I submit a volunteer application to work with another troop?** No, once your application has been approved it is stored in our data base.
- 2. Now that Girl Scout Daisies may participate in the Girl Scout Cookie Program, what may they earn?** They will be eligible for the same incentives where applicable.
- 3. Should I talk to my parents about the decision to explore the Guiding the Journeys with my troop?** Yes, it is always good to keep parents informed of the changes our organization is making to continue strengthening girl program. Parents may also wish to attend the Leadership Experience sessions to gain a clearer understanding of our new direction.
- 4. May my girls participate in council activities if we are not registered?** No, all girls and adults who serve in a leadership role with a troop must be registered to participate in activities or to conduct Girl Scout meetings.
- 5. What is the difference between an application and the membership form?** The application screens a potential volunteer. The membership form allows a person (girl or adult) to physically join the organization. There is no cost to have the application processed. The membership fee is \$12.
- 6. Does a troop have to have a CPR first aid trained adult to meet?** No according to *Safety-Wise* page 36, First aiders are required for physically demanding activities and other activities involving a potential for danger. Page 72 also highlights what is expected of meeting places.
- 7. Is the troop cookie chair trained?** Yes, training is provided by the service unit cookie chair. The service unit cookie chair is trained by the council and will be responsible for setting up dates for training the troops.
- 8. If I have a mixed level troop, how can we facilitate among the girls.** Mixed level troops are a great way to offer girls a troop while also letting them see the progression in activities for older girls. Many time mixed level troops form because their may not be enough of one grade level to facilitate an entire troop so they partner with another group of girls in another grade range. They can do some things together when meeting such as an opening and closing of a meeting and talking about general budgeting and business. Activities should be done according to the girl's grade level. Volunteers should get the same first two trainings

(Orientation and New Leader) then one leader could get training for a particular grade level while the others get the grade level training they wish to work with.

- 9. Is it possible to hold Girl Scout meetings without an assistant?** Yes, the parents in the troop could serve as rotating assistants. They will need to complete the volunteer application and have an approved background check while also taking the orientation.
- 10. Where can I find the correct ratio of girls to adults?** *Safety -Wise* page 69 and Volunteer Essentials page 55.