



# Learn To Lead 1: *Welcome to Girl Scouts*



**girl scouts**   
of central california  
south

The first segment in the GSCCS Learn to Lead Series focuses on the basics of Girl Scouts. We'll cover essential safety guidelines, the structure of meetings, and resources available to you as a Troop Leader. Additionally, we'll discuss next steps to prepare for the upcoming year, including reviewing meeting plans and connecting with your troop. Thank you for joining us in creating a meaningful experience for our Girl Scouts!

Girl Scouts of all ages recite—and live by—the ideals listed in the Girl Scout Promise and Law. They remind us to do our best in being kind to others, respecting ourselves, making the world a better place, and so much more.

## ***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 Scouts Law.

\*Members may substitute for 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, a  
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.

**Girl Scout Promise and Law  
should be modeled by Girls, Leaders, Volunteers, and GSCCS Staff**



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## GSCCS:

Behind every Girl Scout and volunteer is a team of local staff ready to help them earn that next badge and embark on adventures. We are dedicated to developing exciting programs and activities tailored to girls of all ages, ensuring that every meeting is engaging and meaningful. We provide local Girl Scouts skill-building workshops and resources to achieve whatever they can dream up.

Our Girl Scout Council is here to facilitate these experiences, with various teams in place to make sure you have everything you need to lead and support your Troop. Our Girl Scouts create memories for a lifetime and we want to be a part of those memories with you!

## The Team

We have several departments ready to assist with a variety of needs.

### Customer Care



Should be your initial point of contact  
(800) 490-8653  
[customer.care@girlscoutscs.org](mailto:customer.care@girlscoutscs.org)



**Troop Support:** Here to onboard troop leaders, help form new troops, and assist with running troop meetings, supports you to ensure a positive experience for everyone involved.

**Girl Experience:** Focusing on the four pillars of Girl Scouts, provides hands-on workshops and outdoor adventures that empower girls to build essential skills and foster their growth in courage, confidence, and character.

**Customer Care:** Supports parents, volunteers, and girls with any questions or concerns you may have. We are committed to ensuring your satisfaction with our GSCCS Team. If you need assistance or information, please don't hesitate to reach out.

**Recruitment:** Hosts informational meetings, and registers new volunteers, adults, and girls. Host booths at community events.

**Product Team:** Product Programs teach financial literacy, goal setting, and teamwork. The Team offers guidance and resources to help you navigate the Cookie and Fall Product Programs and maximize you troop's fundraising efforts while engaging with the community.

**Business Service:** Help you become a good financial steward of your troop earning and spending



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## Service Units

A Service Unit Manager oversees a specific geographic area within Girl Scouts, providing support and guidance to troop leaders and facilitating training and development. They coordinate events, recruit members, serves as a liaison between the local service unit and the council, fostering community partnerships and ensuring effective communication to promote a positive environment for both girls and volunteers.

## GSCCS Website

Links to helpful resources

### MyGS Account



**Troop Management:** Access troop information and training resources.

**Event Registration:** Sign up for events and connect with leaders.

**Volunteer Toolkit:** Resources such as meeting plans, Troop calendars, communication templates, and much more.

### Forms & Documents



**Essential Forms:** Access key forms like the Health History, Annual Permission, and Live Scan Request Forms

**Troop Resources:** Find Certificate of Insurance and other vital documents

**Comprehensive Library:** Explore various forms to support your volunteer work

### Event Calendar



**Upcoming Events:** View a list of scheduled Girl Scout events and activities.

**Registration Details:** Find information on how to register for events and deadlines

**Event Categories:** Explore various categories, including trainings, workshops, and community activities.

### Fall Product Program



Decide who will be your Troop's Fall Product Program Coordinator.

Coordinators must submit the Fall Product Program Volunteer Participation and Financial Agreement.

Coordinator must take the volunteer training and learns more about the program.





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## **Building your Team**

**Troop Volunteers (LiveScan and Mandated Reporter Trained Adults with an active membership)**

- **Troop Leaders:** Will partner with other volunteers to help plan and lead troop meetings and bring the Girl Scouts program to life for the girls in your Troop.
- **Level Leaders:** Functions as a co-leader within a troop and takes responsibility for all the girls in one level of a multi-level troop.
- **Chaperones:** Ensure girls participating are safe throughout the event.
- **Safety Specialist:** Ensures that safety comes first at all times. They will act as a designated First Aid/CPR Certified Adult and be familiar with the Safety Activity Checkpoint to ensure compliance.
- **Money Manager:** Maintains financial transparency and ensures the financial stability of the troop.

## **Troop Safety**

**Girl safety is our top priority**

- **Safety Activity Checkpoints**
  - Following the Safety Activity Checkpoints ensures every Girl Scout activity is safe (found on the GSCCS Website in Forms and Documents)
- **Adult to Girl Ratio**
  - Ensures that there are always enough Adults to supervise and support our girls. (Found on the GSCCS Website)
  - Helps Leaders know how many Chaperones they will need for an event, meeting, or trip.
- **What to do in an Emergency**
  - Provide First-Aid for the injured person or obtain medical assistance.
  - Report the emergency to the appropriate emergency services
  - Contact our emergency line at 800-490-8653





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## New Troop Leader Checklist

### Essentials for all new Troop Leaders

- Complete registration
- LiveScan background check
- Mandated reporter training
- Attend Welcome to Girl Scouts training
- Complete Learn to Lead series
- Log into MYGS and Volunteer Toolkit
- Host a leader planning meeting
- Establish a troop communication platform
- Secure your meeting location
- Connect with your service unit
- Have fun at your first troop meeting and take pictures

## Leader Meeting Checklist

### Vital tasks for Leaders

- Determine Troop meeting date, time, frequency, and location
- Decide on Troop levels and capacity
- Assign roles and jobs i.e. meeting planner, meeting facilitator, communications, bank account
- Establish communication guidelines and a platform for the Volunteer team
- Set dates for quarterly Leader Meeting
- Discuss expectations of the Volunteer Team
- Establish when and how you will communicate with parents
- Make a meeting budget and decide on dues
- Decide who will be on bank account
- Keep an open line of communication

## First Troop Meeting

### Checklist for your first meeting

- Secure a Meeting Location
- Plan your Troop meeting and decide on roles
- Prep materials, Sign in Sheet, Annual Permission Form, Health History Form, Troop Flyer and Volunteer Flyer
- Invite your Troop at least one week prior
- Have parents complete annual Paperwork
- Host a parent meeting to encourage additional volunteers
- Introduce the Girl Scout Promise and Law
- Have the girls decide on rules for Troop Meetings
- Have the girls think of Troop jobs and make a Kaper Chart
- Have fun!



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## Next Steps

### Log in to Volunteer Toolkit:



Access Troop Volunteer and Leader contact information and call other Leaders. Schedule a Leader meeting, use checklist provided.

*GS of Central California South ([girlscoutscs.org](http://girlscoutscs.org))*

### Leader Meeting



During your meeting, decide who will:

- Submit facility requests for Troop Meetings
- Set up Communication Platform
- Contact Customer Care to open bank account
- Invite the Troop to the first meeting (invites should be sent at least one week prior)
- Print out forms needed for the first meeting
  - Annual Permission Slips
  - Health History Form
  - GSCCS Live Scan Form

### Create your Troop Flyer



Great way to keep parents informed parents of:

- Troop meetings dates and times
- Troop dues
- Available volunteer roles
- How to communicate with Leaders/Council

**Bakersfield Innovation Center**  
2160 Mars Court,  
Bakersfield, CA 93308

**Contact Us:**  
(800) 490 - 8653  
[girlscoutscs.org](http://girlscoutscs.org)

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