

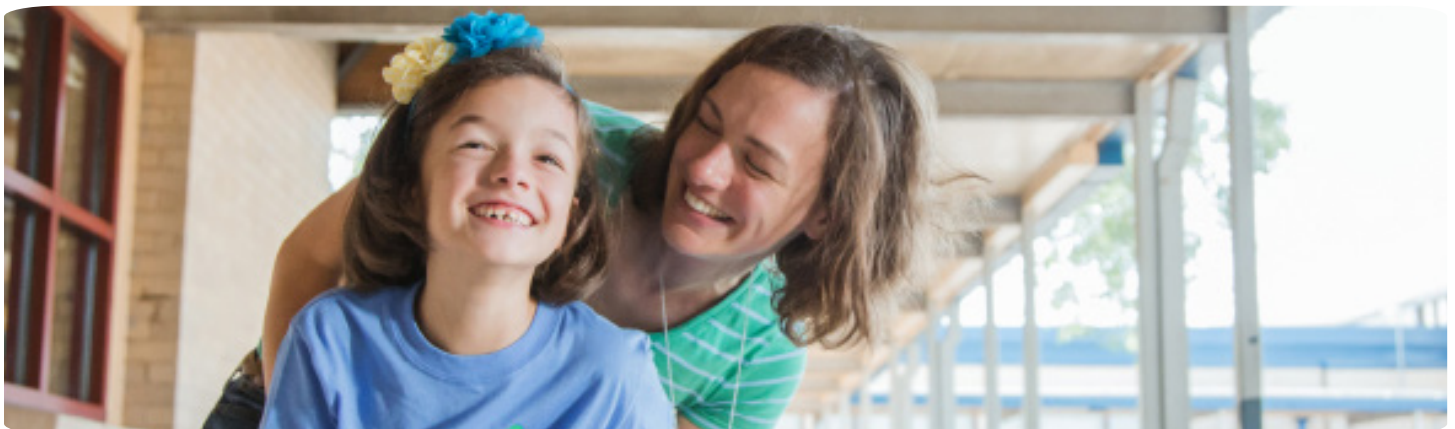
# Daisy Parent/Caregiver Meeting Guide

## Welcome to your first meeting with the parents/caregivers in your Daisy troop!

Whether you're welcoming new families or seeing familiar faces, the focus of this meeting should be discussing Girl Scouts, troop goals and managing expectations with parents/caregivers. The topics to cover in the meeting include:

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

The excitement and fast pace of running meetings for the first time can sometimes leave us tongue-tied. For that reason, scripting is included for guiding parents/caregivers through a meeting; these "lines" are under the heading **"SAY."** However, if you feel you don't need the script, do what makes sense to communicate the information in this guide.



## Prepare for the Parent/Caregiver Meeting

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

- One option is to gather just the adults, either in person or virtually.
- Another option is to schedule both your first Daisy troop meeting and the adult meeting at the same time. If you choose this option, you will need several adults dedicated to running the Daisy portion of the meeting in a separate space. It's important for parents/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 parents/caregivers two weeks in advance.
- Choose the date and time for the parent/caregiver meeting.
- Plan for the meeting to take about one hour, so after work or on a weekend might be best.



### **Communicating With Families/Caregivers:**

- Send the meeting invites two weeks in advance via flier, email, text, or an online communication platform your parents/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 parents/caregivers to complete their Daisy'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 parents/caregivers and what days and times their Daisy can attend a troop meeting. To allow time for your Daisy Drop Box to arrive in the mail, we recommend holding meetings during the last two weeks of the month (except in December).
- Create a sheet for parents/caregivers to sign up for troop roles. See pg. 7 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 ([answercenter@girlscoutsem.org](mailto:answercenter@girlscoutsem.org); 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 parents/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 our Girl Scouts of Eastern Missouri retail shop to confirm current Daisy uniform, insignia and petals prices.
- Be sure to accept your email invitation to the Daisy Drop Box rally on Rallyhood. Please check your spam/junk email folders if you don't find it in your inbox. The rally is the communication tool we use for all leaders participating in Daisy Drop Box, keeping you in the know with important news during the program. Leaders can post questions and share ideas on the rally.



## Parent/Caregiver Meeting

As parents/caregivers arrive, ask them to write their contact information on the meeting sign-in sheet and indicate the days and times their Daisy can attend troop meetings.

### SAY:

- *Welcome everyone!*
- *I'm looking forward to getting to know all of you this year.*
- *My name is \_\_\_\_\_ and I have volunteered to serve as the leader for our Daisy troop.*
- *I'm serving in this leadership role because (share why you have chosen to be a Girl Scout troop leader).*

If your troop has an Assistant Leader identified, introduce that adult.

- *Let's take turns introducing ourselves.*
- *Please include your Daisy's name and what you hope will be gained from their Girl Scout experience.*

Thank everyone when introductions are done.

### Discover the Girl Scout Difference

- *Girl Scouts members start in kindergarten and continue through 12th grade.*
- *We are a Daisy troop, which is the youngest Girl Scout level for kindergarten and 1st graders.*
- *The mission of Girl Scouting is to intentionally build Girl Scouts of courage, confidence and character who make the world a better place.*
- *In Girl Scouts, girls have a safe, inclusive space where they can try new things, take leader roles and be themselves.*
- *Research shows Girl Scouts helps girls thrive as they develop a strong sense of self, seek challenges and learn from setbacks, build healthy relationships as well as identify and solve problems in the community.*
- *The foundation for Girl Scouting that defines our values are the Girl Scout Promise and Law.*
- *Our Daisies will learn about these values through fun activities during our meetings.*
- *We'll have great experiences, spend time outdoors, sell Girl Scout Cookies to help fund our troop activities and help others as we participate in the annual community service program April Showers.*
- *Along the way, our Daisies will earn special badges to wear on their uniform.*
- *Let's say the Girl Scout Promise and Law as "repeat after me" while we make the Girl Scout Sign.*
- *To make the Girl Scout Sign, hold up your right hand and use your thumb to hold down your pinky finger, keeping the other three fingers together and upright.*

Pause after saying each line of the Girl Scout Promise and Law so parents/caregivers can repeat.

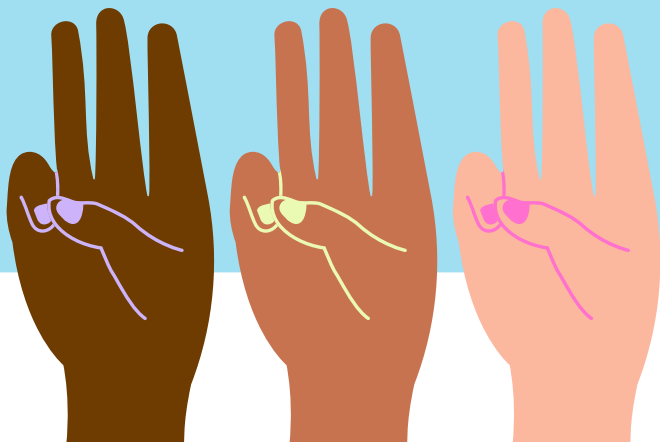
#### Girl Scout Promise

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.

*\*Members may substitute the word God in accordance with their own spiritual 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.



### **Explain the Daisy Drop Box program to parents/caregivers.**

- *Our troop will receive a Daisy Drop Box in the mail each month through May with step-by-step instructions and supplies to hold a fun meeting with our Daisies. I've already received the box for our first meeting.*
- *Girl Scouts of Eastern Missouri provides this to each Daisy troop in our council at no charge.*
- *When we use these boxes, our Daisies will earn badges called the Promise Center and Daisy petals.*
- *Our troop will purchase these from the Girl Scout Shop.*
- *They form the cute Daisy flower on their Daisy uniforms!*

### **Show the Daisy uniform sheet provided in your Daisy Drop Box.**

- *Each of these badges corresponds to a part of the Girl Scout Promise and Law.*
- *For example, the red petal helps our Daisies discover ways to be courageous and strong. They'll learn about "sheroes" in the community, how they can be sheroes in their daily lives and create a medal of courage to give to someone they feel is brave and strong.*

### **Troop Finances**

#### **SAY:**

- *Each troop must have a troop bank account for Girl Scout Cookie proceeds, dues and expenses. The troop needs two unrelated registered adults with approved background checks on file listed as signers on this bank account. Who would like to be our 2nd signer?*
- *Since we are participating in the Daisy Drop Box program, we'll have minimal supplies costs to start the year.*
- *The costs we will need to cover are for our uniforms, Daisy petals, snacks at our meetings and any field trips we take.*
- *We have two options to cover these costs, either collect troop dues up front or families can pay for these items each time the expenses occur during the year.*
- *We never want cost to be a barrier for participation, so Girl Scouts of Eastern Missouri has a Uniform Assistance Fund available. Your family can apply, or I can apply on behalf of your Girl Scout. Please let me know later if you are interested.*
- *If our troop chooses to collect dues and purchase the uniforms together, we can utilize the one-time 20% discount in the Girl Scout Shop our troop receives by participating in the first year Daisy Drop Box program.*
- *For our troop, here are the expenses we need to consider:*
  - ▶ *The Daisy uniform can be \$43.88 - \$48.44 per Daisy if I use the 20% Daisy Drop Box troop discount. This is a price range because it will depend on whether our troop number includes 1-4 numerals. (Leaders note this cost is based on 2024 pricing, we recommend you contact our council retail shop for current pricing.)*
  - ▶ *The uniform cost includes their vest or tunic, American flag set, Girl Scout Council ID set, Troop numerals, Daisy petals set, Daisy insignia tab, Daisy membership pin and World Trefoil pin.*
  - ▶ *Snacks for meetings could be \$1 per Daisy per meeting*
  - ▶ *Meeting room expenses, if applicable*
  - ▶ *Field trips or other activity expenses*
- *If our troop is planning on meeting a minimum of 9 times (once a month during the school year) and doing one field trip activity, the total estimated dues will be \$63 - \$67 (the range depends on our uniform cost).*

**Ask for a show of hands whether parents/caregivers prefer to collect dues or pay as they go.**

#### **If your troop chooses to collect dues upfront, say:**

- *Please bring dues and your Daisy's size to our next meeting. You can bring cash or checks made out to "GSEM Troop \_\_\_\_\_." We will order uniforms after the bank account is set up.*

#### **If your troop chooses not to collect dues say:**

- *Please purchase your Daisy's uniform and insignia before our next meeting. Our Council's Girl Scout Shop is located at 2300 Ball Dr. in Maryland Heights, or you can purchase it online.*
- *We'll sign up to take turns providing snacks for our meetings.*
- *If our meeting location charges a fee, we'll divide the cost among everyone and I will collect this fee.*
- *I'll let you know two weeks before any field trips if a fee is required.*



## Scheduling Troop Meetings

Many Girl Scout troops meet once a month from August/September through May, while others choose to meet twice a month to allow more time for field trips and community service projects. Leaders, think about when you are available to attend your troop meetings. To allow time for your Daisy Drop Box to arrive in the mail, we recommend holding meetings during the last two weeks of the month.

Some meeting location options are schools, libraries, churches, community centers and local businesses. Most public facilities are ADA-compliant and ensure the meeting is accessible for children and adults. Parents/caregivers may have contacts and can help you find a convenient meeting location.

### SAY:

- *Do we want to have one or two troop meetings a month during the school year?*
- *If we want to go on field trips and/or do a service project, we can use one of the meetings each month to do these.*

**Give parents/caregivers a few minutes to discuss this. Look at the meeting sign-in sheet to see what days of the week and times were marked as available for most of your Daisies to meet.**

- *It looks on the sign-in sheet that (say the days and times) are when most of our Daisies can attend a troop meeting.*
- *Which of these days/times will work best?*

**Allow you and parents/caregivers a chance to decide on the day/time for your meeting(s). If you have already secured a location for your troop meetings, share the details with parents/caregivers.**

### If you have not secured a meeting location, say:

- *We need to choose a location to hold our troop meetings that will be accessible and convenient.*
- *Options can be schools, libraries, churches, community centers and businesses.*
- *Which option do we prefer?*

**Give parents/caregivers a few minutes to share preferences.**

- *I will contact this location after our meeting.*
- *If it is not available, which other option do we prefer?*

**Again, give parents/caregivers a minute to two to share preferences.**

### Communicate Meeting Preferences:

- *Most troops follow the policy of “no school; no Girl Scouts” so if school is canceled due to bad weather, so are troop meetings. We will communicate by \_\_\_\_\_ in case of emergencies.*
- *You can reach me by \_\_\_\_\_ during troop meetings if you are running late to pick up your Daisy or if a different person is picking up.*
- *All Girl Scouts are required to have a current health history form provided to the leader.*
- *All Girl Scouts going on field trips or camping are required to have a signed permission slip, which is included on the health history form.*
- *All adults participating in field trips or camping must complete a current health history form.*
- *Be sure to include information about any allergies, food sensitivities, or other health/wellness needs we should be aware of.*
- *Please give me your completed health history forms tonight, or by \_\_\_\_\_ at the latest.*
- *Do you have any questions?*

### Accessibility and Disability Inclusion:

- *Girl Scouts of Eastern Missouri welcomes the participation of all girls and adults and strives to make our activities accessible for persons with disabilities or special needs.*
- *To make an accommodations request, please complete the Girl Scouts of Eastern Missouri Accessibility and Accommodations online request form at [vr.girlscoutsem.org/AR](https://vr.girlscoutsem.org/AR).*
- *Once the form is completed, you will be called to discuss details and explore options for how we can support your Girl Scout.*

## Parents/Caregivers are Essential to Troop Success

Pass around the sign-up sheet and a pen for troop roles. The three required roles need to be filled by adults.

### SAY:

- *You are all important to the success of our Girl Scout troop!*
- *Each troop is required to have a minimum of two registered leaders (one leader and one assistant leader), who are unrelated and successful background checked.*
- *When each of us takes a role to support our troop, we create a leadership team to help manage it.*
- *There are three required roles and others that are suggested to have.*
- *Please look over the troop roles and sign up for one or more, keeping in mind we must fill the required roles. Once you've signed up, pass along the sheet and pen.*

### Required Troop Roles and Time Needed:

- **Leader** works with the Assistant Leader to use the Daisy Drop Box materials during our 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 use Daisy Drop Box materials during troop meeting. This role requires Girl Scout Leader online training to be completed. (3-4 hours a meeting)
- **Troop Cookie Manager** will guide our troop and Daisies in the Girl Scout Cookie Program. All Girl Scouts participate to help earn proceeds our troop can use starting in spring to pay for our activities. The Cookie Program is a lot of fun and teaches our Daisies financial skills, how to be confident when speaking publicly, and how to make decisions and collaborate as a group. 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 our troop bank account, letting us know how much is in the account. They make deposits to the bank and save the receipts of expenditures during the year so our 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 we are assigned, along with pick up of donations in that same area. Training is provided for this role. (2-3 hours a week in April and May)
- **Meeting Helpers** attend troop meetings to assist our Daisies in small groups when doing activities. (1 hour per meeting)
- **Snack Providers** for each troop meeting (1/2 hour per meeting)
- **First Aider** maintains their First Aid certification and attends all troop outings (as needed for outings).
- **Communication Coordinator** sends reminders to all of us to confirm meeting dates or to update with changes to our schedule, maintains our 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.*

Allow time for everyone to sign up for roles, then collect the sign-up sheet as you thank them.

Allow time to answer any questions.

- *Thank you SO much for coming to our meeting and signing up for a troop role.*
- *We will have another parent/caregiver meeting later in the year to discuss how our troop will use our proceeds from the Girl Scout Cookie Program.*
- *I'm looking forward to a great year of Girl Scouts with our Daisies!*

#### **After the Meeting**

- Keep a record of who is going to be responsible for what in the troop.
- Record the details decided for troop meetings.
- Send a thank you to parents/caregivers for being a part of your troop, reminding them how important their commitment is.
- Email or call those who showed interest but didn't attend the meeting. If they are still interested, let them know the meeting details and what support roles are still needed for the troop.

**Leaders,  
congratulations on  
completing your  
first parent/  
caregiver meeting!**

