



Leader's Guide for the Initial Parent Meeting

Thank you for volunteering to be a Girl Scout leader. We recommend hosting an initial parent meeting to set the stage for a successful year to discuss important details about your troop, such as becoming a member, cost, support needed and meeting details.

Pick a date, time and location to host your parent's meeting

Inform the parents in a timely manner and ask for a RSVP. For those who can't attend, arrange to get them the information after the meeting. Decide if girls should be invited. If so, consider asking an older troop of girls or a few adults to lead them in fun Girl Scout-oriented activities in a separate room as you meet with the parents.

Gather meeting supplies

- Troop Calendar: bring ideas for parental consideration
- Troop Dues: determine cost of uniforms, books etc., to enable you to discuss a set fee that you may charge per girl to defer the cost of items
- Obtain online registration instruction cards from Neighborhood Registrar
- Familiarize yourself with program options, such as books to lead the troop
- Make copies of the attached "Join the Fun" Sign Up Sheet
- Bring activity supplies for those who will lead girl's meeting, if applicable

Initial Parent Meeting Agenda

Potential Meeting Agenda Topics

1. Welcome and Introductions, five minutes

You may want to ask a question such as, “What do you want your daughter to gain from this experience?”

2. Distribute Parent Profile Sheet, five minutes

Have them complete this sheet and they can share the answers or return it to you later.

3. Share Your Goals For the Troop, five minutes

Ideas to consider sharing with the group: *What do you hope to accomplish? What environment do you hope to create for the girls? How can your group have fun and learn at the same time? What values are important to you?* You may want to create a group discussion about goals for the troop. Feel free to share the Girl Scout Mission statement, Girl Scout Promise or Law to promote this dialogue or have the parents throw out ideas and come up with their own mission statement for the troop.

4. Make a Potential Calendar of Dates

Decide when, where and how often the troop will meet. Should it be once a month? Twice? Every week? Troops decide on their own meeting schedule and it may change from year to year. Some troops meet more and do few outings and other troops try to incorporate regular field trips into their program. Your first year you will assess what works for the group and you may always change the calendar in future years.

5. Distribute “Join the Fun” Sheet

Explain that you need their support. All troops must have a leader, co leader and cookie manager. Ask them to fill these and other roles the group identifies as important. Explain that many hands make light work and that this should be a team effort so they should contribute to the extent that they can: either hands on with the girls or behind the scenes depending on their skills and interests.

6. Explain Registration

7. Discuss Troop Dues

Leaders often ask for annual troop dues. If a family cannot afford troop dues or you have questions related to troop dues, discuss this with your Troop Coordinator, Neighborhood Manager or Community Development Manager and they can give you suggestions.

Initial Parent Meeting AGENDA

8. Show Program Options

Bring a *Girls Guide to Girl Scouting* for your level or Journeys book if you have one to show them. Talk to them about the options and what program is best for this year. Encourage parents to check out the website, www.girlscoutsem.org and to visit the Girl Scout Shop and Resource Center, located off Page between Lindbergh and 270. Also, encourage parents to sign up for the eblast on the GSEM website. Tell them they will be able to sign their daughters up for programs and camp experiences online to enhance their Girl Scout Leadership Experience.

9. Girl Health Histories

Distribute to be filled out and collected at a later date prior to the first meeting.

10. Feel Free to Add Items to Your Agenda

PARENT PROFILE

NAME: _____

Three key values I wish for my daughter:

1. _____ 2. _____ 3. _____

If we were to ask your daughter to make a list of four things you do really well, what would she name?

1. _____ 2. _____ 3. _____ 4. _____

Please complete the following statements:

THREE THINGS I CAN DO FAIRLY WELL:

1. _____

2. _____

3. _____

THREE GROUPS I BELONG TO:

1. _____

2. _____

3. _____

THREE HOBBIES I HAVE:

1. _____

2. _____

3. _____

THREE THINGS I DO IN MY JOB:

1. _____

2. _____

3. _____

THREE THINGS I'VE ALWAYS WANTED TO DO:

1. _____

2. _____

3. _____

THREE LOCAL PLACES I'D LIKE TO VISIT:

1. _____

2. _____

3. _____

JOIN THE FUN

There are a variety of ways parents can support troops. Troops must have a leader, co leader and cookie manager. Beyond these, there are options of positions to be filled based on troop needs as assessed by the troop leader.

LEADER

Primarily responsible for facilitating troop meetings. Usually responsible for coordinating volunteer support for troop.

FIELD TRIP COORDINATOR

Responsible for researching potential outings and helps execute them

ASSISTANT LEADER

Shares responsibility with another Assistant Leader and primarily responsible for facilitating troop meetings

PHOTOGRAPHER

Responsible for taking photos as needed at troop events and outings

COOKIE PROGRAM MANAGER

Coordinates the troop's participation in the Cookie Program, which takes place in late January through March and generates troop funds for the Girl Scout membership year.

FALL PRODUCT ACTIVITY MANAGER

Coordinates the troop's participation in the Fall Product Program, which takes place in November and generates troop funds for the first part of the Girl Scout membership year

FIRST AIDER, LEVEL I

Accompanies troop on trips and outings. Must have current American Red Cross First Aid certification

TREASURER/RECORD KEEPER

Oversees troop bank account, serves as a second signer on troop checks and encourages girl involvement in troop financial operation

TROOP CAMPER

Responsible and specially trained to help girls prepare for overnight and outdoor activities. Attends overnight activities with troop

SNACK COORDINATOR

Coordinates refreshments for troop meetings/activities

JOIN THE FUN

sign-up sheet

LEADER

ASSISTANT LEADER

COOKIE PROGRAM MANAGER

FALL PRODUCT ACTIVITY MANAGER

FIRST AIDER

TREASURER/RECORD KEEPER

TROOP CAMPER

SNACKS COORDINATOR

FIELD TRIP COORDINATOR

PHOTOGRAPHER
