

# Brownie Caregiver Meeting Guide

## Welcome to your first meeting with the caregivers in your Brownie troop!

Girl Scouting provides the best opportunities for girls when families step up and play an active part in the troop. Without meaningful support from parents and caregivers, it's difficult for a troop to be all it can be. Plus, Girl Scouts feel a special sense of pride when their families take part and show interest in the things they are doing!

- Discover the Girl Scout difference
- Find out how caregivers will be involved with the success of the troop
- Learn about Brownie programming
- Understand the troop's finances
- How communication will take place
- Identify when and where the troop meetings will be held



While you're welcome to put your own unique spin on this meeting, following this format will ensure the most relevant information is communicated clearly and that everyone's on the same page.



# Prepare for the Caregiver Meeting

**Think in advance about how you'd like to hold the caregiver meeting.**

- One option is to gather just the adults, either in-person or virtually.
- Another option is to schedule both your first Brownie troop meeting and the adult meeting at the same time. If you choose this option, you will need several adults dedicated to running the Brownie portion of the meeting in a separate space. It's important for caregivers to avoid distractions during the adult meeting so decisions can be made about important details. This will set the stage for an amazing Girl Scout year!
- Schedule the meeting and send invitations to caregivers two weeks in advance.
- Choose the date and time for the caregiver meeting.
- Plan for the meeting to take about one hour, so after work or on a weekend might be best.



## Communicating with Caregivers:

- Send the meeting invites two weeks in advance via flier, email, text, or an online communication platform caregivers use.
- Remind families to complete the Girl Scout Health History form found at [girlscoutsem.org/forms](https://girlscoutsem.org/forms), attaching a copy to your communication will be helpful.
- Remind caregivers to complete their Brownie's Girl Scout membership registration before the meeting at [girlscoutsem.org/join](https://girlscoutsem.org/join). Be sure to remind them what your troop number is!

## A Few Days Before the Meeting:

- Create a meeting sign-in sheet, either digitally or on paper, to verify contact information for caregivers and what days and times their Brownie can attend a troop meeting.
- Create a sheet for caregivers to sign up for troop roles. See pg. 5 for three required troop roles and other suggested troop roles to include. Provide pens/pencils for use with the paper sheets.
- Pick up or arrange for any snacks or refreshments you wish to provide at the meeting.



## Troop Leader Tasks

- Check your Troop Roster at myGS, [mygs.girlscouts.org](https://mygs.girlscouts.org):
  - Click on the My Account yellow button on the right near the top.
  - Click on My Troop(s) on the left side.
  - Click on your Troop Number under My Troop(s) on the left.
  - In the middle of the page, you will see information about your troop including meeting details, program level and leadership contact information. Make sure this information is up to date. If you need to make changes, contact the Answer Center at [answercenter@girlscoutsem.org](mailto:answercenter@girlscoutsem.org) or 314.400.4600 or your Community Engagement Manager.
  - Scroll down the page and you will see the Girl Scouts and Adults currently registered in your troop. Be sure to invite these caregivers to the meeting.
  - Compare the list you see online with the list you received at the Girl Scout Recruitment Night to check if any families are missing and invite them as well.
- If you haven't already, now is a great time to complete your required New Troop Leader Learning Path online at [girlscoutsem.org/training](https://girlscoutsem.org/training).
- Before the meeting, we recommend contacting your Girl Scouts of Eastern Missouri retail shop to confirm current Brownie uniform and insignia prices.



# Parent/Caregiver Meeting

While you're welcome to put your own unique spin on this meeting, following this format will ensure the most relevant information is communicated clearly and that everyone's on the same page.

- **Welcome and Introduction (10 minutes)**
  - Leader introductions (share why you volunteer your time with Girl Scouts) and go over dates/times/frequency and locations of upcoming meetings
  - Have caregivers introduce themselves and share expectations for this year of Girl Scouting
- **Wonderful World of Girl Scouts (15-20 minutes)**
  - Explain our mission as well as the Girl Scout Promise and Law
  - Discuss how our girl-led, hands-on, collaborative program helps Girl Scouts take risks, dream bigger, and gain important skills—all while having fun and making friends
  - Share overview of your year plan—including which badges, special trips, and outdoor adventures the troop may participate in
- **Family as Part of the Formula (10 minutes)**
  - Explain how you'll be engaging parents in their Girl Scouts' lives by keeping them in the loop on what they are doing and learning during each meeting
  - Encourage them to let their Girl Scout "be the expert" at home, explaining or teaching a new skill they've learned to the rest of the family—the Parent's Tip Guide will help them do it
  - Let them know there will be special events throughout the year for families to share with their Girl Scout and celebrate all they're achieving with the troop
- **Get them Hooked on Helping (10 minutes)**
  - Using the Make Her Experience Memorable guide from the Volunteer Toolkit, point out that spending just a little time to help can make a big impact
  - Secure adults to help with organizing and managing the calendar for troop snacks, the carpool schedule, and the troop phone tree or social media page—all activities that can take as little as 15 minutes per week
  - Encourage caregivers to consider other leadership opportunities listed—emphasize they're not just welcome to lend a hand, they're wanted
- **Money Matters (10 minutes)**
  - Outline costs to parents and caregivers (sash or vest and other supplies needed for the year)
  - Explain dues expectations, and how they'll be used to support the troop
  - If participating in the Girl Scout Cookie or the Fall Product Program, explain how money raised benefits the troop, and briefly go over the five critical skills Girl Scouts will develop in the process
- **Wrap It Up (10-15 minutes)**
  - Recite the Girl Scout Family Promise (located on the Family Tip Sheet) as a group
  - Provide your contact information phone, email, troop number, next troop meeting date, time, location and any supplies the Girl Scouts will need to bring
  - Collect forms then leave time for questions, concerns, and simply to get to know people better

Follow up with a thank you, then keep the conversation going all year via email, in-person chats, and/or social media. Updating caregivers on troop activities helps them feel more invested and gives them a chance to build on their Girl Scout's experience at home. See the Secret Ingredient of Successful Girl Scout Troops: Family Connections in the Volunteer Toolkit for more tips on family engagement.





### Required Troop Roles and Time Needed:

- **Leader** works with the Assistant Leader to plan and run troop meetings. This role requires Girl Scout Leader online training to be completed. (3-4 hours a meeting)
- **Assistant Leader** works with the Leader to plan and run troop meetings. This role requires Girl Scout Leader online training to be completed. (3-4 hours a meeting)
- **Troop Cookie Manager** will guide the troop in the Girl Scout Cookie Program. All Girl Scouts participate to help earn proceeds the troop can use starting in the spring to pay for activities. Training is provided for this role. (2-3 hours a week, December through March)

### Suggested Troop Roles and Time Needed:

- **Troop Money Manager** helps keep track of troop bank account, letting troop know how much there is in the account. They make deposits to the bank and save receipts of expenditures during the year so the Year-End Troop Report can be easily completed in June. (1-2 hours a month)
- **Troop April Showers Coordinator** coordinates delivery of April Showers materials to the area in our community troop is assigned, along with picking up of donations in that same area. Training is provided for this role. (2-3 hours a week, April and May)
- **Meeting Helpers** attend troop meetings to assist Brownies in small groups when doing activities. (1 hour per meeting)
- **Snack Providers** for each troop meeting. (30 minutes per meeting)
- **First Aider** maintains their First Aid certification and attends all troop outings. (as needed for outings)
- **Communication Coordinator** sends reminders to parents/caregivers to confirm meeting dates or update with changes to schedule, maintains troop's social presence, and notifies everyone in case of an emergency. (30 minutes a week)
- **Volunteer Support** as needed for meetings and field trips. (15 minutes a week)

*All adults who are present at Girl Scout troop meetings, participate in field trips or camping are required to have a current Girl Scout membership and a successful background check on file with Girl Scouts of Eastern Missouri. There should be no adults without membership and background checks, pets or siblings at troop meetings.*