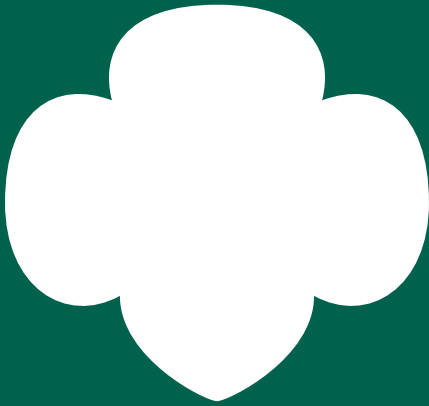




The New Leader Guide

Welcome to Girl Scouts!



girl scouts 
of northeast texas

Table of Contents

Welcome to Girl Scouts.....	3	Adult Volunteer Requirements.....	21
Support Contacts.....	3	Volunteer-to-Youth Ratios	21
Structure of the Girl Scout Organization.....	4	First Aid Requirements	22
Council Information & Locations.....	4	Safety Activity Checkpoints	23
Council Properties	6	Permission Forms	24
Resource Toolkit.....	6	Troop Chaperones & Trip Folders	25
Online Troop Leadership Resources.....	7	Parent/Caregiver Meetings.....	26
Emergency Information.....	8	Importance of Family Meetings.....	26
Troop Structures	8	Family Meeting Agenda	27
Troop Leadership Roles	10	Troop Meetings.....	28
The Girl Scout Program.....	10	Meeting Structure.....	28
Our Mission	11	Kaper Charts	29
The Girl Scout Promise and Law.....	11	Planning a Troop Year	30
Tips for Planning a Well-Rounded Year	11	Planning with the VTK.....	31
Girl Scout Leadership Experience	12	Troop Finances	32
Program Levels & Bridging.....	13	Funding the Fun.....	32
Your Role in Troop Leadership	14	Troop Dues	33
New Leader Checklist	14	Entrepreneurship Programs	33
Know the Volunteer Policy	15	Girl Scout Traditions.....	34
New Leader Training.....	15	Uniforms	36
Managing Behavior and Troop Conflict	16	Girl Scout Songs.....	38
When Sensitive Topics Come Up.....	17	Glossary of Girl Scout Terms.....	40
Troop Logistics.....	18	Forms	44
Troop Rosters.....	18	Annual Permission Form	45
Troop Communication	19	Girl Health History Form.....	47
Securing a Meeting Place.....	20	Adult Health History Form.....	49
Girl Scout Safety	21	Event Permission Form.....	50

Welcome to Girl Scouts!

Hello and Welcome,

Thank you for stepping up to lead a Girl Scout troop. Your decision to become a troop leader means so much to us and to the youth and families you'll support.

Girl Scouts wouldn't be possible without dedicated volunteers like you. You help Girl Scouts discover who they are, build friendships, and gain skills and confidence that last a lifetime. Our research shows that girls need adult mentors now more than ever and by giving of your time, you are changing the way that girls see themselves and the world around them.

Every troop is unique and we all share a spirit of belonging and sisterhood, which is made possible by leaders like you.

This guide will help you get started on your Troop Leadership journey. We'll be here with tools, training, and support along the way.

We're so glad you're part of our Girl Scout community. Thank you for creating meaningful experiences and lifelong memories for Girl Scouts.



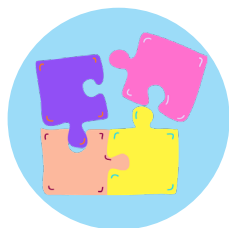
Jennifer K. Bartkowski
CEO

Support Contacts



**Scan for a list of Service Units
and Area Support Teams**

Service Unit: Service units (SU) are the primary resource for the troop leadership team in need of assistance. These are seasoned local volunteers dedicated to supporting troops and their leaders within the community. Building strong relationships with these members is highly recommended. One of the best ways to cultivate these connections is by attending service unit leader meetings.



SU#:

Local SU Volunteer Contact Information:

Name: _____ Role: _____

Phone: _____ Email: _____

Customer Care: 972-349-2400 | customer care@gsnetx.org

For anything your service unit can't assist with, our amazing staff is here to help! And if they don't have the answer, they'll connect you to the right person.



Council Volunteer Support Coordinator:

Name: _____ Role: _____

Phone: _____ Email: _____

Structure of the Girl Scout Organization

Organizational Structure

Girl Scouts operates through a partnership of national leadership, local councils, service units, and dedicated volunteers, all working together to support girls in building courage, confidence, and character. See below for definitions of each key component.

- **Girl Scouts:** the heart of our organization lies within every youth member, their dreams, and their potential!
- **Troops:** these are groups of Girl Scouts supervised by adult volunteers, engaging in the Girl Scout Leadership Experience (GSLE).
- **Service Units:** a network of volunteers and Girl Scouts within a specific geographic area, typically defined by a cluster of zip codes. Service units provide vital support and information to ensure that every Girl Scout volunteer feels confident in their role.
- **Council:** 597 Girl Scouts of Northeast Texas. Our regional council serves over 25,000 members, supported across 32 counties.
- **GSUSA:** the national organization that has been supporting over 100 councils across the United States for more than a century, with its headquarters located in New York, NY.
- **WAGGGS:** The World Association of Girl Guides and Girl Scouts is a global association supporting the female-oriented and female-only Girl Guiding and Girl Scouting organizations in 150 countries. It was established in 1928 in Parad, Hungary, and has its headquarters in London, England. The organization is a sisterhood of close to 10 million youth and adults. GSUSA is the largest member organization.



Council Information

CONTACT US:

customercare@gsnetx.org

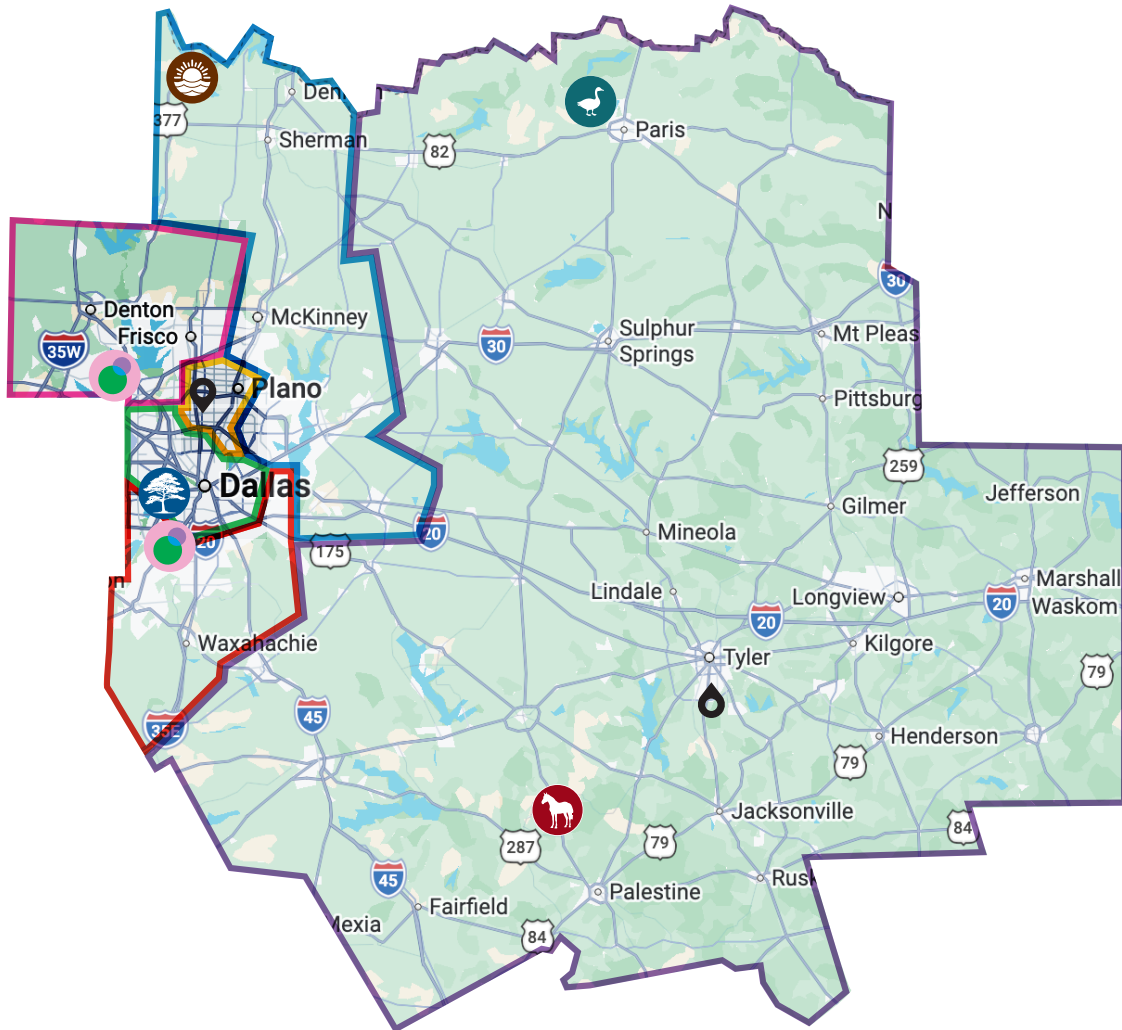
972-349-2400



Visit gsnetx.org
for locations
and hours.



Find Shop hours at
gsnetxshop.com



- Dallas County Girl Scout DreamLab
powered by Congresswoman Eddie Bernice Johnson
- Denton County Girl Scout DreamLab

MISSION DELIVERY SERVICE AREAS

Area 1 **Area 3** **Area 5**
Area 2 **Area 4** **Area 6**

For information on staff serving your area, visit
www.gsnetx.org/staff

GIRL SCOUT OFFICES

- Headquarters - JoAnn Fogg, North Dallas
- Tyler Girl Scouts Office

CAMPS

-  Camp Whispering Cedars, Dallas
Home of the STEM Center of Excellence
-  Camp Bette Perot, Palestine
-  Camp Gambill, Sumner
-  Camp Kadohadacho, Pottsboro

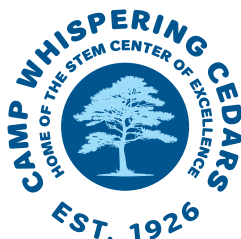
Council Properties

Girl Scouts of Northeast Texas is home to several properties located throughout Northeast Texas. Experience the adventure of cooking out, sleeping in a cabin or tent, gazing at the stars, or learning about nature. Each council site offers something unique, from our Equestrian Leadership program at Camp Bette Perot to our hands-on experiential learning at Camp Whispering Cedars home of The STEM Center of Excellence.



Camp Bette Perot

Camp Bette Perot is home to nearly 100 horses, where girls build confidence through equestrian programs led by current and former Tejas Riders. The camp also offers target sports, challenge courses, weekend and summer camps, with lodging in cabins, a lodge, or traditional platform tents.



Camp Whispering Cedars, Home of The STEM Center of Excellence.

On a 92-acre campus in Dallas, the STEM Center of Excellence offers year-round hands-on experiences in robotics, coding, chemistry, botany, and maker activities. Girls can enjoy workshops, camps, and weekend programs while staying in comfortable air-conditioned cabins and lodges.



Camp Gambill.

Camp Gambill is a beautifully wooded 54-acre waterfront camp near Paris, Texas, where girls enjoy swimming, canoeing, kayaking, and target sports. The camp offers weekend, troop, and family camping experiences, with comfortable air-conditioned cabins for overnight stays.



Girl Scout DreamLabs are innovative, girl-centered spaces to explore STEM, creativity, leadership, and life skills through hands-on experiences designed to inspire confidence, curiosity, and connection. They host workshops and day camps and can be reserved for troop meetings or you can just come by and hang out.

**Denton County
Girl Scout DreamLab**

**Dallas County
Girl Scout DreamLab**
powered by Congresswoman
Eddie Bernice Johnson

**East Texas
Girl Scout DreamLab**
Coming in 2027

Book your camping weekend, register for workshops, and reserve DreamLab space at www.gsnetx.org/events

Resource Toolkit

Girl Scouts provides a selection of useful tools, both in print and online, to support you in preparing for your volunteer role and getting started with troop meetings.

Online Troop Leadership Resources

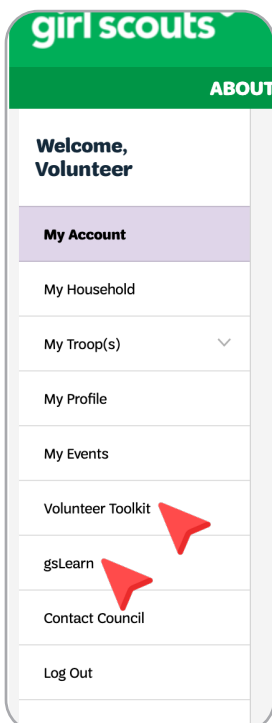
MyGS

this is the member account management system, where you'll manage your membership information, troop and caregiver rosters, planning tools, and much more. This is also the portal you'll use to access the Volunteer Toolkit and gsLearn. Get there easily by clicking the MYGS icon on the top of any council webpage screen or going to mygs.girlscouts.org

Click the MyGS icon (upper right-hand corner on the gsnetx.org homepage)



On the first page you see in MyGS, log in. The email address will be what you used to register.



VTK: Volunteer Toolkit

The Volunteer Toolkit (VTK)

VTK is a digital tool that helps volunteers run Girl Scout troop meetings. It offers meeting plans, badge programs, and troop year plans for an engaging Girl Scout year. Accessible on any device, find it through the drop down navigation menu.



gsLearn gsLearn offers essential volunteer trainings, such as mandated reporter, new leader onboarding, and program guidance for Girl Scouts. Achievements are saved, and certificates can be downloaded for verification.

Resource Toolkit

Volunteer Essentials

This guide provides crucial information and resources to support volunteers in their roles, including troop management, finances, and engagement strategies.

Volunteer Essentials



Safety Activity Checkpoints

Safety Activity Checkpoints (SAC) is a comprehensive collection of safety guidelines for GSUSA—and council—approved activities. The resource lays out standards that ensure the physical and emotional safety of youth members. It also guides leaders in considering equity, diversity, and inclusivity when planning activities, making sure that all Girl Scouts who want to participate are included. Whether you're looking for field trip guidelines or tips for creating an inclusive meeting space, you'll find key information here.

Safety Activity Checkpoints



Plan Your Year Program Guide

This resource highlights many of the Council-run programs and events across our region. It also lists Program Providers – local businesses who provide badge- and patch-earning programs. This guide is a valuable tool for finding and planning memorable adventures for youth, family, and troop experiences.

Program Guide



Emergency Information

In Case of an Emergency:

Girl Scout policy requires troop volunteers to have copies of both the [Annual Permission Slip](#) and [Health History](#) forms for all members under their supervision.

Reporting: Please complete and submit all necessary forms to council for any incident or accident, whether it results in an injury or not.

In the event of a serious emergency:

Ensure safety, assist victims, and call 911. Then, contact the council emergency number and, if at camp, inform the camp ranger.

Incident Report Form



Council-wide Emergency Number:
214-353-4071

Troop Structures

At the heart of Girl Scouts are the troops, where youth build courage by trying new things, confidence through leadership and decision-making, and character by working together to make a difference in their communities. Troops offer a safe, fun space where lifelong friendships and leadership skills take root.

Girl Scout Troops

A troop consists of a group of Girl Scouts and volunteers who gather regularly to enjoy activities, learn new skills, and enhance their community. Participating in a troop helps Girl Scout members build confidence, discover new interests, and express themselves. Troops can be organized as either single-level or multi-level groups.

- A **single-level troop** is made up of Girl Scouts from a single program level, such as Daisies. This structure allows activities and experiences to be tailored to the group's age and developmental stage.
- A **multi-level troop** includes Girl Scouts from more than one program level—such as Daisies, Brownies, and Juniors—together in the same troop. This setup lets older Girl Scouts mentor younger ones, supports diverse learning, and balances shared activities with age-specific needs.

Both troop types offer unique benefits! The choice depends on leader preferences, community needs, and available resources.



Time-tested Troop Structure:

Two designated troop co-leaders take the lead, while caregivers are encouraged to support them by taking on roles to help create a stronger, more successful troop experience. Additional volunteer roles include troop treasurer, troop cookie manager, camp-trained adult, and first-aid trained adult.

Troop Leadership

Roles in Troop Leadership

In the traditional model, at least two unrelated volunteers take on all the responsibilities of running the troop. Many troops choose to have multiple troop co-leaders and other troop volunteers join in to help share responsibilities.

Below is a breakdown of troop roles:

Troop Leaders:

Coordinate and deliver Girl Scout programs for a troop/group through progressive, fun, and contemporary learning experiences, leading youth toward the goals and ideals of Girl Scouts. Work in partnership with the troop leadership team to ensure safe and high-quality programs for the troop. Troops usually have 2-3 leaders to share responsibilities.

Troop Cookie Manager:

A Girl Scout Troop Cookie Manager coordinates the troop's annual cookie program by managing orders, inventory, finances, distribution, and communications. They support girls in setting goals, developing business skills, tracking sales, and ensuring program compliance while fostering teamwork, leadership, responsibility, and confidence throughout the cookie season.

Troop Treasurer:

A Troop Treasurer manages the troop's finances by tracking income and expenses, maintaining accurate records, collecting and depositing funds, preparing financial reports, and ensuring compliance with Girl Scout policies. They help develop budgets, support financial transparency, safeguard troop assets, and promote responsible stewardship of troop resources and activities.

Troop Volunteer:

A General Adult Troop Volunteer supports the troop by assisting with meetings, activities, events, outings, and administrative tasks. They help create a safe, positive environment for girls, encourage participation and skill development, model the Girl Scout Promise and Law, and contribute their time and talents to support troop success.

It's ok to need help and your parents can participate at different levels.

Being open to help and clear about what's needed and why goes a long way. Many caregivers are more than willing to support, especially when given specific, manageable ways to pitch in. Even small tasks, when shared, can make a big difference in keeping the troop running smoothly and ensuring a great experience for every Girl Scout.



The Girl Scout Program

Our Mission

Girl Scouting builds girls of courage, confidence, and character, who make the world a better place. Through diverse programs, Girl Scouts encourages our members to discover their strengths, connect with others, and take action to improve their communities. This mission continues to inspire generations to lead with resilience, purpose, and heart.

The Girl Scout Promise and Law

These aren't just words Girl Scouts say, they're words we live by. 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 to be kind to others, respecting ourselves, making the world a better place, and so much more.

Tips for Planning a Well-Rounded Year

What truly sets Girl Scouts apart is the wide variety of activities and experiences members get to enjoy each year. Volunteers can easily customize these activities to match the grade level and program level of their Girl Scouts, ensuring every member has the opportunity to explore what genuinely interests them.

A well-rounded Girl Scout year includes:



The 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 for the word God in accordance with their own spiritual beliefs.*

The 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,

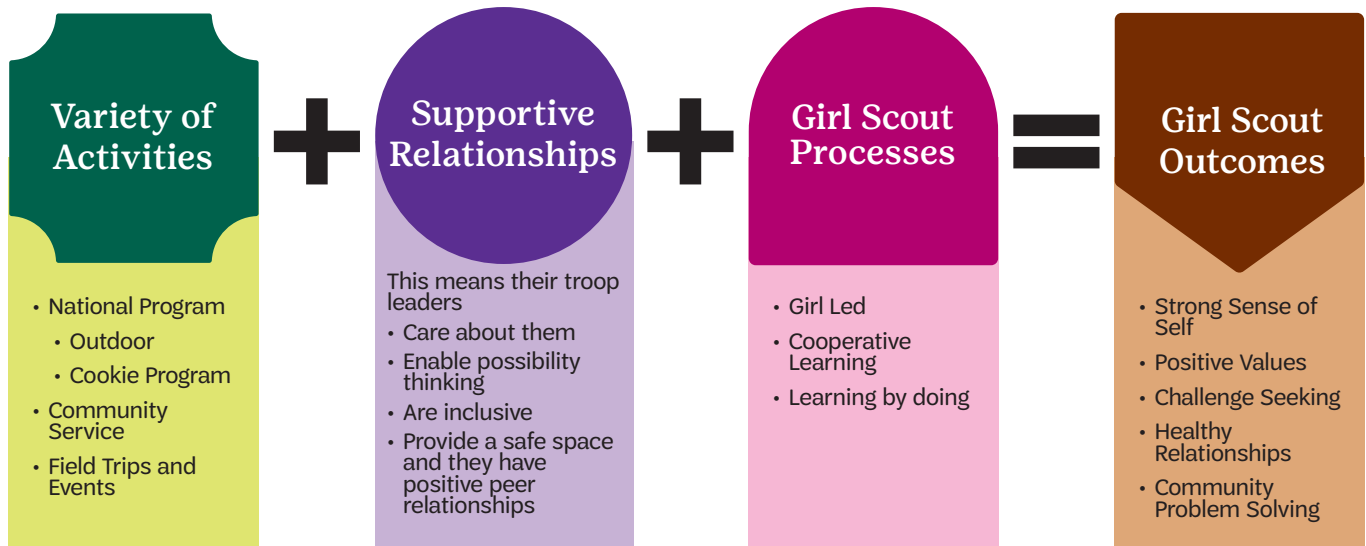
make the world a better place,

and be a sister to every Girl Scout.

The Girl Scout Program

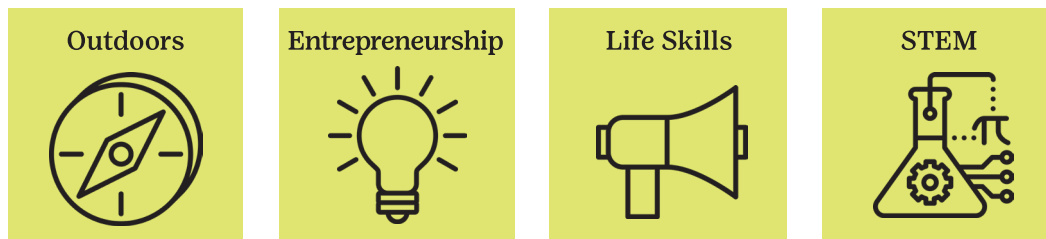
The Girl Scout Leadership Experience

What makes Girl Scouts truly unique? Everything is designed especially for, and is tested by, youth! Our program centers on our research-backed Girl Scout Leadership Experience (GSLE)—that is, what girls do and how they do it. Activities are girl-led, which gives girls opportunities to explore leadership roles and to learn by doing in a cooperative-learning environment.



The Four Pillars of Girl Scouts

All programs are designed with a research-backed curriculum that centers around fun and friendship. To create engaging experiences, we focus on four core program areas to spark Girl Scouts' interests.



What Girl Scouts Do



Discover

Every activity youth members tackle through Girl Scouts helps them discover who they are, what excites them, and what their talents are.



Connect

Girls collaborate with and learn from other people as they expand their horizons. This helps them care about and inspire others.



Take Action

As girls deepen their relationship with the world around them, they become eager to take action to make the world a better place.

The Girl Scout Program

Program Levels

As Girl Scouts progress through the program, their badges, activities, and goals evolve to match their age and skills. Year after year, Girl Scouts build on the knowledge and skills they've gained, boosting their confidence and preparing them for bigger opportunities.



Progression Charts

To assist leaders in gaining a broader perspective of their troop's ability level and future goals, we have created progression charts. These resources will empower you to lead your troop with intention and motivate them to take the next steps! Explore the following charts based on the topic you are investigating.

Girl-Led Progression Charts

These charts show how adults and girls at various levels experience and enjoy leadership.



Outdoor Progression Chart

This chart outlines outdoor skills, including activity planning, where Girl Scouts lead the planning.



Entrepreneurship Progression Chart

This chart outlines the skills that youth acquire by participating in money-earning activities.



Travel Progression Chart

This chart outlines trips and travel adventures, with age recommendations. Additional volunteer training is needed when taking a troop on any trip.



Bridging

Girl Scouts advance to the next level according to their school grade through a process known as bridging, a cherished tradition that includes a special ceremony. We offer resources such as a comprehensive step-by-step guide for the bridging process. Be sure to visit our GSNEXTX shop in person or online (www.gsnetxshop.com) to order all of the uniform materials for the next level of Girl Scouting.

Girl Scouts Bridging Guide





New Leader Checklist

Here are suggested touchpoints/activities/reminders throughout the year to help keep you organized and aware of the cycle of our Membership Year.

NEW LEADER QUICK START

- **Complete Volunteer Training**
- Have an Orientation Meeting with your Volunteer Support Coordinator
- **Host your Parent Meeting**
- Have your first Troop Meeting
- Attend a **New Leader Virtual Meeting**
- Find resources in our **New Leader Rallyhood**
- Connect with fellow New Leaders in our **GSNETX New Leader Academy Facebook Group**

AUGUST - SEPTEMBER

- **Troop Updates**
 - Back to Troop parties/First Meeting
 - Complete New Leader Training on **gsLearn**
 - Kickoff – Annual Council Event
 - **Fall Product Sales:**
 - Will your troop participate?
 - Identify a Fall Product Manager
- Annually: Fall Product Sales run from Mid-Sep to Mid-Oct*

OCTOBER

- **Bank Account Setup and Registered**
- **Cookie Season Preparation**
 - • Will your troop participate in the Cookie Program?
 - • Identify a Troop Cookie Manager
- **Fall Product Sales**
- **Juliette Gordon Low's Birthday - October 31st**
- New Leader Day Camp Event

NOVEMBER

- Cookie Program – Initial Troop Order Due
- Thanksgiving
- **Native American Heritage Month**

DECEMBER

- Troop Camping: Take Adult Camp Training
- Troop Camping: CPR/First Aid Training
- Cookie Sales Begin – Online Only (Digital Cookie)
- Holiday Season/Winter Programming

JANUARY

- CPR Training/Camp Training
- Service Unit Cookie Rally
- **Mid-Year Troop Update** (If Needed)
- In-person cookie sales begin

FEBRUARY

- Share Troop Financial Update
- Summer Camp/Day and Twilight Camp Registration Opens
- **Talk to Troop Families about Early Bird Renewal**
- New Leader Overnight Event
- **World Thinking Day**
- Peak of Cookie Sales

MARCH

- **Talk to Troop Families about Early Bird Renewal**
- Cookie sales end
- **Girl Scout Week/Girl Scout's Birthday**
- Spring Troop/Family Camping

APRIL

- Early Bird Renewal
- **Plan your bridging ceremony – if applicable**
- Volunteer Appreciation and Adult Recognition Awards
- Spring Troop/Family Camping

MAY

- Troop Finance Update
- **Begin to Plan Next Troop Year**
- Host your Bridging Ceremonies
- Service Project/Cookie Donations

JUNE-JULY

- **Troop Financial Report – due June 15**
- **Troop Updates**
- **Plan Your Year**
- Summer Camps and GSNETX Summer Programming

KEY ■ = Required ■ = Optional, but recommended
 ■ = Highly Recommended ■ = Informational

Your Role in Troop Leadership

The role of the leadership team is to coordinate and deliver Girl Scout programs through fun and hands-on learning experiences, leading youth toward the goals and ideals of Girl Scouts. The troop leadership team and other volunteers work together to ensure safe and high-quality programs for the troop. Troops usually have 2-3 key volunteers to share responsibilities.

Know the Volunteer Policy

The first thing we ask anyone in a troop leadership role to do is review our **Volunteer Policy**. This important document outlines the expectations, responsibilities, and guiding principles for all Girl Scout volunteers. As a member of the leadership team, it's part of your role to know, follow, and embody this policy whenever possible. It helps create a safe, respectful, and inclusive experience for every Girl Scout and ensures you're set up for success in your role.

Volunteer Policy



New Leader Training

After reviewing the Volunteer Policy, the next step for anyone stepping into a troop leadership role is to complete the required training. You should do this before meeting with the Girl Scouts in your troop.

Whether you're starting a new troop or taking over an existing one, training helps you learn everything you need to feel prepared and confident. While all other roles only have online trainings, troop leaders and co-op leadership teams have two options for training:

- Online training through gsLearn.
- Live New Leader Webinars, held on the first Wednesday of each month.

Online Learning

If you choose the online option, traditional troop leaders, co-op leaders, and troop treasurers will each complete a specific learning path in our training platform, gsLearn. You'll be able to access gsLearn once you're registered, your fingerprints are on file with the council, and your leadership role is assigned to you in MyGS. To **access gsLearn**, log in to MyGS and go to My Account.



New Leader Virtual Meetings

We host monthly New Leader Virtual Meetings created especially for first-year troop leaders! Connect with our staff and your new leader sisters while getting important information, how-tos, helpful reminders, live help, and more!

Look for monthly Zoom links from your Volunteer Support Coordinator.

Scan for the calendar and save the date!



Your Role in Troop Leadership

Managing Behavior and Troop Conflict

It is not uncommon for Girl Scouts or troops to have disagreements or behavior issues from time to time. The best way to address these topics is to be proactive from the start! When you take a little time at the beginning of the year to set expectations for leaders, Girl Scouts, and families, your year will run more smoothly. And when an issue does arise, everyone will be on the same page about how to correct the situation.

Here are a few things you can do now, to help manage conflict:



Create a Troop Agreement

In a troop agreement, leaders and Girl Scouts work together to come up with an agreed-upon set of rules for troop meetings and outings. Use the Girl Scout Promise and Law to help start the conversation!

Start by brainstorming some different guidelines that could be included in their troop agreement. Create guidelines around treating each other based on the Girl Scout Promise and Law; preventing inappropriate behavior, following directions; respecting leadership and fellow Girl Scouts and resolving conflict peacefully.

Once all parts of the agreement have been discussed and agreed upon, compile all rules into a document for each troop member and adult volunteer to sign. Using a poster, post a copy of the guidelines girls will follow at each meeting to reinforce the troop/group agreement and to have something to reference if conflict should arise.



Pro Leader Tip

When girls make the troop rules, it's easier for them to follow the rules.



Set Clear Expectations

Setting and discussing expectations with caregivers and Girl Scouts is essential for preventing and resolving conflicts, as they serve as a reliable reference point. Below are a few things you can do now, to help manage conflict.

For example, many troops implement a system like this:

- **Positive Communication:** Highlight the significance of using encouraging language among parents, caregivers, and the leadership team.
- **Support for Activities:** Motivate parents to contribute to the troop by coordinating guests, planning events, and gathering supplies.
- **Pick-up/Drop-off Rules:** Clearly communicate procedures, meeting times, and consequences for lateness to parents.

Your Role in Troop Leadership



Plan for Challenging Behavior

It's also beneficial to have a plan in place to ensure everyone is aligned. Collaborate with caregivers to create a comprehensive strategy for addressing behavioral challenges with the Girl Scouts. Please do what feels right for the members of your troop.

For example, many troops implement a system like this:

- **First time:** Have a conversation with the Girl Scout.
- **Second time:** Contact the caregiver.
- **Third Time:** The parent or caregiver must attend a meeting, or the girl will miss out on the fun.

When Sensitive Topics Come Up

It's a great sign when Girl Scouts feel comfortable enough to talk about sensitive topics together as a troop. These conversations can be meaningful and build trust. However, if a topic could be considered sensitive—even for some—it's best to pause the discussion until you've spoken with caregivers and received guidance from GSNETX. This helps ensure everyone is supported and on the same page.

Permission to Discuss Sensitive Topics Form

Parents/guardians make all decisions regarding their girl's participation in Girl Scout programs that may be of a sensitive nature. The leadership team must be given written parental permission for any planned program offering that could be considered sensitive.

- We have a permission form you can use to obtain that permission to discuss sensitive topics.
- If you want to create your own, just make sure it includes the topic of the activity, any specific content that might create controversy, and any action steps the girls will take when the activity is complete.
- Be sure to have a form for each youth member and keep the forms on hand for easy reference.

Permission slip, which includes discussing sensitive topics.



For activities not sponsored by Girl Scouts, find out in advance (from organizers or other volunteers who may be familiar with the content) what will be presented, and follow GSNETX's guidelines for obtaining written permission.

Troop Logistics

How will YOU lead your troop?

When leading a new troop, it's essential to shape the structure and experiences effectively. Every troop is different! Refer to the **Co-leader Discussion Guide** for specific areas to concentrate on. These decisions should be made collaboratively with your co-leader and, ideally, involve your volunteer team along with feedback from the youth and their families.

Co-leader Discussion Guide



Troop Rosters

My GS

MyGS is where you can:

- View contact info for youth and their linked adults.
- Check membership status for girls and adult members.
- See which adults have signed up for troop roles.
- Verify background check status for adult volunteer.
- Spot new members (marked with “new” next to their name).

Other features:

- Export your troop roster.
- Renew Memberships.
- Invite new members.
- Add roles for volunteers to fill.
- View troop meeting details (if entered).

Volunteer Toolkit

The Volunteer Toolkit (VTK) is where you can:

- Plan meetings and manage troop activities.
- View contact info for girls and adults in your troop.
- Track attendance and badge/activity progress.

Other features:

- Send emails to the entire troop or specific members. (An adult should never email a youth member without including their caregiver.)
- Assign roles for meetings.
- Find all badge requirements and meeting plans.
- Find the Troop Year Planner.



Need to update your troop roster?

If you need to add or remove a member, please complete a **Troop Change Form** to keep your records up to date.

Troop Change Form



Troop Logistics

Troop Communication

Effective communication is key to building a strong, connected troop. It helps ensure that Girl Scouts are supported by a team of caring adults working together to create a positive and successful troop experience. One of the best ways to encourage caregiver involvement is by regularly sharing updates and clearly outlining specific ways they can help. Work with your troop's families to identify the communication methods that work best for everyone.



Communication Methods

We recommend selecting at least two methods of communication with families. While MyGS and the VTK offer options for emailing the troop and can be effective at times, many troops often establish their own communication systems and phone trees. Below are some ways troops often communicate.



Email

Many troops establish a dedicated email address for their communications. This enables them to create a troop calendar through the email server, which they can then share with caregivers.



Communication platform

All-in-one communication and collaboration platforms offer fantastic options for troop organization. They typically allow you to post updates, share photos, conduct sign-ups, run polls, and much more. It's essential to review the privacy settings and protections to ensure that everyone's information remains secure. Currently, Rallyhood is a tool that many troops use.



Facebook

Many parent/caregivers use a Facebook group to share updates on your troop happenings! Make sure the group is set up as a private/closed group and members of your troop still use Facebook.



Texting

Texting or texting apps can be used for short messages, reminders, and text alerts, but they are not the best means for communicating important information.

Using Girl Scout Branding in Communication Materials

There may be times when you create materials to share information with families such as flyers, emails, or social media posts. When doing so it's important to use Girl Scout branding correctly and consistently. To ensure your materials reflect Girl Scout values and visual standards, refer to the **GSNETX Brand Kit** before creating, sharing or distributing any content with the Girl Scout Logo.

GSNETX Brand Kit



Troop Logistics

Securing a Meeting Place

Many places offer free meeting space. If you're having trouble, ask your service unit. The location should be accessible to everyone, including those with disabilities, and accommodate sensory needs. Use the checklist below before each meeting to enhance safety and minimize risks. Choose the safest possible place and try to reduce potential hazards.

Activity Approval Form



Considerations for Meeting Place:

- **Cost:** aim for a free space.
- **Size:** ensure the space fits the troop and the adults during all activities.
- **Availability:** confirm the space is available for your entire meeting time.
- **Resources:** check for furnishings and adequate lighting. Bonus if there's storage or safe outdoor space.
- **Safety:** the space must be safe, clean, ventilated, temperature-controlled, and have two marked exits. First-aid, smoke detectors, and fire extinguishers should be present.
- **Facilities:** ensure sanitary, accessible toilets.
- **Communication:** check cell phone reception.
- **Allergens:** ensure it's free from common allergens.
- **Accessibility:** accommodate individuals with disabilities and sensory needs.

Can we meet in a Private Home?

It's not recommended to hold troop meetings in a private home but, if necessary, please complete the **Activity Approval Form** and ensure the following:

- The home belongs to a registered, background-checked adult volunteer.
- No registered sex offenders live in the home.
- Girl Scouts should never be alone with adults who are not registered and background checked.
- Meetings occur without household disruptions.
- Animals are kept away from the meeting area.
- Homeowners have proper insurance.
- Weapons are locked and stored separately from ammunition.
- Dangerous substances are securely stored, preferably locked.

Contracts and COIs

Troops are not legal entities, therefore all contracts must be approved and signed by authorized Girl Scouts of Northeast Texas staff. When securing a site for Girl Scout meetings, such as schools, churches, community centers etc., the site manager or owner may ask for a signed contract, use of facilities agreement, or ask for another type of agreement. **If that is the case do not sign or agree to any terms.** Instead, email customercare@gsnetx.org.

Girl Scout Safety

Safety is a top priority at Girl Scouts. Our youth members are other people's children, which means that risk management and due diligence are necessary. Council requires that all safety policies and guidelines be read prior to all events and activities and reviewed often to ensure they are followed. Safety information is covered in our Volunteer Essentials and Safety Activity Checkpoints.

Adult Volunteer Requirements

At Girl Scouts of Northeast Texas, safety starts with the adults so we can make sure that our Girl Scouts are in capable and safe hands.

All troops must have at least two unrelated (by blood or in the same household) approved adult volunteers as their leaders. Additionally, any adults who will provide supervision or drive any of our youth must meet the following guidelines:

- Be over the age of 18 (or 21 to drive Girl Scouts)
- Be registered adult members with an approved background check/fingerprinting
- Have completed Child Abuse and Neglect Prevention for the State of Texas and any other role training requirements.



Volunteers must remain fit to supervise at all times. Even when Girl Scouts are asleep or not in the same room, volunteers may not use or be under the influence of alcohol, vaping or smoking products, marijuana, illegal drugs, or any medication that could impair judgment or supervision.

Adult to youth safety ratios

Once adults pass the background check and training, they count as volunteers in the adult-to-youth ratio chart. Always verify compliance with safety using this chart. For multi-level troops, always use the chart that corresponds to the youngest program level in your troop as of October 1. These ratios are minimums; some activities may require additional supervision. Male volunteers can support and count towards ratios so long as at least one unrelated female volunteer is present at all times.

Girl Scout adult volunteer-to-youth ratios (minimums)	Group Meetings		Events, Travel, and Camping	
	Two unrelated volunteers* (at least one of whom is female) for up to this number of Girl Scouts:	One additional volunteer* to each additional Girl Scout:	Two unrelated volunteers* (at least one of whom is female) for up to this number of Girl Scouts:	One additional volunteer* to each additional Girl Scout:
Girl Scout Daisies (grades K-1)	12	1-6	6	1-4
Girl Scout Brownies (grades 2-3)	20	1-8	12	1-6
Girl Scout Juniors (grades 4-5)	25	1-10	16	1-8
Girl Scout Cadettes (grades 6-8)	25	1-12	20	1-10
Girl Scout Seniors (grades 9-10)	30	1-15	24	1-12
Girl Scout Ambassadors (grades 11-12)	30	1-15	24	1-12

*All adult volunteers must be approved, registered and trained.

Girl Scout Safety

First Aid Requirements

When the adventure gets real—think field trips, sleepovers, camping, or anything that might make you break a sweat—a certified troop first aider is a must-have sidekick! The troop needs volunteers to be trustworthy first aiders when it's go-time. Once they get good at helping the troop, have them take the next level of training so they can help at Girl Scout events.

- A **troop first aider** is a registered Girl Scout volunteer who holds current certification in first aid and CPR and is designated to provide emergency care for troop activities, such as hiking, camping, or events away from the usual meeting place.

GSNETX recommends that each troop have at least two First Aid/CPR training to maximize troop safety.

Approved First Aid/
CPR Trainings



How First Aid Typically Works

At regular troop meetings, having a troop first aider is recommended but not required. Troop leaders or registered volunteers can provide basic first aid for minor injuries but should call 911 for serious cases and then contact the council's emergency number **214-353-4071**.

A Troop First Aider is Required When:

- Meetings are held away from the regular location.
- Activities involve physical exertion, cooking, tools, or outdoor experiences.
- Events are more than 30 minutes from EMS, requiring Wilderness First Aid or Wilderness First Responder certification.



Becoming a First Aider

To become a first aider, volunteers must:

- Be an active member, have passed a background check, and completed mandated reporter training.
- Has completed and uploaded a valid adult and pediatric First Aid/CPR/AED certification from a Girl Scout approved provider and has also completed the Troop First Aider course in gsLearn.
or
- Be a licensed healthcare professional who can upload their certification. First Responder certification.

First Aid Kits

- A first aid kit is required at all troop meetings and should be taken on any outings or trips. Remember to also have GSNETX's required forms and emergency management information.
- A kit can be purchased or the troop can assemble a first aid kit together as an activity, so long as they have the items recommended from this list.
- Note that the American Red Cross list includes aspirin, which is never to be given to any youth without direct parent/guardian supervision and permission.

First Aid Kit
Supply List



Girl Scout Safety

The Importance of Safety Activity Checkpoints

When preparing for any activity with girls, start by reviewing the Girl Scout Safety Activity Checkpoints (SACs) for that activity. Begin with the Introduction, then use the Activities at a Glance chart to locate the SAC for the specific activity you're planning.

Safety Activity Checkpoints



Please note that certain activities have been rated by GSUSA, GSNETX and/or our insurance company as high adventure activities. These are activities that, if done unsafely or in an unsafe environment, could cause serious injury or death. High adventure activities require prior council approval.

Each Safety Activity Checkpoint covers whether or not council approval is needed and the program levels that are allowed to participate. It will also cover how to prepare, arrange accommodations, and follow day-of guidelines. In addition to reading these checkpoints yourself, you can email or print them for co-volunteers, parents/guardians, and the youth members themselves.

If Safety Activity Checkpoints do not exist for an activity you and the girls are interested in, **check with council before making any definite plans.** A few activities are allowed only with written council pre-approval and only for girls 12 and over, while some are off-limits completely.



Caution

You must get written pre-approval from Girl Scouts of Northeast Texas for girls ages 12 and older who will operate motorized vehicles, such as go-carts and personal watercraft; use firearms; take trips on waterways that are highly changeable or uncontrollable; or fly in non-commercial aircraft.



Activities not permitted in Girl Scouts

Bungee jumping	Riding electric scooters
Flying in privately owned planes, helicopters, or blimps	Riding jet skis
Hang gliding	Riding motorbikes (gas or electric bikes)
Hunting	Skydiving or parachuting
Outdoor/home trampoline use	Snowmobiling
Paintball tagging (shooting at other people)	Stunt skiing or stunt snowboarding
Parasailing	Untethered hot air ballooning
Riding all-terrain vehicles (ATVs)	Zorbing

Girl Scout Safety

Permission Forms

Before any youth members can participate in troop activities, including meetings, it is essential to submit both the annual permission slip and the girl health history form to the troop leadership team. These forms must always be present at meetings or other events. The Annual Permission Slip covers local, offsite day trips, such as visits to nearby parks, that are neither overnight nor considered high-risk. For any overnight trips or high-adventure activities, caregivers must complete and submit the activity/event permission form; this form should be submitted to troop leadership before the trip and taken on the activity.

Activity/Event Permission Form



Before Leaving the Meeting Space

Whether you're planning a neighborhood stroll or a multi-day overnight adventure, start by reviewing two key resources linked in this guide. First, use the Outdoor and Trip Progression Charts in the [Progressions section](#) of this guide to assess whether your troop is ready for the activity. Then, once you've selected your outing, review the [Safety Activity Checkpoints](#), to ensure you're following all required guidelines and keeping Girl Scouts safe every step of the way.

Activity Approvals & Decision Tree

Activity Approvals requests are required for activities that may put your Girl Scouts or you as a volunteer at a higher risk than typical Girl Scout activities. Approval request can only be submitted at gsnetx.org/activityapproval. Use the information and decision tree linked in the QR code to help determine if you need to submit an activity approval.

Activity Approval Decision Tree



Girl Scout Safety

Troop Chaperones

Another important reason to review the Safety Activity Checkpoints is that they help you determine whether chaperones and drivers are needed for your troop's adventure and how many are required. Volunteers who want to chaperone and/or drive Girl Scouts must meet the standard requirements: they need to be registered Girl Scout members, have a background check on file, and be listed as Troop Volunteers in MyGS.



Best Practice

Girl Scout Trip Folder

A Girl Scout trip folder is a collection of essential documents that troop leaders bring on any outing, day trip, or overnight activity. It ensures that leaders have quick access to all the important information needed to support safety, communication, and emergency preparedness during the trip. A folder is usually given to each chaperone/driver that contains the information of the Girl Scouts for whom they are responsible.

A typical Girl Scout trip folder may include:

- Rosters of who is attending.
- Copies of the Annual Permission Slips and/or Activity/Event Permission Forms.
- Health History Forms for all participating youth
- Adult Health History Forms (only needed if it's an overnight event)
- Emergency contact information for each Girl Scout.
- Troop Driver Forms (if volunteers are transporting girls).
- Itinerary and trip details (including addresses, schedules, etc.)
- Copies of volunteer training certifications
- Insurance documentation (if required)
- Emergency procedures or council emergency card
- Safety Activity Checkpoints relevant to the activity



The folder can be a physical or digital copy, but a printed version is recommended.

Parent/Caregiver Meetings

Family Support

Leading a Girl Scout troop is incredibly rewarding but it can also take a lot of time and energy. Fortunately, families can play a key role in supporting the troop. Whether someone has a little time or a lot, there's always a way they can contribute. Building strong relationships with caregivers is essential. When families feel connected, they're more likely to step in and help. This makes it easier to ask for support when needed and ensures a more successful troop experience for everyone. The best way to start building those relationships is by holding regular caregiver or family meetings. These meetings create space for open communication, shared expectations, and collaboration from the start.



Note: Please remember that any caregivers that become troop volunteers must be registered members, have a cleared background check, and complete the Child Abuse and Neglect Prevention for the State of Texas course in gsLearn.

The Importance of Family Meetings

Having a family meeting is paramount to your success in leading the troop. These meetings are a wonderful opportunity to strengthen relationships. Through these meetings, you get to know the Girl Scouts and their families better, which in turn makes the troop stronger. These gatherings also provide a chance to ask parents and other caregivers for their support or to express gratitude for their assistance throughout the year. While all parents and caregivers are encouraged to actively participate in their youth's troop, for some, staying informed is the most they can do and these meeting create a space where they can do that.



Start with Family

The first meeting you hold each troop year, whether you are starting fresh or continuing, should be with parents and caregivers. Before gathering with the youth members, it's essential to meet with parents and caregivers to clearly outline expectations, build a supportive team, and share information about the Girl Scout experience. A troop that works well together holds these meetings as often as families need. It's a good idea to have parent meetings before new activities, big events, or regular gatherings. When families are involved, leaders feel supported, and Girl Scouts flourish!

A Family Meeting is a chance to:

- Collect any necessary paperwork (e.g., health history form, annual permission slip, or specific event permission slip). Review troop decisions with families at the first meeting.
- Clarify what the troop pays for and other financial information.
- Fill key roles like assistant leader or treasurer.
- Share how the troop will communicate important updates, like event schedules or changes.
- Provide information about uniforms and other essentials.
- Prepare families for an upcoming Girl Scout experience.
- Plan other events and trips together.
- Prepare and get set up for cookie season.

Family Meeting Agenda

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.

1. Welcome and Introductions (10 minutes)

- ☐ Troop leadership introduces themselves. Share your reasons for volunteering and provide details of upcoming meetings.
- ☐ Have caregivers introduce themselves and share their expectations.

2. Discover the Girl Scout Difference (15-20 minutes)

- ☐ Explain our mission, the Girl Scout Promise, and Law.
- ☐ Discuss our program's benefits and share the year plan, including badges, leadership opportunities, and trips.

3. Check out the uniform (5 minutes)

- ☐ Discuss whether you will do a vest or a sash or let each girl choose what works for her.
- ☐ Point members to gsnetxshop.com to purchase uniforms.

4. Money Matters (10 minutes)

- ☐ Outline costs and dues, explaining their purpose.
- ☐ Discuss entrepreneurship programs and their benefits.

5. Family as Part of the Formula (10 minutes)

- ☐ Describe how families will stay informed about meetings.
- ☐ Encourage Girl Scouts to share new skills at home.
- ☐ Inform about special family events throughout the year.

6. Get them Hooked on Helping (10 minutes)

- ☐ Highlight volunteer opportunities and their impact.
- ☐ Recruit help for managing troop logistics.
- ☐ Emphasize the support your troop needs and highlight any open roles including the need for as many certified Troop First Aiders as possible.

7. Wrap It Up (10-15 minutes)

- ☐ Share contact details, troop number, and next meeting information.
- ☐ Collect forms and leave time for questions.
- ☐ If youth are present, close with a friendship squeeze.
- ☐ After the meeting and all year, follow up with a thank you and maintain communication through email, chats, and social media. Keep caregivers engaged and informed!

Things to bring:

- Contact list for interested girls.
- Troop contact list from the MyGS troop roster.
- Pens and paper.
- Copies of the Annual Permission and Girl Health History forms for caregivers to fill out and return.
- Troop and Family Agreement.
- Supply donation sheet: Include any supplies that your troop needs to get started (if applicable).
- List of meeting dates (if known).
- Adult Interest Survey
- Meet My Girl Scout sheet.
- Snack sign-up sheet with dates of meetings listed.

Sample
Parent Meeting
Agenda



Note: If Girl Scouts will be attending this meeting, consider starting out by having the families introduce themselves and discuss their hopes for their Girl Scout experience. Then provide a self-led or short activity for Girl Scouts to do while the caregivers attend their part of the meeting.

Troop Meetings

Every Girl Scout meeting is an opportunity to explore new worlds and learn new skills. Keeping activities girl-led means that the troop may want to earn a badge or complete a project in an unfamiliar subject. Don't let that stop you! Be open with the girls when you're unsure and become their partner in learning. You'll show them that learning is lifelong and that an open mind helps overcome challenges. The girls don't expect perfection; your time, attention, and guidance are the best part of your leadership.

Troop Meeting Structure

Troop meetings typically consist of the following elements. Most meetings last between 60 and 90 minutes. While many troops include a snack break, it's not mandatory. Each troop can organize their meetings in a way that best fits the needs and interests of their members.

Parts of a Troop Meeting

- **Leader Arrival and Setup:** Arrive approximately 30 minutes before the meeting to prepare the space.
- **Start Up:** Engage the troop with activities as Girl Scouts arrive, providing something quiet for them to do until the meeting starts. This could involve coloring pages, self-led or small group games, a question to ponder, or drawing activities.
- **Opening:** Most meetings begin with the Girl Scout Promise and Law, accompanied by a simple flag ceremony, song, game, story, or other activities devised by the Girl Scouts. This segment typically utilizes a kaper chart and lasts about 5-10 minutes.
- **Troop Planning:** Discuss updates, plans, and goals for the troop. This is an excellent opportunity for youth to practice leadership skills by contributing ideas, making decisions, and voting.
- **Main Activity:** Focus on badge work, activities, or hands-on projects that align with the Girl Scout Leadership Experience (GSLE). Ensure that this portion is interactive and enjoyable!
- **Parent/Caregiver Updates:** Gather your parents and troop members to make important announcements, and to provide any important updates about upcoming meetings and activities.
- **Clean-Up/Snack:** A snack is optional and only if the meeting space permits it. Foster a sense of responsibility by having everyone help clean up the meeting space. Assign kaper chart (see next page) duties if necessary.
- **Closing:** Conclude the meeting with a tradition or reflection, such as a friendship circle, song, or sharing favorite moments from the gathering.



Troop Meetings

Have Patience and Adjust as Needed

The first few meetings may not be perfect, and discussions might not always go as planned, but with experience and a few missteps, you'll discover the style of troop government that works best for you all.

Adjust how your government functions based on the needs of you, your Girl Scouts, and the troop as a whole. Through trial-and-error, you'll find a system that works best for your girls!

Top Tips for your First Meeting



Kaper Charts

A "kaper" is a Girl Scout word for chore or job, so a kaper chart is a job or responsibility chart for the troop. The kapers typically rotate or can easily be changed so that all youth get to experience each job and have the opportunity for leadership. It's a fair way to divide up chores and avoids the appearance of playing favorites or having the leader's daughter get stuck with more than her share. For large troops create more kapers; for small troops combine kapers.

Here are a few ideas for kapers that the Girl Scouts can have:

- | | | |
|--------------------------|-------------------|-------------------|
| ■ Opening Meeting Leader | ■ Dues Collector | ■ Cleanup Helper |
| ■ Flag/Pledge Leader | ■ Activity Leader | ■ Closing |
| ■ GS Promise/Law Leader | ■ Snack Helper | ■ Squeeze Starter |
| ■ Roll Call Leader | ■ Cleanup Leader | ■ Song Picker |



Fun made simple
with Girl Scout
Experience Box™

Get ready to have the best year ever!

New Daisy (grades K-1) and Brownie (grades 2-3) troops and their leaders receive a complimentary monthly Girl Scout Experience Box™ delivered directly to you, filled with supplies and instructions that make meeting planning a breeze.

You'll be automatically enrolled when you have 2 leaders and 4 girls registered.

Visit girlscouts.org/gsbox to learn more.

Tips for Planning a Well-Rounded Girl Scout Year

A well-rounded Girl Scout year includes participating in activities from each category annually to guarantee a fulfilling experience. We elaborate below to help guide you and your troop plan your year. After learning these components, head to the Volunteer Toolkit to start exploring badge options and resources.

Badges & Awards

Troops typically earn 3–5 badges each year, organized around Girl Scouts’ four pillars: STEM, Outdoors, Life Skills, and Entrepreneurship. Start by exploring the Badge Explorer webpage to find badge options youth can choose from and easily add to your VTK year plan.

Badge Explorer



Outdoors and Camping

Troops should have the opportunity to explore nature, build outdoor skills, and enjoy the beauty of the outdoors. Before heading out, ensure volunteers are trained, caregivers are informed, and council approval is secured if needed.

Outdoor Resources



Entrepreneurship

Troops learn important business and financial skills by earning money to support their adventures.

Most troops earn by participating in the Fall Product Program and the Girl Scout Cookie Program.

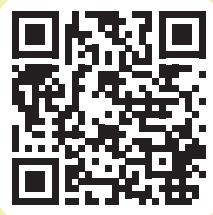
Entrepreneurship Resources



Programs and Events

From museum visits to theater outings or troop sleepovers, involve your troop in the planning to keep it Girl-Led. Aim for a variety of activities some experiences only happen because of the troop!

ActiveNet Event Listings



Community Service or Take Action Projects

There are two types of service projects:

Community Service Projects:

Helps with an immediate need. For example, a toy drives, beach clean-ups, or serving at a food pantry.

Take Action Projects: These projects go beyond community service, and they aim to solve the root cause of an issue and creating lasting impact.

Girl Scout Traditions

Learning and practicing Girl Scout traditions is an important part of the troop year. Start with this list of traditions and songs.

Examples include:

- Singing a Girl Scout Song.
- Reciting the Girl Scout Promise and Law.
- Participating in flag ceremonies.
- Earning badges
- Friendship circle.
- Court of awards.

Planning a Troop Year

Planning with the VTK

The Volunteer Toolkit is a digital toolkit that makes managing your troop and planning your meetings easier. Inside, you'll find meeting overviews, activity plans, badge booklets, meeting aids, Girl Scout resources, and more!



Plan and Customize Your Year

Start your planning by letting Girl Scouts explore their interests using the Badge Explorer and your council's Program Guide. Once they've chosen the badges and events that excite them, the Volunteer Toolkit (VTK) is the perfect next step.

Accessible only to troop leadership, the VTK serves as a valuable resource tailored just for leadership's needs. It features detailed meeting plans for each badge, along with a customizable calendar that enables you to plan your troop's year based on the preferences of your Girl Scouts.



Easy Navigation at your Fingertips!

The **Volunteer Toolkit (VTK)** is your go-to resource for streamlining troop planning and management. It's packed with helpful features and GSUSA continues to enhance it with new tools and resources. We strongly encourage all leaders to explore and use the VTK to make the most of their troop year!

MY Troop:

- View, edit, download and print rosters. Update and edit contact info.
- View achievements and attendance.
- Renew memberships.

Year Plans:

- Specify meeting dates and locations.
- Preview & choose pre-populated year plans. Add and/or combine meeting plans to customize your year.
- Add custom troop activities like celebrations, outings, camping trips, etc.

Meeting Plans:

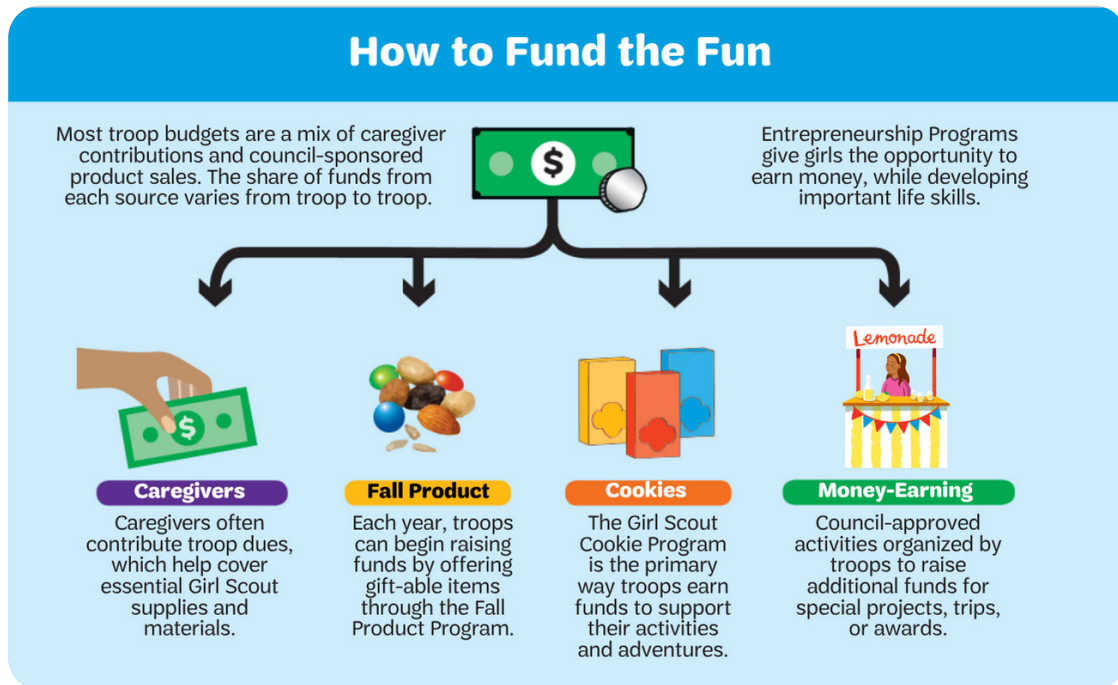
- View, download, or print individual meeting summaries, activity plans and supply lists.
- Track attendance and achievements. Search and print meeting aids such as name tags, handouts, and more.

Resources:

- Access award logs, badge charts, meeting plans, and more.
- Access GSNETX specific resources on troop leadership, safety, training, GS traditions and awards, trips and travel, Girl Scout Product Programs, and camp and outdoor programs.

Troop Finances

Cookie and Fall Product entrepreneurship programs are the primary ways troops fund the fun. These programs are also part of one of the largest girl-led financial literacy initiatives in the world, helping Girl Scouts build real-world skills in goal setting, money management, and business ethics.



Transparency is Key

How ever your troop decides to fund its activities, it's essential to clearly communicate with families about any dues or fees, what they cover, and how they will benefit the troop. Keep families and Girl Scouts updated throughout the year on how much money has been collected and how funds are being used. This transparency helps build trust, prevents misunderstandings, and ensures everyone feels confident about how troop finances are managed.

Funding the Fun

All funds earned must be used for Girl Scout-related activities. These funds belong to the troop as a whole, not to individual members, and are not refunded if a member leaves the troop.



Financial Assistance:

Financial assistance is made available to all members and is intended to ensure the cost of membership never keeps a girl from experiencing Girl Scouts.

For more information visit

www.gsnetx.org/financialassistance

Troop Finances

Now let's dive deeper into the main ways troops fund their fun with troop dues and entrepreneurship programs.

Troop Dues

Troop dues provide a simple way to guarantee that your troop has the essential resources to start strong and thrive throughout the year. Remember, troop dues are optional, never mandatory. They assist in covering initial costs and ongoing expenses like craft supplies, badges, snacks, and troop events. Dues can be collected at each meeting, quarterly, or as a single payment, based on what works best for families. When collected in full, these are typically one-time donations collected at the beginning of the Girl Scout year. The amount should be set through a collaborative process involving the troop leadership team, the families, and the Girl Scouts themselves. Typically, dues range from \$20 to \$50 annually or \$1 to \$3 per meeting, depending on the unique needs of the troop.

Entrepreneurship Program

As the largest girl-led entrepreneurial program in the world, Girl Scouts provides foundational experiences where members learn to think like entrepreneurs and develop essential business skills. The funds earned through Product Programs help support the troop's activities throughout the year, such as badges, outings, and community service project, while also funding essential council programs like camp properties, financial aid, and leadership development opportunities.

Fall Product Program:

The Girl Scout Fall Product Program takes place each fall and is a simple and easy to manage sale. It introduces an entrepreneurial mindset in Girl Scouts, which in turn prepares them for a successful education and career of their choosing. The program helps Girl Scouts develop the skills needed to tackle the challenges they're most passionate about.

Girl Scout Cookie Program:

Each winter, the Girl Scout Cookie Program helps participants develop five essential skills: goal setting, decision making, money management, people skills, and business ethics. These are skills that support leadership, success, and lifelong growth.

100% of the money raised stays with the local council and troops.

Troop Fall Product Manager and Troop Cookie Manager

The first step in getting started with either program is identifying someone to take the lead on managing one or both. For the best experience, we recommend selecting a volunteer who is not currently a troop leader—though leaders may take on these roles if they choose. The ideal volunteer for these roles should be:

- Reliable
- Organized
- Comfortable communicating with caregivers
- Proficient in math and basic computer skills
- Able to meet deadlines and stay accountable
- Passionate about supporting Girl Scouts



Girl Scout Traditions

Juliette Gordon Low, the founder of Girl Scouts, understood that special words and signs helped girls feel like they are members of a group. Girl Scouts and Girl Guides all around the world share special signs like a handshake, a squeeze, a motto, and a slogan. These special signs overcome barriers of language and culture as they remind us of the values we live by.

The Girl Scout Sign

The Girl Scout Sign is made when reciting the Girl Scout Promise and Law. The sign is formed with the right hand, by using the thumb to hold down the pinky, leaving the three middle fingers extended to represent the three parts of the Promise.

The Girl Scout Handshake

Another form of greeting between Girl Guides and Girl Scouts is the Girl Scout handshake. Girls raise their right hand in the Girl Scout sign and shake using their left hand, denoting friendliness and loyalty.

The Girl Scout Motto

The Girl Scout motto is "Be prepared." Girl Scouts of yesteryear learned skills for fun, but also to cope with emergencies of their times. Today, the motto reminds youth to be prepared to help others in need in their community and around the world.

Girl Scout Songs

Girl Scout songs are a fun and meaningful part of the Girl Scout tradition! Whether sung around a campfire, at troop meetings, or during special ceremonies, these songs help build community, celebrate Girl Scout values, and create lasting memories.

Make New Friends

At the end of each Girl Scout meeting, finish by singing "Make New Friends." this with the friendship circle and the friendship squeeze.

The Friendship Circle

The friendship circle involves Girl Scouts standing in a circle, crossing their right arms over their left, and clasping hands with their friends on both sides

The Friendship Squeeze

To end meetings and activities with the friendship squeeze, everyone gathers in the friendship circle. Each girl crosses her right arm over her left and holds hands with the person on either side. Once everyone is silent, the leader or a girl starts the friendship squeeze by squeezing the hand of the person next to her. One by one, each girl passes on the squeeze until it travels around the full circle. Some troops also tie in "Girl Scout Out," by raising their hands above their heads and slowly loosening and letting go of the hands of the persons next to them.

Girl Scout Uniforms

Girl Scouts at each level have one recommended element (tunic, sash, or vest) for the display of official pins and awards which should be worn when girls participate in ceremonies or officially represent the Girl Scout Movement. For adult members, the unifying look of the uniform is a Girl Scout official scarf or tie, worn with the official membership pins, combined with their own navy blue business attire. An adult vest is also available in the Girl Scout Shop.

The Girl Scout Slogan

The Girl Scout slogan is "Do a good turn daily." In the early days of Girl Scouting, girls tied a knot in their neckerchiefs. They could not untie the knot until a good deed was accomplished. Today, the slogan is a reminder of the many ways girls can contribute to the lives of others.

Girl Scout Traditions

Kaper Charts

A kaper chart is a Girl Scout tradition for dividing up troop responsibilities among the girls. Each job or chore is called a kaper. A kaper chart is a list of assignments, similar to a chore list. Examples of kapers are cleaning up or taking out trash. Kapers can also be fun tasks like the Girl Scout Promise leader, activity helper, snack helper, and friendship squeeze leader. Using a kaper system right from the start helps build leadership and ownership in troop activities to assist with group behavior management.

SWAPS

SWAPS (Special Whatchamacallits Affectionately Pinned Somewhere), the tradition of Girl Scouts exchanging keepsakes, started long ago when Girl Scouts and Girl Guides first gathered for fun, song, and making new friends. SWAPS are the perfect way for Girl Scouts to meet each other and promote friendship. Each one is a memory of a special event or Girl Scout sister.

Quiet Sign

The Quiet Sign is a way to silence a crowd without shouting at anyone. The sign is made by holding up the right hand with all five fingers extended. It refers to the original Fifth Law of Girl Scouting: A Girl Scout is courteous.

Girl Scouts' Own Ceremony

A Scout's Own is a ceremony with a theme. It is called Scouts' Own because girls and their volunteers plan it themselves. It is not a religious service or ceremony and does not take the place of attending religious functions. It is an occasion in which girls express their deepest feelings about subjects that are meaningful to them. A Scouts' Own can be held at any time, indoors or out, at a troop meeting, inter-troop gathering, or at camp. It is difficult for Daisies and Brownies to plan a Scouts' Own. However, in being present at one, Brownies may begin to sense the deeper values of Scouting as they hear girls express their feelings, aspirations, or ideals.

Thank you

Thank you, Girl Scout Volunteers!

Thank you for being the heart of this movement. Because of you, Girl Scouts are discovering their strength, raising their voices, and growing into leaders the world truly needs. You show up with courage, creativity, and care whether you're leading a troop meeting, cheering at a cookie booth, or simply listening when a Girl Scout needs support.

Your time, your heart, and your belief in every youth member make all the difference.

We see you.

We appreciate you.

And we couldn't do it without you. Thank you!



Girl Scout Uniforms

Daisy Uniform



Brownie Uniform



Junior Uniform



Cadette, Senior, and Ambassador Uniform



**Girl Scout Uniform
Resources**



Scan the QR code above to learn more about Girl Scout uniform options and for a badge placement guide.

Visit our shops!

Not near a shop?
Shop with us online!



Headquarters Shop

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Troop Crest Activity (Brownies and up)

✨ What's Your Girl Scout Symbol? ✨

Take this quiz to narrow down your Troop Crest options and then vote!

1. When we're planning something big, we usually...

- A. Get organized and make a game plan right away.
- B. Brainstorm creative and unique ideas.
- C. Make sure everyone is having fun while we work.
- D. Stay focused and make sure we finish strong.
- E. Listen to everyone's ideas and make decisions together.
- F. Pitch in wherever we're needed most.

2. Our friends would describe our troop as...

- A. Energetic and ready to go!
- B. Loyal, determined, and reliable.
- C. Positive and full of good vibes.
- D. Curious and always learning.
- E. Strong, graceful, and kind.
- F. Friendly, welcoming, and always up for something new.

3. If our troop had a superpower, it would be...

- A. Super speed – we love taking action.
- B. X-ray vision – we notice what others miss.
- C. Spreading joy – we make people smile.
- D. Time travel – we love growing from new experiences.
- E. Shape-shifting – we're flexible and open to change.
- F. Healing – we help others feel supported.

4. What matters most to us as a troop?

- A. Taking action to make the world better.
- B. Working hard and being dependable.
- C. Creating a space where everyone feels happy.
- D. Learning, growing, and trying new things.
- E. Standing up for our values.
- F. Being kind, adventurous, and true to ourselves.

5. We feel most proud when we...

- A. Take the lead on something important.
- B. Stick with something and see it through.
- C. Support and cheer each other on.
- D. Try something new and learn along the way.
- E. Help others and stay strong through challenges.
- F. Celebrate how special and unique we are together.



girlscouts
of northeast texas

Troop Crest Activity (Brownies and up)

Now tally your score to find which crest matches your troop's personality.

There's more than one for each group, so you can still vote to decide!



Mostly A's →

You're the Arrow or Trumpet – bold, brave, and always moving forward.



Mostly B's →

You're the Bee or Eagle – hardworking, loyal, and steady.



Mostly C's →

You're the Bluebird, Lei, or Sun – joyful, warm, and full of friendship.



Mostly D's →

You're the Lightning, Nautilus Shell, or Waterfall – creative, thoughtful, and always growing.



Mostly E's →

You're the Crane, White Rose, or Unicorn – graceful, courageous, and full of heart.



Mostly F's →

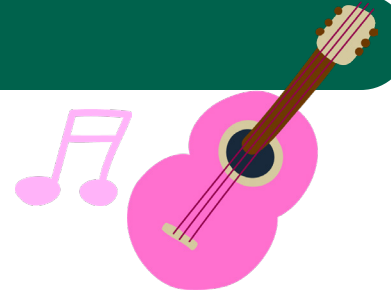
You're the Carnation, Pansy, or Shooting Star – energetic, kind, and truly one of a kind.

We're Troop # _____, and our

Troop Crest is _____

Girl Scout Songs

There are so many Girl Scout songs of all sorts: traditionally, silly, serious, camp classics, repeat-after-me, and more! Girl Scouts love to sing at meetings, at camp, on a hike, or just to pass the time. Here are just a few to get you started:



Make New Friends



Brownie Smile



Little Green Frog



Boom Chicka Boom



Princess Pat



Great Big Moose



Thunderation



I am One Voice



On My Honor



The Bear



Hermie The Worm



Linger



Glossary of Girl Scout Terms

A

Alum: A former Girl Scout girl member.

Ambassador: A Girl Scout in grades 11-12.

B

Badge: Official embroidered insignia earned by completing a certain number of requirements. These earned awards are displayed on the front of the uniform and are distinguished from “participation patches” which are obtained by participating in various events.

Bridging: – When girls move from one program grade level to the next; may include an award for the girls completing the bridging award requirements, and likely will include a ceremony.

Bronze Award: The highest award Girl Scout Junior can earn by planning and completing a team-based Take Action project that makes lasting impact on their community.

Brownie: A Girl Scout in grades 2-3.

Buddy System: – Safety practice that groups two or three girls together to keep watch over each other in an activity (for example, swimming or hiking). The system places girls of equal ability in the same group.

C

Cadette: A Girl Scout in grades 6-8.

Council: A corporation, chartered by Girl Scouts of the USA, organized for the purpose of developing, managing, and maintaining Girl Scouting within a defined geographic region. Our council is Girl Scouts of Northeast Texas which covers 30 counties.

Counselor in Training (CIT): A Girl Scout who is taking a course (called Counselor-in-Training) to learn camp counselor skills.

CSA: Abbreviation of Cadette, Senior, and Ambassador.

D

Daisy: A Girl Scout in grades K-1.

Day Camp: A camp program within a 12-hour period that lasts for a minimum of three days.

Destinations: A trip or event beyond girls’ own troops and councils. Destinations fall into one of five different categories: international, outdoor, science, people, or getaways. All destinations events provide an opportunity for individual members to broaden their perspectives and give Girl Scouting enhanced visibility.

Digital Cookie: The Digital Cookie platform allows girls and volunteers to customize the way they learn and earn during the Girl Scout Cookie Program, using technology in new and engaging ways, all while earning cool cookie business badges along the way.

Dues: Optional monies that are contributed to troops by the Girl Scout families that assist in covering initial costs and ongoing expenses like craft supplies, badges, snacks, and troop events. Dues can be collected at each meeting, quarterly, or as a single payment, based on what works best for families of the troop.

E

Early Bird: Early renewal campaign that takes place between April and June (specific dates change each year) with added incentives for current Girl Scouts who renew their membership before a certain date.

Extended Year Membership: Beginning in April each year, Extended year is a recruitment package for new Girl Scouts which allows them to join for the spring/summer and membership continues through the next full Girl Scout year (Oct 1 - Sept 30)

Glossary of Girl Scout Terms

F

Flag Ceremony: A flag ceremony in Girl Scouts is a traditional way to honor the American flag and express patriotism, friendship, and service. It can be used to open or close meetings, events, or a day, often involving a color guard and reciting the Pledge of Allegiance or Girl Scout Promise.

Founder's Day: Celebrated each year on October 31, in honor of Juliette Gordon Low's birthday.

G

Girl Scout Birthday: Celebrated on March 12, each year, marking the founding of Girls Scouts in the United States by Juliette Gordon Low in 1912.

Girl Guides: The original name for Girl Scouts; it is still used in many countries.

Girl Scout Leadership Experience (GSLE): This is the Girl Scout program. The experience identifies all the elements that need to be in place for Girl Scouting to achieve its mission: Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Gold Award: The highest award in Girl Scouts. Open to Girl Scouts in high school, Gold Award projects find a sustainable way to solve community problems.

GORP: An acronym with two possible meanings, depending on who you ask! "Good Old Raisins & Peanuts," or "Granola, Oats, Raisins, & Peanuts." A camp snack favorite that can be customized for your troop's preferences.

GSUSA: Girl Scouts of the USA, the corporation that promotes the Girl Scout movement in the U.S.A., which includes the United States, its territories, and possessions.

H

Highest Awards: Bronze, Silver, and Gold Awards. They are the highest honors a Girl Scout can earn. All three awards give girls the chance to do big things while supporting an issue they care about.

I

Insignia: Every Girl Scout item worn on the uniform (badges, awards, patches, pins, etc.)

Investiture: A special ceremony in which a new member makes their Girl Scout Promise, receives their membership pin, and becomes a member of Girl Scouts.

IRG: Term used to refer to registered Girl Scouts who are not part of the traditional troop program. These girls still work toward the same badges and activities; they simply do not belong to a troop. They can join other girls at council-wide events and can participate in all Girl Scouts has to offer. They are also known as a Juliette.

J

Juliette: First name of Girl Scout founder Juliette Gordon Low. Term also used to refer to registered Girl Scouts who are not part of the traditional troop program. These girls still work toward the same badges and activities; they simply do not belong to a troop. They can join other girls at council-wide events and can participate in all Girl Scouts has to offer. They are also known as individually registered girls. (IRGs)

Junior: A Girl Scout in grades 4-5.

K

Kaper Chart: A visual chart used to assign and rotate kaper duties, so everyone has a chance to help.

Kickoff: A volunteer event that typically occurs at the beginning of the Girl Scout membership year to build excitement and team spirit.

L

Lifetime Membership: A one-time fee that enables you to become a Girl Scout for life. This is available to any person 18 years of age or older or a high school graduate.

Glossary of Girl Scout Terms

Leader's Day: Celebrated on April 22, this day honors the volunteers who lead and support Girl Scout troops, recognizing their dedication and positive impact.

M

Membership Pin: These pins signify the acceptance of the membership requirements.

Membership Year: October 1 - September 30.

O

On Time Renewal: The membership renewal period running from the end of Early Bird. July-September. Membership expires 10/1.

P

Patches: Patches earned by completing programs unique to individual or troops. They are not earned awards and therefore must be worn on the back of the uniform.

Petals: Earned awards by Girl Scout Daisies. Girls earn the Promise Center by showing they understand the Girl Scout Promise. Girls earn Petals by showing they understand the 10 parts of the Girl Scout Law.

Patrol: Small group within a larger Girl Scout troop often used to organize troop meetings, activities or camping trips.

Program Aide: Girl who has completed 6th grade and has taken a specialized training to help troop/group leaders with the activities for their girls.

S

Sash: A type of uniform available to Brownies through Ambassadors. The sash sits on the right shoulder and crosses the body, resting on the left hip.

Senior: A Girl Scout in grades 9-10.

Service Project: A project that helps the community with a specific and short-term need.

Service Unit: A local team of volunteers who support Girl Scout troops within a specific geographic area. They provide guidance, resources, and community events to help troop leadership volunteers and troop members have a successful Girl Scout experience.

Service Unit Campout: This is a service unit-wide camping event where all the troops in the service unit camp and spend time together over a weekend, giving girls an opportunity to meet their local peers. They are run by committee or a lead in each service unit. Adding a theme can help with planning the activities and help girls get excited about attending.

Silver Award: The highest award a Girl Scout Cadette can receive by identifying an issue, developing a sustainable solution, and leading a team project that benefits the community.

Sit-Up-on: Lightweight pad or mat the girls make to "sit-up-on" when the ground is dirty or damp.

Sleepaway Camp: Overnight camp. Sessions are generally for at least five days and four nights. The program is operated and staffed by the camp, and the supervision of campers is a camp responsibility. Campers stay overnight, and camp is responsible for campers 24 hours a day.

S'mores: A sandwich made with graham crackers, chocolate, and a roasted marshmallow, invented by Girl Scouts.

SWAPS: The tradition of Girl Scouts exchanging keepsakes. Referred to as "**S**pecial **W**hatchamacallits **A**ffectionately **P**inned **S**omewhere.

Glossary of Girl Scout Terms

T

Take Action: A project that helps the community by identifying the root cause of the community need, has long-term benefits, and has sustainable community support.

Tunic: A type of uniform available to Daisies. It is worn over the shoulders and ties at the waist.

Trefoil: The official emblem of the Girl Scout movement in the United States of America, registered in the United States Patent Office by Girl Scouts of the U.S.A.

Troop: A group of girls and adults who meet on a regular basis to engage in Girl Scout Program activities. Troops are organized according to grade level, which places girls together with others in the same social/developmental stage.

Troop Crest: A Girl Scout tradition that helps leaders easily identify Girl Scouts belonging to different troops while on a hike or other activity. There are currently 16 official troop crests available, and they are displayed on uniforms between the Girl Scout Council Identification Set and the troop numerals.

V

Vest: A type of uniform available to all grade levels.

Volunteer-Run Day or Twilight Camp:

Special camps run exclusively by our incredible volunteers, and vary from a few hours to a few days long. Girls enjoy a variety of outdoor activities where they connect with other girls in their community.

W

WAGGGS: The Word Association of Girl Guides and Girl Scouts, a global association supporting female-oriented and female-only Guiding and Scouting organizations in 150 countries.

World Thinking Day: Celebrated annually on February 22. Official Girl Scout holiday where girls traditionally learn about the cultures and traditions of WAGGGS member countries. This day also commemorates the birthdays of Lord and Lady Baden-Powell, the founders of the Scouting Movement worldwide.

Forms and Resources

45Girl Scout Troop Annual Permission Form

Complete every year for every Girl Scout

47Health History form Girl

Complete every year for every Girl Scout

49Health History form Adult

Complete every year for every volunteer

50Event Permission Form

Complete for events that are high adventure, last more than 24 hours, or that introduce sensitive issues.

51.....Tax Exemption Form

Girl Scouts of Northeast Texas is a 501(c)3 Tax-Exempt organization. Your troop purchases can be tax-exempt if you present this form.

52FedEx Office Printing Discounts

Girl Scouts of the USA has a national partnership with FedEx Office, which entitles troop leaders to discounted prices.

Girl Scout Troop Annual Permission Form

October 1, 20__ to September 30, 20__

Troop Number: _____

This form is to be retained for troop records.

Name of Girl Scout	Date of Birth	Grade	School
--------------------	---------------	-------	--------

Street Address	City	State	Zip
----------------	------	-------	-----

Name of Parent/Caregiver #1	Relationship to Child	Email
-----------------------------	-----------------------	-------

Mobile Phone	Home Phone	Work Phone	Place of Employment
--------------	------------	------------	---------------------

Name of Parent/Caregiver #2	Relationship to Child	Email
-----------------------------	-----------------------	-------

Mobile Phone	Home Phone	Work Phone	Place of Employment
--------------	------------	------------	---------------------

☐ Yes ☐ No

Emergency Contact #1	Phone	Relationship to Child	Authorized to pick up child?
----------------------	-------	-----------------------	------------------------------

☐ Yes ☐ No

Emergency Contact #2	Phone	Relationship to Child	Authorized to pick up child?
----------------------	-------	-----------------------	------------------------------

The following person(s) is/are **not** authorized to pick up my child following in-person Girl Scout activities:

Yes ☐ No ☐

Permission for Trips & Activities: My Girl Scout has permission to travel to, attend, and participate in troop activities that are 1) in the local area of the regular meeting place 2) not exceeding 24 hours and 3) not considered high adventure activities requiring GSNETX approval as outlined in Safety Activity Checkpoints. I understand that in order to participate, there may be event fees, pre-planning meetings, or other requirements to participate.

Yes ☐ No ☐

Illness Acknowledgment: I understand that my child may not participate in an in-person activity if they appear to be ill or have been ill within the past 3 days, including a fever of 99.6°F or greater. I further understand that if my child appears to be ill when they arrive at an activity or become ill during the activity, I may be asked to pick up my child early from the activity. I understand that in-person Girl Scout activities may be impacted by the illness. I also understand that no list of restrictions, guidelines, or practices will 100% remove the risk of exposure to communicable illness and agree that my Girl Scout will comply with any and all protocols set by GSNETX or the in-person activity location to limit risk as much as possible.

TWO-SIDED

Girl Scout Troop Annual Permission Form.

- Yes ☐ No ☐ **Behavior Acknowledgment:** I understand that all Girl Scouts are expected to follow the Girl Scout Promise & Law during activities. I understand that volunteers and Girl Scouts should work together to set age-appropriate and activity-specific behavior expectations and I will help to reinforce these with my Girl Scout. I understand that if my Girl Scout is unable or unwilling to follow these expectations, additional steps to ensure their safety and participation in the future may be required, such as a parent/caregiver or family attending Girl Scout activities.
- Yes ☐ No ☐ **Permission to Use Photographs:** I consent that photographs, videos, and/or audio recordings of my Girl Scout may be used and shared by the troop leadership for public relations and publicity purposes, including GSNETX publications, social media, and various forms of media. I understand that last name or other identifying information will not be used for publicity purposes.
- Yes ☐ No ☐ **Permission to Survey:** I understand that my Girl Scout may occasionally be asked to participate in evaluations or surveys as part of Girl Scout activities. I understand that participation is voluntary, and that no compensation of any form for participating will be received nor will standing in Girl Scout sponsored programs be affected for not participating. I further understand that my Girl Scout's confidentiality will be protected throughout the course of any type of evaluation and understand that an evaluation may be discontinued without consequence.
- Yes ☐ No ☐ **Permission for Emergency Medical Treatment:** I understand that in the event of an emergency, every effort will be made to contact a parent/caregiver or emergency contact. If no contact can be made, I hereby give authorization to Girl Scouts of Northeast Texas to seek treatment for my child and/or dependent minor by a licensed physician. I know of no reason(s) why my child may not participate in prescribed activities except as noted on the Health History Form. **If permission for emergency medical treatment is not given, please prepare a signed statement providing the reason and alternate instructions and return it to troop leadership with this form.**
- Yes ☐ No ☐ **Permission for Medication:** I understand that I must provide written permission for a First-Aider to administer any medication, supplement, or vitamin that my child may need. I understand that this written permission must include the name of the medication, supplement, or vitamin, the dosage, times and dates to be administered, and the reason for it is needed. I understand that I must sign and date this written permission and give it to the First-Aider, along with the medication, supplement, or vitamin, which must be in the original container.
- Yes ☐ No ☐ **Permission to Participate in Virtual Meetings (optional):** I give my Girl Scout permission to participate in virtual troop meetings and other virtual Girl Scout activities. I understand that participants will be asked to follow safety guidelines, including the GSNETX Internet Safety Pledge, and be expected to behave in a respectful manner just as they would during an in-person activity. I also understand that if a participant is acting inappropriately during a virtual activity, they may be removed from the activity. I acknowledge that depending on the platform, I may be asked to complete additional permission forms specific to my Girl Scout's participation. As necessary and applicable, I will provide supervision of my Girl Scout's use of technology while participating in virtual meetings.

Allergies: My Girl Scout has the following allergies: _____

Special Accommodations: My Girl Scout requires the following special accommodations: _____

Parent/ Caregiver Agreement: I have read and understand this Girl Scout Troop Annual Permission Form. I understand that I may change or revoke any aspect of this agreement at any time by submitting my request, in writing, to troop leadership.

Signature of Parent/Caregiver

Date

TWO-SIDED

Health History - GIRL // Historia de Salud - Niña

6001 Summerside Drive, Dallas, Texas 75252 • 972-349-2400 • www.gsnetx.org

INSTRUCTIONS: Parent/Guardian should complete information, Health History and Treatment Authorization sections.

DIRECCIONES: Los Padres de familia deben completar las secciones de información, Historia de Salud y Autorización para Tratamiento Médico.

Girl Scout Year/Año

Name (Last, First, MI) <i>Nombre</i>			Phone# H: <i>Teléfono# H</i>	
Address <i>Dirección</i>	City <i>Ciudad</i>	St	Zip <i>Código Postal</i>	Birth Date <i>Fecha de Nacimiento</i>
Parent/Guardian Name <i>Padre/Guardián Nombre</i>	Phone# H: <i>Teléfono</i>	W:	C:	
Parent/Guardian Name <i>Madre/Guardián Nombre</i>	Phone# H: <i>Teléfono</i>	W:	C:	
If Parents/Guardians cannot be reached (must be 18 yrs or older): <i>Si no se localizan los padres:</i>	Phone# <i>Teléfono</i>	W:	C:	
Name of Insurance Company <i>Nombre de la Aseguradora Médica</i>	Phone # <i>Teléfono</i>	Policy # <i>Número de Póliza</i>		
Physician <i>Médico</i>	Phone # <i>Teléfono</i>			

HEALTH HISTORY / Historia de Salud

Girl has/had: If yes, explain below / La niña tiene/ha tenido: Explique al último:

Yes/Si No/No

Yes/Si No/No

☐	☐	Asthma/Respiratory Problems // Asma/Problemas Respiratorio	☐	☐	Measles // Sarampion
☐	☐	Diabetes // Diabetes	☐	☐	Mumps // Paperas
☐	☐	Mononucleosis // Mononucleosis	☐	☐	Motion Sickness // Mareos
☐	☐	Ear Infection // Infecciones del Oído	☐	☐	Chicken Pox // Viruela
☐	☐	Frequent Headaches // Dolores de Cabeza	☐	☐	German Measles // Rubéola
☐	☐	Heart Murmur // Soplo de Corazón	☐	☐	Back Problems // Problemas de Espalda
☐	☐	High Blood Pressure // Hipertensión	☐	☐	Hearing Disorders // Dificultades en Oír (Sordo)
☐	☐	Seizures // Ataques Apopléticos	☐	☐	Skin Problems // Problemas de la piel
☐	☐	Problems with Joints // Problema de Coyonturas	☐	☐	Nose Bleeds // Hemorragia Nasal
☐	☐	Problematic Diarrhea // Diarrea Problematica	☐	☐	Hepatitis A // Hepatitis A
☐	☐	History of bed-wetting // Moja la Cama	☐	☐	Hepatitis B // Hepatitis B
☐	☐	Wears Glasses/Contacts // Usa Lentes o Contactos	☐	☐	Hepatitis C // Hepatitis C
☐	☐	Sleep Disturbances // Problemas de Sueño	☐	☐	
☐	☐	Bleeding/Clotting Disorders // Problemas de Sangre	☐	☐	

Explain YES answers / Explique si marco "si": _____

Is an orthodontic appliance being brought to Girl Scout Event? ☐ yes ☐ no **We cannot assume responsibility if appliance is lost.**

Has this girl had any surgery within the last 6-12 months or serious illness? // La niña ha tenido cirugía en los últimos 6-12 meses o una enfermedad seria? _____

Does this girl have any chronic or recurring illnesses/conditions? // La niña tiene una enfermedad crónica? _____

Has this girl ever had emotional difficulties for which professional help was sought? // La niña ha tenido problemas emocionales en la cual ha tenido ayuda profesional? _____

My daughter has menstruated? ☐ yes ☐ no
Mi niña ya tiene su menstruación? ☐ si ☐ noIf no, has she been told about it? ☐ yes ☐ no
Si no, se le ha hablado sobre este tema? ☐ si ☐ no

RECOMMENDATIONS AND RESTRICTIONS WHILE AT GIRL SCOUT EVENT

Explain any activity restrictions/limitations // Explique si hay una actividad o limitaciones que la niña no pueda hacer o tenga limitaciones.

Explain any dietary restrictions/modifications // Explique si hay alguna restricción alimenticia.

Please provide any additional information concerning the participant's behavior and physical, emotional, or mental health about which Girl Scouts should be aware of: // Por favor mencione información adicional acerca de algún detalle físico, emocional que la niña pueda tener, que tenga Girl Scouts estar al tanto:

May be given: // Se puede dar:

- ☐ Tylenol / acetaminophen // Tylenol
- ☐ Sudafed / decongestant // Sudefed
- ☐ Pepto Bismol // Pepto Bismol
- ☐ Robitussin / expectorant // Robitussin

- ☐ Advil / ibuprofen // Advil
- ☐ Benadryl / antihistamine // Benadryl
- ☐ Tums / antacid // Tums

Medication Allergies (list)
Medicamento de Alergias

Describe reaction and management of the reaction.
Describe reacción y cómo manejar la reacción.

Food Allergies (list)
Alergias a alguna comida

Describe reaction and management of the reaction.
Describe la reacción y cómo manejar la reacción.

Other Allergies (list)
Otras Alergias

Include insect, plant, animal, etc.
Incluya insectos, plantas y animales

Immunizations: Full dates (day/month/year) are required by the Texas Health Department. You may attach an immunization record from doctor. **Vacunas:** Fecha de Últimas Vacunas por el Departamento de Salud del estado de Texas.

	DOSE 1	DOSE 2	DOSE 3	DOSE 4	DOSE 5
Diphtheria, Tetanus, Pertussis (DTP/DtaP)					
Measles, Mumps, Rubella (MMR)					
Polio (OPV/IPV)					
Chicken Pox (Varicella)					
Haemophilus influenzae type b (Hib)					
Pneumococcal vaccine (PVC/PPV)					
Tuberculin Result:					
Hepatitis B					
Hepatitis A (if required by county)					

Parent / Guardian Statement: This health history is complete and accurate. I know of no reason(s), other than indicated on this form, why my daughter/child should not participate in activities except where noted. I authorize the Girl Scout Adult in charge to consent to medical treatment when either I or my assignee cannot be contacted. I understand that every effort will be made to contact me before such action. I assume financial responsibility for emergency care if such care is not covered by GSUSA Activity Accident Insurance.

Declaración de Padre/Guardián: Yo autorizo a la persona adulta encargada de las Girl Scouts que consiga tratamiento médico para mi hija cuando yo o la persona que he asignado, no pueda ser encontrado. Yo asumo cualquier responsabilidad financiera de tratamiento de emergencia, si tal no se cubre por la aseguradora de Girl Scouts.

Signature of Parent/Guardian// Firma de Padre/Guardián

Date/Fecha

Girl Scouts of Northeast Texas

HEALTH HISTORY - Adult

HISTORIA DE SALUD PARA ADULTOS

INFORMATION

Name/Nombre _____ Birth Date/Fecha de Nacimiento _____

Address/Dirección _____

City/Ciudad _____ Zip/Código Postal _____

Person to contact in case of emergency/Notifique a:

Name/Nombre _____

Phone/Teléfono (H)(_____) (B)(_____) _____

Name/Nombre _____

Phone/Teléfono (H)(_____) (B)(_____) _____

Physician/Médico _____ Phone/Teléfono(_____) _____

Medical/Hospital Insurance Carrier

Policy/Group Number

Nombre de la Aseguradora Médica _____ Número de Póliza _____

HEALTH HISTORY

Immunizations: Last date given// Vacunas: Fecha de Últimas Vacunas

_____ Oral Polio/Polio _____ Measles/Sarampión _____ Rubella/Rubela _____ Mumps/Paperas
_____ DPT(Diphtheria/Pertussis/Tetanus)/DPT(Difteria/Tétanos)

Chronic/Recurring Conditions: Check all that apply// Condiciones Crónicas: Marque los que aplican:

_____ Asthma/Respiratory Problems//Asma/Problemas de Respiratorio	_____ Epilepsy/Epilepsia
_____ Kidney Disease/Enfermedad de Riñón	_____ Headaches/Dolores de Cabeza
_____ Heart Disease/Enfermedad de Corazón	_____ Fainting/Desmayo
_____ Diabetes/Diabetes	_____ Nosebleed/Hemorragia Nasal
_____ Ear Infection/Infecciones del Oído	_____ Bleeding/Clotting Disorders/Problemas de Sangre
_____ Special Dietary Regimen/Dieta Especial	_____ Hypertension/Hipertensión
_____ Seizures/Ataques Apopléticos	_____ Constipation/Estreñimiento
_____ Emotional Disturbances/Problemas Emocionales	_____ Hearing Impairment/Dificultades en Oír Sordo
_____ Sickle Cell Trait or Disease/Tendencia del Sickle Cell Anemia	_____ Musculoskeletal Disorders/Desarreglo del Sistema Musculoesquelético
_____ Other/Otra _____	

Date last examination/Fecha de último examen médico _____

Are activities restricted?/ ¿Esta restringida su actividad física? _____ No/No _____ Yes/Si

If Yes, explain/ explique _____

Allergies: Check all that apply/ Alergias: Marque a los que son aplicable:

☐ Animals/Animales _____	☐ Plants/Plantas _____
☐ Food/Comidas _____	☐ Pollen/Polen _____
☐ Insect bites/stings//Piquete de insecto/aguijón _____	☐ Medicines/Drugs//Medicina/Drogas _____
☐ Hayfever/Fiebre del Henó _____	☐ Other/Otra _____

Current medication: specify _____

Medicina que toma actualmente: _____

Check if you wear: ☐ Contact lenses ☐ Glasses ☐ Dental appliance ☐ Other _____
Marque si usa: ☐ Pupilentes ☐ Anteojos ☐ Auxilio dental ☐ Otra _____

This form can be used in addition to the Girl Scout Troop Annual Permission Form whenever an activity is considered high adventure, will last more than 24 hours, or involves a sensitive issue. It can also be used by service units or event coordinators for collecting permission for specific activities.

Name of Girl Scout _____

Girl Scout Troop # _____

Name of Parent/Caregiver _____

Description of Activity: _____

Activity Cost: _____

Activity Date(s): _____ Activity Location: _____

Departure Time and Location: _____ Return Time and Location: _____

Additional Information: _____

Yes ☐ No ☐

Permission for Trips & Activities: I give permission for my child to participate in the activity or activities that I have listed and indicated above.

☐ ☐

Illness Acknowledgment: I understand that my child may not participate in an in-person activity if they appear to be ill or have been ill within the past 3 days, including a fever of 99.6°F or greater. I further understand that if my child appears to be ill when they arrive at an activity or become ill during the activity, I may be asked to pick up my child early from the activity. I understand that in-person Girl Scout activities may be impacted by the illness. I also understand that no list of restrictions, guidelines, or practices will 100% remove the risk of exposure to communicable illness and agree that my Girl Scout will comply with any and all protocols set by GSNETX or the in-person activity location to limit risk as much as possible.

☐ ☐

Behavior Acknowledgment: I understand that all Girl Scouts are expected to follow the Girl Scout Promise & Law during activities. I understand that volunteers and Girl Scouts should work together to set age-appropriate and activity-specific behavior expectations and I will help to reinforce these with my Girl Scout. I understand that if my Girl Scout is unable or unwilling to follow these expectations, additional steps to ensure their safety and participation in the future may be required, such as a parent/caregiver or family attending Girl Scout activities.

☐ ☐

Permission to Use Photographs: I consent that photographs, videos, and/or audio recordings of my Girl Scout may be used and shared for public relations and publicity purposes, including GSNETX publications, social media, and various forms of media. I understand that last name or other identifying information will not be used for publicity purposes.

☐ ☐

Permission for Emergency Medical Treatment: I understand that in the event of an emergency, every effort will be made to contact a parent/caregiver or emergency contact. If no contact can be made, I hereby give authorization to Girl Scouts of Northeast Texas to seek treatment for my child and/or dependent minor by a licensed physician. I know of no reason(s) why my child may not participate in prescribed activities except as noted on the Health History Form. If permission for emergency medical treatment is not given, please prepare a signed statement providing the reason and alternate instructions and return it to troop leadership with this form.

☐ ☐

Permission for Medication: I understand that I must provide written permission for a First-Aider to administer any medication, supplement, or vitamin that my child may need. I understand that this written permission must include the name of the medication, supplement, or vitamin, the dosage, times and dates to be administered, and the reason it is needed. I understand that I must sign and date this written permission and give it to the First-Aider, along with the medication, supplement, or vitamin, which must be in the original container.

☐ ☐

For High Adventure Activities Only: I understand that during high adventure activities, my child will be exposed to an above normal risk of injury. I understand that I am responsible for communicating to the leader and adult-in-charge about any needs that my child may have in regards to these activities. I sustain to the best of my knowledge that my child has the maturity, required skills, and physical ability to participate in these activities. I acknowledge that I can review high adventure guidelines in the GSNETX Safety Activity Checkpoints.

☐ ☐

For Sensitive Issue Activities Only: I understand that during sensitive issues activities, my child will be exposed to issues and discussions that are, or could be, considered to be of a sensitive or controversial nature. I understand that I am responsible for communicating to the leader and adult-in-charge about any needs that my child may have in regards to these activities. I am confident of my child's maturity and ability to participate.

Signature of Parent/Caregiver _____

Date _____

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency Girl Scouts of Northeast Texas 75-1101571	
Address (Street & number, P.O. Box or Route number) 6001 Summerside Dr Ste 101	Phone (Area code and number) 972-349-2400
City, State, ZIP code Dallas, TX, 75252	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

Purchaser  <i>Christian Johnson</i>	Title Staff Accountant	Date 4/27/26
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NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.
THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.
 Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier.
Do not send the completed certificate to the Comptroller of Public Accounts.



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