



Parents are a very big part of your troop. So by all means ask for help! Below is a list of possible Troop positions. Some will require registration or training. Make sure you explain that to those that are volunteering.

Not all of these positions need to be filled for your troop to function. However, they're helpful and if you have parents offering to help, these positions may interest them and can take a load off you. Also, don't be afraid to continually offer positions throughout the year. Some parents need a little time to warm up to the program. They'll begin to feel more confident with each Girl Scout season. So ask again and again if you need to. On the following page we have an example Parent Meeting agenda for you.

Troop Accountant: Requires Registration. Responsible for keeping all financial records for troop funds, This can be a troop parent, but must be an O1 or O2 with signing ability on your troops banking account.

First Aider - Requires Training and registration. This can be a parent or leader. We recommend more than one person fill this role. This is a person that agrees to keep a current, up to date First Aid and CPR license and should be able to attend all meetings, field trips and over nights. You must have a minimum of one person fill this position before your first meeting.

Troop Campers - Requires training and Registration. Parents or Leaders who agree to attend Outdoor Training classes and should be available for all over night trips. You can have more than one person in this position and it actually works out better if you do. That way if one is unavailable for a trip, you have a back up.

Special Events Coordinator— Works with girls, helping them make arrangements for trips and other events. Must follow *Safety-Wise* guidelines. This volunteer should be able to attend meetings.

Ceremonies Administrator - Works with the Special Event Coordinator. This person would take on planning and coordinating of all your ceremonies. Investiture, re-dedication and bridging ceremonies are the main events. However, your troop may choose to also do badge dedications, Court of Awards or Flag Ceremonies. These are just a few. There are many others. This person would plan and book these events, formal or informal, get the supplies or materials and coordinate with the troop and leaders about the plans.

Emergency Contact: An Adult on stand-by for leaders to contact in case of emergency such as an accident or being late when troop travels. Emergency contact person will then notify parents and keep them informed.

Badge Administrator - This is a records Keeper. They communicate with the Leader (O1). A parent to track your Troops badge progress and research new badges for the girls to choose to do. This is a great job for a parent that wants to help but can't make it to meetings.

Product Sales Manager - Requires training and Registration. (for Cookies and Nuts), This could be 1 position or 2. One for each season sale. Or the same person for both. This parent should be available to attend Product training classes (once a season, if needed) and be able to pickup, deliver, organize and track product stock.

SWAPS Administrator - An arts & crafty Parent to help or organize SWAPS, come up with ideas, get supplies and prepares or presents them to the girls.

Troop Historian/ Photographer - This can be one or several parents with a digital camera or video. They should be able to attend your meetings, outings and award ceremonies. Consider people with a digital back ground and/or someone that's PC knowledgeable. It will make it easier to share photos or even provide a year end album or DVD of troop events.



Parents are one of your troop's greatest assets!

Let's face it, if your scout's parents aren't behind you or happy with what you're doing, why would they bring their daughter back? For this and other reasons you should do your best to keep honest & open communications with your troop parents as often as you can. The more they know, the more likely they are to help. How do you know? They may have skills or abilities they can add to your troop!

To start with, Plan a Parent meeting. Your TO will give you Girl Scout Interest forms, with Scout's Parental information. Call them and introduce yourself. Welcome them to Girl Scouts and let them know you'll be planning a parent meeting to go over and discuss all they'll need to know. Inquire about days or evenings that they're available and let them know you'll get back to them once everything is confirmed. Make sure you follow up once the date is booked.

Make an outline or Agenda of everything you want to cover at the meeting.

Try to keep it simple. Decide what the 4 or 5 most important things you need to cover is and stick to that. Other questions will arise, but they can be tabled and answered at the end or after the meeting.

An example of a basic Parent meeting Agenda:

1. **Paper work:** Forms needing completion – Registration, Health History, Driver's Guidelines, Annual Permission Slip
2. **Meeting Dates and Times:** Pass out the days and time of your meetings.
3. **Budget detail, what the Dues cover.** A good way to determine this is to use 3.00 to 4.00 per meeting, per scout. Is a good way to determine what it will cost for you to support that scout through the year. Troop Dues are used to cover; Badge and Award costs, Troop Supplies or projects and administrative cost to the troop. Decide what the Dues will be for your troop and announce them at your parent meeting. Some may choose to pay the full dues, other may appreciate breaking it into two payments. That choice is up to you & how you want to run your troop.
4. **Snack:** If you're planning any snacks at meetings – You can give snack schedule Invite your Troop Co-Leaders or Troop Organizer they can pass it around and have each parent sign up for a day.
5. **Troop Committee or Council:** Let your Parents know where help is needed. You can assign a "Troop Committee" role to every parent in order to set the tone that it takes a lot of parental support to have a great troop. Or use a more casual approach and ask for volunteers.
6. **Lastly, Send a Thank You:** First impressions are everything. A quick Thank card in the mail that follows your Parent Meeting will go a long way to helping you get to know your troop Parents and can help you to follow up on needed paperwork.

**** Be sure to talk about** the GS Mission, the GS Promise, the GS Law, The GS Motto, and the GS Slogan so the parents know why GS's is important and why they should continue to choose this activity over others!

**** Be sure to make troop rules clear** so you are able to focus on the Girl Scouts! Make it clear that when parents are invited to events – it is assumed they are there to help – not to socialize! Make it clear that siblings should not come unless they are invited. Again – council wants the leaders to focus on the girls that is what we are there for. It is hard to do this with a lot of distractions. There are more parents around during the Daisy or Brownie years – but then usually there is only one or two family events for each troop, each year. Also – ask that forms and e-mails are returned promptly to significantly reduce the time that must be spent on getting things from people. Again – more time for the girls and a happier leader!



Yes! There's a place for Dad's in your troop too! Don't leave them out! Girl Scouts does have rules about Dad's attending over nights events, but those questions are easily answered. Welcome your Dad's with open arms. You'll love having some strong hands around to help during cookie season!

Other things you may choose to discuss are:

- 1 Troop activities—You may want to ask for their opinions. Parents can have some really good ideas!
- 2 Uniforms— Tell them what is needed and when they are to wear causal or full uniforms.
- 3 Financial Assistance
- 4 Family Partnership
- 5 "Open door policy" on feedback and input
- 6 Important Girl Scout Forms and Why You Need to Complete Them
(All of these forms are available at www.gssem.org in the "forms" section)

Here are some other forms and programs for you, the Leader to be aware of, but you don't necessarily have to cover these at your Parent Meeting.

Volunteer Applications – A one-time application to help ensure that all leaders are qualified to work with the girls.

Request for Central Registry Clearance – A background check for on all leaders, adults handling troop money and anyone who spends a great deal of time with the girls. Again, for safety and security reasons. This should be given to anyone that will be handling cash or funds for you troop.

Adult and Girl Registration Forms – These forms register individuals as Girl Scouts for one year. They are completed annually. All troop members and leaders must be currently registered Girl Scouts. Additionally, continual volunteers (your cookie manager, first aider, treasurer, camper, continual driver, etc.) need to be registered Girl Scouts.

Annual Troop Financial Report – Paperwork that is due into your TO at the end of the year, usually around June 15th.

Girl Health History Record – To be kept in troop files in case of medical emergency. Should be updated annually. **Have parents complete these at your Parents' Meeting.**

Driver's Guidelines – Must be completed by all parents who drive on any outing. Need to be updated annually. **Have parents complete these at your Parents' Meeting.** These forms verify that all drivers are safe and have insurance coverage.

Parent Permission Form – Girls CANNOT attend events away from normal meeting place without a completed permission slip on file with the troop leader (unless their parent attends).

Troop Dues and Attendance Record – A handy tool for your troop notebook to keep an attendance record.

Troop Sponsorship Form – Needs to be completed by both troop leader and sponsor (if you have one), and then turned in to TO. One copy should be kept in troop files, and a copy should be provided to the sponsor as well.

Honor Troop Program– An optional Award for troops that have gone "above and beyond" what South Lyon District expects. Be sure to look at this form in the fall. The program is not hard to achieve if you work on it throughout the year.