604: Service Unit Troop Organizer

Participant Workbook

Updated 8/2/16
This page deliberately left blank.
The Girl Scout mission, promise and law are shared by every member of Girl Scouting and define the way Girl Scouts agree to act every day toward one another, other people, and the world.

**Girl Scout Mission:**

Girl Scouting builds girls of courage, confidence and character, who make the world a better place.

**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.

**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.
Welcome to the role of the Service Unit Troop Organizer!

As a Service Unit Troop Organizer, you are a key player in bringing the Girl Scout experience to life for girls and adults in your area. Your expertise, interests, skills, and life experiences are essential to the leadership experience which inspires girls to reach their personal best.

Troop Organizing is all in the details! We want you, our valued volunteer, to have all the knowledge and tools necessary to do a great job and have a great partnership with your GSNETX support person. We have created this training to help you become an expert on what the opportunity catalog is all about, how to secure new volunteers and create troops that will give every girl who wants to be a Girl Scout the opportunity to not only be a part of a wonderful organization but to thrive as a leader of tomorrow.

Your commitment and passion to the Girl Scout Movement are indispensable. We value and celebrate your dedication and thank you for joining us as we embark on a new membership year.

Yours in Girl Scouting,
The Recruitment Team

This content will be divided into 3 major areas:

1. Defining and Understanding Your Role
2. Registration Methods
3. After the Recruitment Event – Troop Formation

Course Objectives:

After completing this workshop, the student should be able to...

- identify partners and work together organizing successful troops
- be an expert on the GSNETX online opportunity catalog
- know where to find materials needed to fulfill the position of troop organizer
- form successful troops ensuring that all girls have the opportunity to discover their inner leader
## Table of Contents:

### SECTION 1 – Defining and Understanding Your Role
- Who are my partners?  
  
- Before you begin  
  
- Summary of Troop Organizer Duties  
  
- Year at a Glance  
  
- 3 Key GS Knowledge Topics  
  
- Responses to Winning over Reluctant Volunteers  
  
- 4 Questions important to start with: 

### SECTION 2 – Registration Methods
- The Opportunity Catalog  
  
- Paper Registrations & Financial Assistance  
  
- 4 Important Questions  

### SECTION 3 – AFTER a Recruitment Has Happened
1. Troop formation  
2. After the Event Data Form  
3. How to request a Troop Number  
4. 4 Important Questions  

### SECTION 4 – Troop Organizer Tools
5. GSNETX Website  
6. Reports  
7. Email Templates  

### SECTION 5 – Appendix
8. Recruitment Event Registration Card  
9. Payment for Online Registration  
10. Hot Topics  
11. Why be a Leader  
12. Screen Shot of a Temporary Troop  
13. Screen Shot of My GS Member Profile – Troop Tab  

Begins on pg. 7

Pg. 8

Pg. 9

Pg. 10

Pg. 11

Pg. 12

Pg. 14

Pg. 16

Begins on pg. 17

Pg. 18

Pg. 20

Pg. 21

Begins on pg. 22

Pg. 23

Pg. 25

Pg. 26

Pg. 27

Begins on pg. 28

Pg. 29

Pg. 30

Pg. 31

Begins on pg. 38

Pg. 39

Pg. 40

Pg. 41

Pg. 42

Pg. 43

Pg. 44
Icons you’ll see in this Workbook & what they mean:

- **Common Sense**
  - Hoot Owl represents common sense. This is information that will speak to what is in it for you & share some practical tips.

- **Collaborate**
  - This ICON represents a suggestion to take a collaborative TEAM approach, brainstorming ideas, asking questions, and working together to accomplish a common goal.

- **Research**
  - The magnifying glass represents an area where you will need to gather data, seek information, and find answers to questions.

- **Delegate**
  - The clipboard is a suggestion that this may be an area where it is appropriate to divide tasks among your team members.

- **Secure Commitments**
  - The commitment symbol is almost always paired with the clipboard. When delegating important tasks, it is essential to secure a commitment from the person that the task will be completed by a specified date.

- **PROMOTE!**
  - This ICON means that the success of something being discussed rests upon getting the word out far and wide. PROMOTE, PROMOTE, PROMOTE!
Why Should I know & Use This Information?

Here’s what’s in it for you:

Becoming a subject expert on Troop organizing starts with the basics. Knowing the who, what and where will get you on the road to success. Once you have all this down, you will be able to “organize” yourself for success; you will have the answers to the difficult questions and the partners to help you succeed.
Who are My Partners?

Troop Organizers work in close partnership with the GSNETX Membership Placement Specialist (MPS). At the SU level, the Troop Organizer works with the SU Recruiter, SU School/Organization Liaison, The SU Manager, SU Mentor, and the SU Registrar. Each SU customizes how the partners work together.

Defining the Duties:

The GSNETX **Staff** Membership Placement Specialist (MPS) –

- Maintains SU Troop Rosters
- Receives placement requests from parents online, over the phone and through the opportunity catalog
- Maintains the membership system, Volunteer Systems, and works to keep all information as updated and correct as possible
- Forms troops and places girls into new troops, existing troops, or as Juliettes
- Recruits and helps in onboarding new leaders
- Works closely with the Service Unit volunteers to identify new girls and leaders
- Works with the GSENTX Recruiters, Volunteer Coordinators and Training team to provide support and customer service to all members of GSNETX

The **Volunteer** SU Troop Organizer –

- Works closely with the MPS to prepare for forming troops, placing girls and sharing information
- Maintains SU Troop rosters (in conjunction with the SU Registrar)
- Works with the SU Recruiter & SU School/Organization Liaisons to support all recruitment efforts/needs and girl placement
- Keeps the SU Manager informed on all new troops formed, girls in need of placement and new leaders
- Keeps the SU Mentor(s) informed on new leaders needing support both, training and mentoring
Create a team!

- Talk to your Service Unit and ask them to get involved.
- Invite all volunteers in your Service Unit to help you strengthen Girl Scouts through recruiting.
- Think about finding volunteers at each school within your Service Unit to become a point person for recruitment and help you with your efforts. This could be a current leader within that school or some other volunteer.
- If there are no Girl Scout troops in a school, ask school administration to connect you with some key volunteers. These volunteers may be able to connect you with your future troop leaders!
Summary of Troop Organizer Duties

- Help Recruit Troop Volunteers (Troop Leaders, Troop Cookie Managers, Troop Volunteers)
- Forms new troops
- Places girls in troops (new & transferring)
- Submits all information to the GSNETX MPS (interest lists, new troops, transfers, etc.)
- Supports and attends recruitment efforts of the SU and GSNETX
- Promotes and educates new volunteers about training, leaders meetings, VTK, etc.
- Understands and promotes the Online Registration System
- Promotes Girl Scouting in a positive manner throughout the community
Year at a Glance

*Someone wise once said*

“Plan your work. Work your plan.”

**What does the role of the SU Troop Organizer look like year-round?**

**In the fall…**

<table>
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<tr>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
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<tbody>
<tr>
<td>Work with MPS to update SU Troop Roster, meet with SU recruiter to provide support for recruitment efforts.</td>
<td>Begin recruiting new leaders and forming new troops to place all interested girls. Start receiving biweekly reports from MPS.</td>
<td>New Troop formation and recruiting of new leaders. Check in with new troops to make sure they have attended training and have started to meet.</td>
<td>New Troop formation and recruiting of new leaders. Check in with new troops to make sure they have attended training and have started to meet.</td>
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**In the winter…**

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<tr>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
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<tr>
<td>Check in with new troops to make sure they have attended training and have started meeting. Take the winter break off and enjoy time with your family</td>
<td>New Troop formation and recruiting of new leaders. Check in with new troops to make sure they have attended training and have met.</td>
<td>Place new girls and form new troops as needed.</td>
<td>Ensure all girls who have joined are placed into troops.</td>
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**During the spring / summer…**

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<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
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<tr>
<td>Begin planning with your SU team for next year. Celebrate volunteers. Start checking on troops that might need new leadership in the fall.</td>
<td>Check in with Your MPS and wrap up the year. Let us know that you will return for another year!</td>
<td>Plan for next Year; SU Action Plan</td>
<td>Vacation! Enjoy a break from all your volunteer efforts!</td>
</tr>
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1. **Know the Volunteer Toolkit (VTK) – know how it works, where to find it, and what a leader can do with it.**

   1. **What is it?** It’s a Virtual troop management tool that can:
      - Email troop parents
      - Create a yearly calendar for meetings (even has some prepopulated dates such as JGL’s birthday)
      - Has step by step instructions for badges for D, B, and Jr troops
      - Has step by step instructions for Journeys for D, B, and Jr troops
      - Has a calendar for older girl troops
      - The Troop Roster with contact information is here
      - Used to submit end of year financials
      - Contains links to videos for songs, etc.

   2. **Where is it located?** In everyone’s **MyGS** account

   3. **It’s a great tool for recruiting Leaders**
      - Cuts down on planning time – spend more volunteer hours directly with the girls
      - Helps explain Girl Scout traditions, etc. that people new to Girl Scouts don’t already understand
      - Can be done from your smartphone, notebook or tablet

2. **Understand how to direct people to use the Opportunity Catalog – the online registration process.**

   - Register directly into a particular troop or... into a **temporary** troop waiting for placement
   - Pay by credit card; speeds up membership registration process; Immediate
   - Email confirmation and receipt
   - Fast, convenient
   - Leaders can add new girls online directly through their troop tab in MyGS
   - Prevents loss of membership forms/money
   - More later in this workbook
Understand the new leader learning path – data shows that the further they go on this pathway, the more likely they are to Early Bird renew in the spring.

Watch the 2 Required Start Up Videos:

a) GSUSA Welcome Video - found inside of MYGS when logging in for the first time (3 min.)

b) GSNETX Orientation - found on the New Leader Resources page of the GSNETX website. (22 min.)

c) Self-directed reading of Volunteer Essentials and other downloadable resources is expected.

Attend a TR 100: Girl Scouts to a T Party (GS2aT) – a warm and friendly welcome for brand new leaders so that they may be pinned and invested into Girl Scouts.

- Hosted both at Service Centers and in various community locations by council level Learning Facilitators and Service Unit Mentors.
- 90 minutes start to finish. We serve the green punch and Girl Scout Cookies! We hold an investiture ceremony and pin them upside down.
- We gift them with a green canvas tote bag and a copy of GPS. We give them more printed resources to fill their bags, and then connect them to a short term virtual community for new leaders only called “Training Wheels” - - where they can find even more downloadable new leader resources and ask questions as they have them of the moderating mentors anytime.

Attend a TR101: Daisy or Brownie Meeting 101 -

We role model what a troop meeting looks, sounds, and feels like while holding an actual meeting with our attendees’ daughters. 2 hours start to finish.

- New Troop Leaders build confidence in their ability to manage the behavior of other peoples’ children and run successful meetings by witnessing a meeting structure woven by tried, tested, and true behavior management techniques.
- They also bring home a reference guide of best practices.
- Their daughter earns a patch for the back of her vest, too!
Responses for Winning Over Reluctant Volunteers

They might say: “I don’t know anything about Girl Scouts.”  You could say:

- We have resources that do a great job of teaching the basic Girl Scout values and processes, and amazing volunteers who have fun supporting one another.
- There is no wrong way or right way. Each troop is different. Each troop is different. The important thing is making sure the girls have fun!

They might say: “I don’t have time.”  You could say:

- That’s why you’ll have a whole team of parents to work with. Girl Scouting is all about sharing responsibility and leadership, not doing it all on your own.
- The good thing about being a leader is that you get to decide when Girl Scouts works best for you. You set the day of the week and the time.
- Remember Girl Scouts is a girl-led organization, so the girls will give you lots of ideas as well.

They might say: “I work full time.”  You could say:

- Most of our troop volunteers work too.
- Meetings don’t have to be after school. They can be in the evenings or even on weekends.
- The awesome thing about being a leader is having the flexibility to set the time, location, and frequency of meetings to fit your family’s schedule. A large portion of troops meet in the evening, on weekends, weekly, bi-weekly, or monthly.

They might say: “I’ll think about it.”  You could say:

- Talk to your daughter’s friends’ moms, your co-workers, neighbors, women at church, etc. see if any of them would like to be your co-leader.

They might say: “I’m just not creative.”  You could say:

- You don’t have to be! We provide training to get your started.
- The grade appropriate curriculum, leader guides, and journey books will help you plan your meetings.
- You will serve as a facilitator during the meetings, we want the girls to be able to decide what they want to do.

They might say: “I can help, but I can’t be the leader.”  You could say:

- I’m sure there are many ways the troop could use your help. Planning meetings, helping with crafts, driving, and maybe even assisting with writing the troop newsletter.
o Would you consider being a co-leader? Maybe you and one or two other moms could divide up the jobs so it’s not so much for one person. One could handle the paperwork, one could plan the meetings, and one could handle the cookie sale. What do you think?

o Great. Please complete the volunteer application and we’ll work with you to determine in what capacity you can assist the troop.

They might say: “I don’t know if I can do it.” You could say:

o When we say that Girl Scouting builds girls of courage, confidence, and character, it isn’t just girls who grow. Overcoming your moment of uncertainty with courage and developing your confidence is EXACTLY the kind of character I’d want the girls to see modeled.

o Girl Scouts is a leadership development and mentoring program. Girls and adults learn and grow together.

o This is actually a great way to add to your skill set. We have great trainings and certifications available. We make sure you have the tools and resources you’ll need at every step of the way.

o Our curriculum is really user friendly. You have online step-by-step instructions at your fingertips.

They might say: “But I don’t have a daughter.” You could say:

o Which means this could be a wonderful opportunity for you to be a wonderful example to girls out there who might not have the best role models in their lives. We have girls in your area who have just been waiting for someone to step up and be their leader.

o Women say that their Girl Scout leader was the one person in their life they could count on, and that Girl Scouting saved their lives. You could be that point of stability in the midst of all the challenges of growing up in this society.

They might say: “I’m a guy. How can I be a Girl Scout Leader?” You could say:

o You would work with a female volunteer to model great respect and values for your girls. We have lots of dads who have discovered how amazing it is to be a Girl Scout leader. It is a wonderful way to connect with their daughters and make sure that those girls have excellent male role models in their lives.

o You may have some great skills you could share with girls. What do you enjoy doing? Outdoor activities? Financial management? Construction skills? Auto mechanics? Wouldn’t you want your daughter to learn those skills, too?

They might say: “I was a volunteer for my girls’ troop, and they are all grown.” You could say:

o That is awesome! You already have a foundation with Girl Scouts. While some things have changed, founding principles remain the same.

o You would be an amazing co-leader to a new leader just starting out. Your previous experience as a volunteer would be invaluable.
4 Questions important to start with:

- What part of this role are you most excited about?
- What ideas do you already have getting more families involved in your school/organization?
- What natural strength do you bring to the table as a troop organizer?
- What knowledge or skill do you need to gain or further develop in order to be even stronger at this role?
Why Should I know & Use This Information?

Here’s what’s in it for you:

Online membership registration is the absolute best way for a parent to connect his/her daughter to Girl Scouts. As the SU Troop Organizer you need to know everything there is to know about the catalog and be the SU volunteer who promotes it and utilizes it for your service unit and for the growth of Girl Scouting in your community.
The Opportunity Catalog

The “Catalog,” in a nutshell, is Girl Scouts’ new way for new members to join a troop and pay for annual membership dues.

*It is really important that you, as Troop Organizer are an expert on the Opportunity or Troop Catalog and that you promote online registration.

- Streamline the payment process, let GSNETX worry about the money.
- Volunteers who register online are able to move through the BGC stage more quickly helping them get their troop off the ground earlier.
- Most efficient way to work in partnership with your MPS.
- No lost registration paperwork or payments to track down!
- Parents are able to keep their information private.

Parents of potential new members are able to go onto our website and choose their troop from the menu. How do they find a troop? Upon entering our JOIN site, they will be asked to give us general information about their daughter. (girl name, parent name(s), address, school, grade, phone number, email) The next page will ask them to type in the troop number (if they know a specific troop) or to do a search by their home zip code. Then the catalog will show them troops within a 5 mile radius up to a 25 mile radius to their zip code. But, it will only show troops that have CHOSEN to appear in the catalog.

For each service unit, GSNETX will have three troops listed in the catalog: a Daisy Troop, A Brownie Troop and a Junior Troop. These are what we are going to call our new girl Temp Troops.

Parents searching for a troop for a daughter in Kindergarten or First Grade would choose the Daisy troop option, 2nd and 3rd graders would choose the Brownie troop, 4th and 5th graders would choose the Junior troop.

The troops will be listed as Daisy Troop (SU #), Brownie Troop (SU #), & Junior Troop (SU#)

**The Temp Troop** will look like any other troop but the description for these troops will look like:

Choose this temporary troop option to join other Kindergarten and First grade girls who attend the following schools or live in the area around these schools: ________________ in _____ ISD. Troops will be meeting after adults volunteer are identified. If you are interested in leading a troop, contact.....

The JOIN site has a shopping cart feature that allows new households to register multiple family members then pay in a single transaction by either credit card. Girls/Volunteers who need Financial Assistance need to register with a paper form that is turned in to your SU registrar and from there to the GSNETX Recruiter. This form can be accessed from our website in the forms section.

New Leaders will be given their permanent troop numbers by the Membership Placement Specialist within 3 days of volunteering to lead a troop. The new leaders will be directed to register directly into their new troop. All of the volunteer positions for new, potential troops will be displayed in the catalog; troops will not be unless the leaders choose to do so.
Once leaders receive a troop number assignment, they can choose to have the parents sign up through the catalog or they, as leaders, can add their new girls through their MY GS Portal.

**Temporary Troops**

**Temporary “Leadership” for the Temp Troop**

In order to ensure the best possible experience for our new Girl Scout families, our goal is to get them connected with their service unit and a volunteer who is available for questions. The volunteers listed as leaders in the temp troops will receive an email alert about each girls that joins one of the three troops and your contact information will be included in the automated email from our membership system. This helps the service unit know that each new girl has registered and connects the family immediately with volunteers in their area. As individual troops are formed with parent volunteers, the girls in the temp troops will be transferred into their permanent Daisy, Brownie, or Junior troops.

**We are highly suggesting that the volunteers for these temp troops are one of the following: SU Troop Organizer, SU School Liaisons, SU Recruiter, or SU Registrar.**

The temp troops will be listed on all roster/membership reports that are sent to service units.
Paper Registrations

If you choose to use paper registrations, we will still have them but, remember, they do slow down your placement process.

- Make sure you have the most current Adult Registration Forms (They have space for birthday and a Volunteer Role section). Recycle any old forms.

- If a parent chooses to use a paper form and pay by credit, they need to complete the additional payment information sheet and not write their credit card information on the membership form. An example of the payment information sheet can be found in the appendix.

- The parent or leader should keep the bottom copy of the membership form as a receipt of payment.

- The SU registrar should be given the second copy of the registration.

- The top or white copy will be sent into GSNETX with one week of the recruitment event. The yellow and pink copies should go to the leader or parent and the registrar.

- Any forms that are filled out but are missing payment will be input into the online system and the automated emails will invite the parent to complete payment.

- Paper registration forms should be turned into the SU registrar to be then turned into the GSNETX Recruiter. You can make arrangements to do this with your MPS.

Financial Assistance

Financial assistance requests should be accompanied by a paper membership and the form at this link:

https://www.surveymonkey.com/r/GSNETXfa?sm=F3whkASC31qUzNYG%2frDAw70PZ8PsaVe%2fLGsMe3T8%3d

**Girls** – membership is automatic for 100% of the annual fee. Financial assistance is also available for uniforms and activities.

**Adults** – membership is available for Volunteers for 50% of the annual fee. Assistance is available for troop leaders, troop volunteers and troop cookie managers.
4 Important Questions:

How can utilizing the catalog make your job easier?

Will you be able to promote and explain how the opportunity catalog works to team members and volunteers?

What other tools do you need to be able to use the catalog?

What other questions do you have about the opportunity catalog?
Why Should I know & Use This Information?

Here’s what’s in it for you:

After the recruitment event(s) happen is when your work really gets going! Knowing the correct path to take will help get volunteers and troops organized faster and get the girls in your area involved immediately. The way to grow our membership is by creating/forming new troops with great volunteers who grow with the girls in their troops.
Troop Formation

Make sure to create a plan before the recruitment events with the SU Recruiter and that she knows what troops are open and how to utilize the temporary troop system.

The recruitment events have been held and you are now going to be given all the interest sheets, sign-up cards, membership registrations, etc.

Now your fun begins! Organization is a must!

Make sure you have all the information you need to form your troops. A great tool for forming troops is an Excel spreadsheet. You will need the following information for each girl:

**Girl name**

**Grade**

**School she attends**

**Parent name**

**Phone number**

**Email address**

Did the girl register at the event? If yes, how did she register and pay? (online, paper, F/A, cash, check, credit)

Is the parent interested in becoming a leader? A TCM? A Troop Volunteer?

Once you have all your information organized you can sort the girls by grade and school as you see fit.

Your main goal for forming troops within one grade is to balance your troops so that they are diverse and roughly equal in size. You will also want to group girls together by geography.

Always look for parents who volunteered to lead troops at the event or even before. (Leader First) Contact those parents first and go over what is involved in leadership. You will want to make sure they have received a new leader packet.

Make sure to discuss troop size and ask if they have a friend who would like to co-lead with them.

When discussing troop size, make sure to emphasize that most of our troops have 12 to 15 girls. You don’t want to promote the idea of 5-6 girls per troop, and you want to promote the idea of a troop being open to adding more girls throughout the year. Of course, you do want to listen to the new leaders’ preferences on troop size.
Forming the Troops

- To form a troop – a minimum of 2 volunteers and 5 girls are needed. You want to promote that the average troop size is 12 to 15 girls. A troop may start with only 3-4 girls but must be actively seeking additional members. There is no maximum number of girls allowed, it is at the discretion of the volunteers.

- The ideal troop has 2 leaders and girls who attend the same school/church and are in the same grade.

- First, organize the group of girls you are trying to place by school and grade.

- Next, if there are no volunteers, contact each family and explain the need and role of leaders, TCMs, and Troop Volunteers.

- If 2 parents (not related or married) volunteer, send the list of girls who will fill the troop to the leaders and to your MPS.

- Your MPS will send the leaders the onboarding materials. Follow up with your MPS to make sure they are registered and complete the BGC and watch the welcome videos (2).

- Next, contact all the parents and introduce them to the leaders.

- If no leaders are found, contact the MPS/SU Recruiter and see if they have leaders for that area.

- Continuing requesting parents to step up and volunteer.

- Next, check to see if a troop can be created with 2 grades of girls and parents in the same PGL (ex. K & 1st, 2nd & 3rd)

- If that doesn’t work check to see if you have a group of girls in the same grade at different schools in the Service Unit.

- During this time, make sure to work with your GSNETX partners, SU troop organizer, recruiter, school liaisons, register, and manager.

- Contact parents to hold troop formation meeting. Asking parents in person sometimes help get the commitments you need for leadership.

- If there is a large group in an area without any leader options, contact the GSNETX/SU Recruiter to see about more recruitments in the area.

- Continue this process until all girls are placed into troops or as Juliette Girl Scouts.

- Juliette is a good option for middle school and high school girls with busy schedules. It is a last resort for younger girls with membership.

- Secure membership payment for each girl placed and adults as needed.
After the Event Data Form

You will need to create a process for who will send the results of the event to GSNETX. This will be done by submitting all the information into the After the Event Data Form on the GSNETX website. This needs to be completed as soon as possible after an event.

After the Event Data Entry Fields:

SU Number
Your Name
Email
Date of this event
Event Title

What kind of event did you gather these leads?

☐ SU organized recruitment event
☐ School organized back to school/open hours
☐ Other

How many girls attended/completed sign-in sheet?

How many girls did you place at the event?

How many troops did you form at the event?

Have you contacted the families?

What communications have you had with these families?

Please list the leaders’ names and email

Upload Sign-in sheet/List of Attendees:

Information to include: Parent name, girl name, phone, email, school, grade

This information will go to the Membership Specialist who will work with you to form troops, assign troop numbers, and place girls into correct troops. By utilizing this system we hope to close any gaps of missing information on girls and new leaders between the SU and GSNETX. This will also allow us to track the results of individual recruitment efforts.
How to Request a Troop Number

Troop Numbers will be assigned by the MPS once at least one leader has been identified. Troop numbers can be requested by completing the Request a Troop Number form on the GSNETX website at gsnetx.org. go to Volunteers→SU Volunteers→Recruitment→Troop Organizer. You will need to fill out the information that you have at the time.

Date
Service Unit
New Leader 1 Name
New Leader 1 Email
New Leader 1 Phone
New Leader 2 Name
New Leader 2 Email
New Leader 2 Phone
Troop Cookie Manager
Troop Cookie Manager Email
Troop Volunteer 1 Name
Troop Volunteer 1 Email
Grade Level(s) of troop
School(s) girls attend
Number of girls Assigned to the troop
Number of girls Desired for the troop
Does the troop want to be displayed in the Online Troop Catalog?

Links to access these forms:

After the Event Reporting: www.gsnetx.org/afterevent
Request Troop Number: www.gsnetx.org/requesttroopnumber
4 Important Questions:

- Do you know where to find the interactive forms for troop formation?
- How will you work with my MPS at GSNETX to make this a smooth process?
- Do you know what information you need to capture from parents at a recruitment event?
- Do you have a complete understanding of how to use these tools?
Why Should I know & Use This Information?

Here’s what’s in it for you:

At your fingertips and email are where you will find the tools to success!
We have updated our website to be more user friendly for our Recruitment volunteers. You will now find resources and forms you will need in the Service Unit Tab. Go to www.gsnetx.org and check out what is there for you to use.

**VOLUNTEERS → SU VOLUNTEERS → RECRUITMENT**

**Recruitment -**

- SU Recruiter Volunteer Position Description
- Training Participant Guide
- Flyer Request/Share Your Recruitment Event
- Recruitment Materials

**SU Troop Organizer Volunteer Position Description -**

- Training Participant Guide
- After the Event Data Entry
- Request a Troop Number
- The Troop Catalog

**SU School Liaison / Organization Volunteer Position Description -**

- Training Participant Guide

**VOLUNTEER → WAYS TO VOLUNTEER → New Troop Leader**

- How to Start a Troop
- What is the Troop Catalog
- Add My Troop to the Catalog
- New Leader Welcome Packet
Troop Organizers will receive reports regularly from the MPS. This will begin August 19th.

Troop Details Report – This report is a Service Unit Troop Roster report. It will contain the following information:

- Each troop in the Service Unit
- PGL listed in our system
- Grades listed for the troop
- Troop Meeting information
- How many girls and adults are in each troop
- And, more.

The information on this report will only be as accurate as the information we have updated from the troop leaders. Each August, the MPS team contacts all troop leaders to update the information so that we have accurate information on our members.

As the Troop Organizer, you may choose to work closely with your MPS to help contact leaders and update information. This way you aren’t both duplicating work. This is a great tool to help with troop placement and knowing which troops have room for new girls!

The New Girl Report and the New Leader Report will be sent bi-weekly. These reports will show current newly registered members. The New Leader Report will reflect what stage of onboarding process a new leader is in on that date. These stages might be membership (payment pending, financial assistance, CBC, Welcome, or Active). Troop Organizers will begin receiving these reports mid-August.

The New Leader Report will give you information on where a new leader is in his/her onboarding process. Below are the stages they might be in.

- **Membership or Payment Pending** – has not completed the financial payment of $15 for annual membership.
- **Financial Assistance** – Request for Financial Assistance has not been completed.
- **CBC** – Background check has not been completed and approved.
- **Welcome** – GSUSA Welcome Video has not been viewed and knowledge check questions have not been completed.
- **Active** – This volunteer is current and ready to lead.
Email Templates

Below are sample email templates for you to use when contacting parents. These are the same templates your MPS will be using when contacting parents. You are invited to use these templates so that no matter who is contacting a parent, it is coming with the same message. You may also customize these to fit your needs.

Example 1

Parents,

We have completed our recruitment nights and are ready to get these awesome first grade girls started in a Girl Scout Troop! I have ______ grade girls who need 2 volunteers to lead their troop.

At the recruitments we spoke about the need for parents to lead the troops and now is the time for you to think about the experiences your daughter will have in her Girl Scout troop and decide that you will accept the “challenge” of having a great time with the girls. Leaders get to go on all the fun activities with the girls, decide when, where and how often the troop meets, guide the troop in their choices and decisions, get to know the kids friends and watch as these girls become of the leaders of tomorrow!

I have attached some information about support for our new leaders.

Who will take on this great experience and get this troop up and running? I am looking for at least two adults! But, everyone can take a turn helping out!

I look forward to hearing from you!

Example 2

Good Evening Parents,
I still have ___ girls in need of a Girl Scout troop and all that is stopping these sweet, smart ___ graders are volunteer leaders!

We can make one nice, fun troop of girls who get to explore the outdoors, STEM activities, get involved in their community and learn all kinds of new things and make lots of new friends!

Who doesn’t want that for their daughter? All I need is 2 parents to step up and volunteer! Like I told you all at the recruitment nights, we have simple, quick training, we have our Volunteer Toolkit which helps you plan and gives you step by step instructions on earning badges.

Please, please, please take a moment and think about how you can help make this happen for your daughter! I am happy to meet with you and answer any questions you may have. But, if you think it’s up to someone else to volunteer and everyone thinks that, then what will these girls do? Don’t let these girls miss out on all the adventure waiting for them and for you! Take it from an experience Girl Scout leader of 2 troops, it is so much fun to do this with your daughter, getting to know all the girls and experiencing all the fun with them!

I look forward to hearing from each of you that you will step up and make this happen for these girls!

Example 3

Welcome to Girl Scouts, ____________!

We are so excited to help you get started with your Girl Scout journey! I am ____________ and I am here to help you with anything you might need as you get your troop up and running.

Your troop number will be ____ and your service unit is ____.

There are a few questions I have for you to help me get your troop set up correctly.
1. How many girls would you like to limit your troop to, our average troop has 15 members but the total is your choice.

2. I also need to know what grades you would like to work with. We have girls from Kindergarten to 12th grade in Girl Scouts.

3. Are you going to lead a troop from your school only or will your troop take girls from other schools?

4. Do you know other parents/friends who would like to join you in leadership for the troop? If so, we will need their names and contact information so that we can get them set up, too.

5. And, one last, would you like everyone to be able to register for membership directly into your troop?

- You can follow this link and get registered online today: https://girlscouts.secure.force.com/
  - Once you have completed your information page, you will be prompted to put in your troop number
  - You will enter 0____ and then look for Troop Leader
  - If you have any issues with this please feel free to contact me at _____________ and I can help you over the phone.

- Once you have completed your membership, you will receive an email from theadvocates@verifiedvolunteers which is a link to complete our background check.
  - Depending on your email provider, this may go straight to your spam folder, please be sure to check there if you do not see it in your inbox within 30 minutes of completing your payment.
  - You will need to do this before you can move forward and complete our 2 quick-start videos which are our required trainings.
  - Once you have completed the background check you will receive an email or phone call from your Volunteer Coordinator, _____________ who will help you navigate the world of Girl Scouting and give you some information on how to connect with the volunteers in your area (service unit ___).

- We also offer some enrichment opportunities for new leaders that I would recommend such as GS 2aT and a 101 class based on the grade levels of the girls you will be working with in the troop.

- I have attached our New Leader Passport for you to look over and it may help with any questions you might have.

I am here to help you throughout the registration process and am happy to assist in any way possible. Please feel free to reach out to me with any questions you may have.

**Example 4**

Below are the steps you will need to take to get started as a new leader!
1. Become a **Registered Girl Scout Leader**. Your troop is ####. (To find your role just put the troop number in the search field and click search, if you do not see it widen your search radius)
2. Complete background check (if you do not get it within 24 hour of completing registration please check Spam them contact us if it is not there).
3. Log onto your MyGS account, view the videos and answer the knowledge check.
4. View the online **Volunteer Toolkit** video’s to help you easily plan out your year and stay organized.

Once you have completed the above you would:

1. Plan your troop calendar for the year
2. Find out when your Service Unit Leader Meetings will be held
3. Plan and hold your parent meeting
4. Plan and hold your first troop meeting

I’ve attached information on additional training that I’m sure you will find both informative and fun. I recommend signing up for one of the Girl Scouts to a T new leader trainings when you have time. If you [click here](#) you will see more training options you can take advantage of (scroll to the bottom of the page for new leader).

After you have completed your background check you will be contacted by your Retention Coordinator, ______________. She will be the person you can go to if you have questions or need assistance once your troop gets started. Your Recruitment Coordinator, ______________ will also be in touch the closer the time comes for school to start so she can assist you with recruiting more girls to your troop if you need it.

**Example 5 - Summer**

At this time of the year several troops are starting to wind down for the summer, however I will be happy to check in your area to see if there will be any meeting over the summer. In order to find a troop near you I will need to get your daughter’s name, school, grade and your zip code.

If we do not currently have any troops available in your area, you can still join Girl Scouts and send your daughter to Camp this summer then join us in the Fall when most of our new troops are formed and some of our existing troops are adding new girls.
Another option you might like to consider is starting a troop yourself! As a troop leader you get to decide the date/time/place of the troop meetings, how often your meet (once a week, every other week, or once a month) and with help from the girls, what type of activities you will do. Becoming a leader is easy and we give you the tools and resources you will need to run your troop and make it a great experience for the girls, the parents and yourself.

If this is something you would like to consider please let me know and I will be happy to help you get started.

Please let me know if you have any questions, I await the additional information.

**Example 6 - What is involved with being a leader?**

As a leader you plan the activities the girls do and the patches the girls earn with the input of the girls. I would send you the information you need to get registered and complete the training. For training you can do as much or as little as you like, we require you watch an online welcome and orientation video, then you can sign up for additional trainings we have in person and through webinars.

Our leaders also get access to our online [Volunteer Toolkit](#). This is to help you stay organized, plan your meetings and keep track of your calendar and girl information. The toolkit also has information to assist you with what you need to do at a meeting. For example, if you want to have the girls earn a certain patch, you can drop it in your toolkit planner and you will be given all the information you need to complete the patch, from a list of supplies to what to say. With the online toolkit, if you can read you can lead! 😊

It’s ok if you don’t have any girls to start a troop with. Once you are registered the Recruitment Coordinator for your area will be happy to help you do a recruitment to get girls into your troop. And your Volunteer Coordinator will always be there for you if you need help or have questions. You would also have the Service Unit Team (a group of Volunteers) for your area who would be happy to mentor you if you need it and who also plan several of the local activities the girls can attend like a Service Unit Campout.
Also, as you get girls to join your troop you get parents to join your troop. Successful troops have parents that help, when you let parents know you will need help, most of them will be happy to give whatever assistance you need so their daughters can have a good experience.

I was once a leader so I know how rewarding it can be on a personal level and how much fun it is too.

If this is something you would like to do just let me know and I will get you started. Please let me know if you have any questions.

Thank you for inquiring about being a leader.
Why Should I know & Use This Information?

Here’s what’s in it for you:

In the appendix you will find printable materials for your use at recruitment events to help you, an example of what new leaders will receive to help them be successful, and screenshots of examples in the online catalog to help you be “in the know.”

- Recruitment cards for registration
- Credit card payment sheet
- Hot Topics One-Sheet
- Why Be a Leader One-Sheet
- Catalog screenshots
- New Leader Packet (handout)
Start her adventure today?

How to join

☐ Visit our website at www.gsnetx.org and choose Join.

☐ Enter this Temporary Troop Number in the box ______

☐ Complete the membership process by paying $15 in national dues.

☐ Follow-up emails will guide you through the process if you get stuck.

☐ Once we have parent volunteers to lead your daughter’s troop, your Membership Placement Specialist will contact you with your new Permanent Troop Number.

Your Membership Placement Specialist is:

(Name)

(Email)

(Phone)

Your Recruiter is:

(Name)

(Email)

(Phone)

This is your daughter’s temporary troop. This troop identifies your daughter as needing a ___________ troop in service unit area _____.

Your final, permanent troop number will be assigned by us once we have volunteer leaders in place.
Payment for Online Registration

Name: ☐ Girl ☐ Adult __________________________ Troop# __________

Transaction / Auto Giving # __________________________________________

Name: ☐ Girl ☐ Adult __________________________ Troop# __________

Transaction / Auto Giving # __________________________________________

Name: ☐ Girl ☐ Adult __________________________ Troop# __________

Transaction / Auto Giving # __________________________________________

Cash/ Check

☐ Cash $__________ ☐ Check $__________ Check number __________

REQUIRED INFORMATION: If all the below information is not complete you will be given the form back to collect all information. We cannot process Credit Cards any more without Zip Code and CVV#.

Credit Card

Name of Card Holder: ____________________________________________________________

Type of Card: ☐ Visa ☐ MasterCard ☐ Discover ☐ Am. Express

Credit Card number _____________________________________________________________

Billing Address of the card holder _________________________________________________

City___________________________ Zip __________________

Expiration Date __________________________

CVV number (Three numbers on back of the card) ____________

Total amount to charge card: $____________________

Card Holder Signature ____________________________________________________________

Staff Member completing form:
Hot Topics

Planned Parenthood & Abortion:
Our membership is a cross-section of America with regard to opinions on religious and social issues and practices. As you know, we believe these matters are best decided by girls and their families. Our official position on health and sex education is that in some areas of the country, Girl Scout troops or groups may choose to hold discussions about human sexuality and may choose to collaborate with a local organization that specializes in these areas. The topic is discussed from a factual, informative point of view and does not include advocacy or promotion of any social or religious perspective. Participation in these discussions is optional, and each girl who participates must provide written consent from her parent or guardian. Girl Scouts of Northeast Texas does not partner and does not plan to partner with Planned Parenthood.

Transgender:
Girl Scouts of the USA and its local councils and troops value diversity and inclusiveness and do not discriminate or recruit on the basis of race, religion, ethnicity, sexual orientation, socioeconomic status, national origin, or physical or developmental disability. Placement of transgender youth is handled on a case-by-case basis, with the welfare and best interests of the child and the members of the troop/group in question a top priority. That said, if the child is recognized by the family and school/community as a girl and lives culturally as a girl, then Girl Scouts is an organization that can serve her in a setting that is both emotionally and physically safe. This issue has not occurred in Girl Scouts of Northeast Texas (GSENTEX) and it will be handled on a case-by-case basis. GSENTEX will work directly with the leadership team and board to determine what the council’s outcome may be. These situations are rare and considered individually with the best interests of all families in mind. With respect to volunteers, Girl Scouts welcomes both male and female adults volunteers and has developed appropriate safeguards regarding roles and responsibilities to ensure that girls receive the proper supervision and support.

Homosexuality:
Girl Scouts is an ALL inclusive organization and we don’t discriminate based on religion, race, sexuality, and socioeconomics.
90% of parents say their girls are more confident because of Girl Scouts

95% of volunteers say they make girls’ life better at Girl Scouts and this makes them happy

90% of girls have new experiences at Girl Scouts

What Will She Discover?

**STEM:** She’ll experience exciting, hands-on programming that will spark her interests in the sciences.

**Outdoor Leadership:** She’ll develop an appreciation for the outdoors when she spends time at any of our 5 campgrounds.

**Financial Literacy:** The Girl Scout Cookie program is sweet program that will teach her about budgeting, money management and planning for the future.

**Healthy Living:** She’ll learn about the importance of caring for herself and building healthy relationships with others.

12,500 volunteers are changing the lives of 27,000 Girl Scouts in northeast Texas. That’s 12,500 people building girls of courage, confidence and character each day!
Screen Shot of a Temporary Troop:
Screen Shot of MY GS Member Profile – Troop Tab

View/Edit Troop Information and Add a New Member to Troop

| Current Meeting Location Name (as shown on the opportunity catalog) | TBD |
| Meeting Day(s) | TBD |
| Meeting Frequency | Weekly |
| Meeting Start Time | 1:00 PM |
| Meeting End Time | 2:00 PM |
| Program Grade Level | 6-Ambassador |
| Desired total number of girls. (Your council may have standards on troop size.) | 12 |

If you would like to change the current meeting location please enter the information below.

Please note that address changes are reviewed by your local council prior to being updated and only 'Meeting Location Name' is shown publicly.

| Meeting Location Name | TBD |
| Street 1 | |
| Street 2 | |
| City | |
| State | |
| Zip Code | |

CANCEL SAVE

ADD A NEW MEMBER TO TROOP

Select: Adult • GO

Privacy Policy Terms and Conditions