

# SAMPLE

## Troop XXXX Expectations

### Troop Leaders/Volunteers

*List names and contact info for your troop. Consider including troop volunteer needs here as well.*

**Example:**

**Troop Leader:** Name, email, phone number

**Assistant Troop Leader:** Name, email, phone number

**Cookie Team:** OPEN—could be you!

**Those interested in being active with the troop, please register as a volunteer troop helper.** Requires \$25 membership (financial assistance available) and background check.

### Uniforms

*What is your troop's vision for uniforms?*

**Example:**

- Required
  - Membership pin, insignia tab
- Recommended
  - Sashes (Brownies to Ambassadors), vests (option for all), or tunics (Daisies only) are not mandatory but offer a sense of identity and source of pride as they fill up with fun patches, badges/petals, and other awards earned.

Resources are available in the Volunteer Toolkit caregiver view and on the [GSUSA website](#) for pieces and placement.

## Council Health Guidelines

All troops must follow [current health and safety guidelines](#).

### Example:

In-person activity requirements:

- Each Girl Scout youth and adult needs to complete a **[Girl Scout Ready Health Assessment](#)** 30 minutes before an in-person activity. If the answer is “no” to the following questions your Girl Scout is “ready” to attend meetings:
  - In the last 72 hours, have you/your Girl Scout experienced any of the following new symptoms that cannot be attributed to another health condition or specific activity such as physical exercise?
    - Fever
    - New cough
    - Fatigue
    - Muscle aches
    - Diarrhea
    - Runny noses
    - Nausea or vomiting
    - Shortness of breath
    - Sore throat
    - Congestion
    - Difficulty breathing
    - New loss of taste/smell
  - Have you/your Girl Scout had contact with any confirmed COVID-19 positive patients in the last 10 days? Y/N



If you answered **yes** to ANY of these questions, please follow [CDC guidelines](#) regarding quarantine and isolation.

The troop is required to keep a sign-in log for each in-person activity. The form asks if each Girl Scout (youth and adult) is “Girl Scout Ready”, to ensure everyone has done this health check prior to coming to any in-person activity.

If a Girl Scout has an onset of COVID-19 symptoms and/or a positive test result up to 48 hours after a Girl Scout in-person activity, parents are asked to notify troop leader. Troop leader(s) will communicate to troop any possible COVID-19 exposure.

## Meetings

*Share your tentative plan for how meetings will be run- in-person, virtual, hybrid. Consider frequency and field trips or parades you plan on participating in.*

If you are a multi-level troop, it's nice to include a section that addresses how you are going to manage all levels.

Ideas:

- Beginning of meeting: everyone meets together.
- In-person meetings separate into program levels. Meet at the same time.
- Focus on one badge theme that everyone earns at their level. Example: Outdoor Art; there is a badge at all levels for this, and some activities cross over.
- Some multilevel troops have separate leaders for each level, so they work on badgework in small groups while field trips and some meeting activities are for all levels together.

## Tentative Meeting/Activity Calendar

*List out your meeting dates and any known fieldtrips/parades/activities to get them on troop family radars early! It's okay to list tentative or unconfirmed dates since the main idea is to provide a snapshot of troop events through the year. Don't forget to utilize the Volunteer Toolkit (VTK) when planning your year!*

**Example:**

Meeting Date	Activity
<b>Wednesday, October</b>	Kicking off the year!
<b>Wednesday, October</b>	
Saturday, November	Fieldtrip - Salmon Run
Wednesday, December	
<b>Wednesday, January 13</b>	<b>VIRTUAL COOKIE MEETING</b>

## Online and Independent Activities

*There are so many activities that families can participate in above and beyond the troop. Sharing links and additional ways to be connected to the greater Girl Scout community and opportunities benefits you and them.*

### **Example:**

There are a lot of events and activities happening in our council and all over the country that you and your Girl Scout can participate in outside the troop! To explore all that is out there and help make the most out of your Girl Scout experience, check out these websites:

- [GSWW Calendar](#)
- [GSUSA Girl Scout Activity Zone](#)
- Private Facebook Group: [Virtual Girl Scout Events](#)
- [GSWW Regional Facebook Groups](#)

## Family Participation

*How can your families be involved with your troop?*

### **Example:**

If you are wanting to help with troop activities, please:

- Register as a [troop helper volunteer](#) by purchasing a membership and completing a background check.

We would love your help brainstorming ideas or leading activities!

- Share your skills/talents and help lead a badge.
- Know a community member who could attend a meeting to help the troop learn/explore...an artist, dancer, scientist, community leader? Share your ideas or volunteer to run a meeting!
- Know a good location for meetings or field trips—tell us!

## Troop Financial Expectations

*Money makes everything more complicated! If you plan on charging troop dues it is important to share with families how dues will be spent. We encourage troops to be as flexible as possible in dues collection (monthly, quarterly etc.) Remember, a troop's financial information should be open and transparent for all troop families. We recommend using the [Detailed Cash Record](#) template, or something similar, to record transactions for the year and share with troop families.*

### **Example:**

Dues are \$40 for the year. Dues can be paid monthly, at one time, or however needed. Checks can be made out to Troop XXXXX and can be arranged with the troop treasurer.

Dues will cover:

- Supplies: craft materials, science experiments, handouts, etc. for badge kits that can be dropped off and worked on at home
- Fun patches for activities (\$.75-\$2 each)
- Earned badges (\$3.50 each)
- Potential registration for troop events/activities

Troop finances are available for any parent to look at – just ask our treasurer!

Financial Assistance is available and can cover up to \$40 in annual troop dues for families that qualify. If you need more information, you can let us know or check out the website:

<http://www.girlscoutsww.org/en/members/girl-scouts-families/financial-assistance.html>

## Troop Funds Spending Agreement

*Troop money is for the collective troop Girl Scout experience, and we want Girl Scouts involved in how and what their troop money is spent on. Start your troop off on sound financial footing by creating a troop funds spending agreement to identify how money will be allocated and spent.*

*Things to consider...*

- *Will you be using cookie money to renew your Girl Scouts for the next year? (recommended)*
- *Do you want to set aside funds to start saving for travel? It can take years so start early!*
- *What happens when a Girl Scout leaves the troop?*

*Take a look at the Girl Scouts of Western Washington [Troop Financial Agreement Creation Tool](#) and [Troop Fund-Splitting policy](#) for more information and questions to help guide this conversation. Once you have a group agreement, add it here and make sure all caregivers and Girl Scouts sign it!*

## Troop Communication & RSVPs

*Communication with troop families is critical! Establishing and explaining how you plan to communicate with troop families is extremely important.*

### Example:

The troop uses the following methods of communication:

- **Primary:** Facebook closed private group
- **Occasional:** text, email

We are considering adding a group text for important communication. Be sure that we have the phone number you want included in that group.

Going to miss a meeting? Please let us know so we can plan accordingly.



## Cookie Program and/or Fall Product Sales Expectations

*Which council-run Product Programs will your troop participate in? Do you have a Troop Product Program volunteer to help run the sale? A Cookie or Fall Product Team is a great idea! Girl Scouts are highly encouraged to participate in our Fall Product and Cookie Program, though it is not required. There are lots of ways for families to support a troop outside of these sales. If you have a family that is not interested or able to participate, have a conversation with them on what their boundaries are regarding the sale and other ways they can support the troop.*

## 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 Scouts of the USA makes no attempt to define or interpret the word “God” in the Girl Scout Promise. It looks to individual members to establish for themselves the nature of their beliefs. When making the Girl Scout Promise, individuals may substitute wording appropriate for their own beliefs.*

## 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.

*\*\*\* "Sibling" can be substituted here for a gender-neutral option to be more inclusive of our male and gender expansive Girl Scout volunteers, leaders and members.*