

Notes to the co-leader are on the left side... Talking points to use during the meeting are on the right side.

Materials Needed the Parent Meeting:

- Parent Meeting Agenda
- Parent Meeting Worksheet
- Name Tags for each person (optional)
- Health History Form for each registered adult & girl

NOTE: Welcome each person and encourage them to talk to each other.

NOTE: We hold up the Girl Scout sign while reciting the Girl Scout Promise and Law. Hold the right hand up and use the thumb to hold down the little finger, keeping the first three fingers upright and together.



Welcome

SAY: Hello & Welcome! My name is _____ and I'm going to be the co-leader of your daughter's Girl Scout Troop. It's so nice to meet you/see you again.

Introduce co-leaders

DO: Introduce yourself and your co-leader

Parent introductions

ASK: I look forward to getting to know you as we go through this year of Girl Scouts. Please tell us about yourself.

Recite the Girl Scout Promise and Law

DO: Hand out the Parent Meeting Agenda.

SAY: Before we go any further, I want to start this meeting the way all Girl Scout meetings begin by saying the Girl Scout Promise and Law together. You will find it on the back of the agenda. Please hold up the Girl Scout sign and let's say them together.

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.

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.

Ages and grades of our troop

SAY: Girl Scouts is open to girls in Kindergarten to 12th grade. Our Troop consists of grades _____ so we are Daisies/Brownies/Juniors/Cadettes/Seniors/Ambassadors/Multi-Level (choose as appropriate).

NOTE: Contact Customer Care if you or your troop have any problems registering online. customercare@girlscouts-swtx.org

NOTE: Visit www.girlscouts-swtx.org in advance of your Parent Meeting to determine which shop is closest to you and share that address with your parents.

NOTE: If financial assistance is needed for membership, parents can request assistance during registration online. Financial assistance is also available for uniforms, books, summer resident camp and day camp and selected programs. Contact Customer Care at customercare@girlscouts-swtx.org or 210-349-22404.

NOTE: If co-leaders have already established a meeting day, time, and location, simply share this with the parents.

Registration GSUSA membership
www.girlscouts-swtx.org/join

SAY: It is easy for the parents and girls to register online and pay with a credit or debit card. You will search by 5-digit troop number (ex. troop00123) and zip code.

Uniforms available at GSSWT shop

SAY: Uniforms are optional. Girls are considered in uniform when they are wearing their Girl Scout pin. However, most girls will want a place to display her badges and patches. GSSWT shops have starter packages for uniforms. The closest shop to us is _____.

Explain what girls do and learn in Girl Scouts

SAY: The Girl Scout Leadership Experience is the process that Girl Scouts use to build girls of courage, confidence, and character who make the world a better place. While the girls learn positive values, healthy relationships, challenge seeking, and more they will have a lot of fun earning badges and patches, selling cookies to learn financial literacy, having great outdoor experiences at camp, and much more!

ASK: Parents, what are your expectations for your daughter in Girl Scouts?

Financial assistance

SAY: Finances should not stand in the way of a girl's participation in Girl Scouting. Financial assistance is available for membership, uniforms, camp and selected girl programs. Contact Customer Care at customercare@girlscouts-swtx.org or 210-349-2404 for more information.

Our Troop

Discuss and establish meeting dates, time, and locations

If meeting day, time and location known:

SAY: Most of what we do will take place in our troop meetings. Our troop's meetings will be on _____ (day) from _____ (times) at _____ (location).

SAY: If the troop meetings times do not work for your family, we still want you in Girl Scouts. Please contact Customer Care at customercare@girlscouts-swtx.org or 210-349-2404 for assistance in locating another troop.

NOTE: If you do not have a meeting location, use the Parent Meeting Worksheet to talk to parents to find a meeting place.

NOTE: If meeting time or location does not work for family, the co-leader or parent should contact Customer Care at customercare@girlscouts-swtx.org.

NOTE: Troop dues are a troop decision. Troop dues cannot be covered by financial assistance, so set an amount and frequency that works for the families in your troop.

NOTE: You will find there are so many fun events offered by the Community and Council that you will not be able to do it all. Don't even try! Some girls will attend everything; others will attend rarely or never. Each girl's Girl Scout experience is unique. It is okay!

NOTE: Before your parent meeting decide how you want to communicate with troop parents. Try VTK, test it with your coleader. Join your Community's Rallyhood site.

If meeting day, time and location not known:

DO: Finding a meeting location is often one of the hardest initial tasks. Some locations are schools, libraries, churches, community centers and local businesses. Most public facilities are ADA-compliant and ensure the meeting is accessible for girls and adults. Meeting days, times and location should be convenient for all co-leaders. To schedule a meeting at a NEISD school use the NEISD Facility Usage Form found on our website.

DO: Use the Parent Meeting Worksheet to brainstorm a troop meeting location with parents. Here are some things to consider:

- Parents may have contacts and can find a meeting location for you.
- Meetings may take place in a private residence. Submit the Troop to Meet in Private Residence Approval form.
- Including all parents ensures that meeting will work for everyone.
- PLEASE NOTE: There should be no adults without membership and background checks, pets or siblings at troop meetings.

Troop dues & how they are used (Optional)

DO: Co-leaders should decide in advance how troop dues will be used (craft supplies, badges, activities, etc.) Here are several ways to save funds:

- If you have a snack at meetings, have parents sign up for a meeting.
- Create a troop supply list and have each family sign up to bring an item. Supplies often needed include: crayons, markers, paper, scissors, glue, glue sticks, pens and pencils.

SAY: Troop dues are necessary for new troops and will be used to cover _____ (ex. meeting and craft supplies, badges, patches, activities). Depending on how cookie sales go in spring, we may need to collect additional dues. We will start with \$ _____ in troop dues per girl. Please bring dues to our next meeting. You can bring cash or checks made out to "GSSWT Troop _____."

Troop, Community and Council Events: Require payment and permission form

DO: Tell the parents about upcoming events.

SAY: There will be many fun events to attend. Sometimes these will be troop events with just our troop, but often we will be invited to local events by the Community. There are also council events found at www.girlscouts-swtx.org/events. These can be attended by any registered girl and her registered parent or we can attend as a troop. We always need two unrelated registered adults to attend events as a troop, so I will need your help.

Troop communication:

DO: Tell the parents how you will communicate events, deadlines and meeting reminders. The Volunteer Toolkit is excellent for keeping families informed. Try using the VTK to connect with the parents during your parent meeting using their smart phones.

NOTE: Find out when your Community holds leader meetings. If co-leaders cannot attend, ask a parent to attend so the troop doesn't miss out on important information or events.

NOTE: To open a troop bank account you need two unrelated signers, who do not reside in the same household, who are current members, have a current background check on file and have completed Money Manager Training Online.

Emergency communication: late pick-up or cancellations

DO: Tell the parents how to reach you during meetings in case they are stuck in traffic and running late, or if a different person is taking their child home that day. Can they text you or should they call your cell? It should be rare that you need to cancel a meeting due to illness or bad weather, but make a plan just in case.

SAY: Most troops go by the policy of "no school; no Girl Scouts" so if school is cancelled for bad weather, so are troop meetings. We will communicate by _____ in case of emergencies.

Co-leader responsibilities

Co-leader responsibilities

SAY: I promise to do my best to follow the Girl Scout Promise and Law and to meet the expectations of a good co-leader.

Volunteer training www.girlscouts-swtx.org

SAY: As your co-leader, I have taken training so we have a great year as a troop.

Connect with the Community volunteers

SAY: Our Community offers leader support meetings on the _____. These are open to parents too. Let me know if you would like to go together.

Troop bank account (Requires 2 unrelated registered adults)

SAY: Each troop must have a troop bank account for product program proceeds, dues and expenses. The troop needs two unrelated registered adults with approved background checks on file listed as signers on this bank account.

DO: Either thank these volunteers or ask for volunteers.

Parent/Guardian responsibilities

Follow the Girl Scout Promise and Law

SAY: All adults and girls participating in Girl Scouting agree to accept and uphold the Girl Scout Promise and Law that we recited a few minutes ago.

NOTE: Multi-level troops find it helpful to have co-leaders for each program grade level.

NOTE: Volunteers must have a current membership and background check on file to attend troop meetings, handle troop money, drive other people's children, and attend overnight events like lock-ins and camping. Certain events will require all participants to be registered for insurance purposes. GSUSA membership is \$25/year and includes the accident insurance for registered members at Girl Scout meetings and events.

Financial support of the troop

SAY: Parents are responsible for the success of the troop. The best way to support the troop financially is by paying for events and dues on time and by supporting your daughter in her goals during cookie season. Cookie time is family time.

SAY: Troop finance reports are due to GSSWT on December 15 and June 15. Submitted troop finance reports are available for review.

How parents can help

SAY: I promise that I cannot lead this troop alone. A troop is a family of Girl Scouts working together. Parent volunteers are key to the success of the troop.

DO: Review troop roles listed below with the parents. All roles listed below require a current membership and an approved background check on file. Some roles require training. Get volunteers to fill your slate of volunteers. Some people will volunteer for more than one thing. Attempt to get everyone to participate.

Volunteer roles:

- Co-leader
- Troop Camp Certified Volunteer
- Troop Cookie Manager
- Troop First Aid/CPR Manager
- Troop Money Manager
- Troop Nut Manager
- Troop Helper

DO:
Use the Parent Meeting Worksheet to make a troop roster of troop volunteers

SAY:
All adults participating or present at Girl Scout troop/group meetings, participating in field trips or camping are required to have a current Girl Scout membership and an approved background check screening on file with Girl Scouts of Southwest Texas.

Select the Troop Helper role if you plan to participate or be present at troop meetings, chaperone events, drive other girls or go on field trips or camping with the troop.

Adults can add their troop role by logging into MyGS from our website and selecting Add Role in the membership tab.

Ensure membership is current for girl and parent volunteers

SAY: All girls and adults participating in Girl Scouting must have current membership which includes Girl Scout insurance.

Complete and submit health history form and permission slip when requested

DO: Handout health history forms

SAY: All girls going on field trips or camping are required to have a signed permission slip and current health history form on file. All adults participating in field trips or camping must have a current health history form on file. Please return completed health history forms by _____.

Communicate regularly with troop leadership

SAY: Successful troops have active involved parents who communicate regularly with co-leaders and respond to troop communications timely.

Drop off and pick up daughter on time

SAY: Co-leaders have family and work responsibilities, too. Please drop off and pick up your daughter on time.