



Girl Scout Parent Guide

Troop # _____ Registration Fee \$25/year + \$10 council service fee Troop Dues _____
Leader's Name _____ Phone _____ Email _____
Leader's Name _____ Phone _____ Email _____
Meeting Location _____ Day _____ Time _____

Thank you for registering your daughter in Girl Scouts! Girl Scouts is about empowering each and every girl and helping them explore the world and all it has to offer.

Girl Scout Mission

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

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.

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 program is based on the Girl Scout Leadership Experience. Through fun activities, girls will **Discover** things about themselves while discovering the world around them, **Connect** with others, and **Take Action** within their communities, both local and globally. We provide activities that are **Girl Led**, provide **Learning by Doing** and **Cooperative Learning** experiences.

What Makes Up a Girl Scout Troop?

A Girl Scout troop with girls from K-5th grade, must have 2 non-related adult member co-leaders and minimum 5 girls. Cadette level and older troops (6th – 12th grade) must have 2 non-related adult member co-leaders and as few as 3 girls. All troops must be open to accepting new girl members until they reach 12 girls. Troops are required to have a troop treasurer. Troops also need a product program volunteer if the troop plans to participate in product sales.

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What Girls Do at Girl Scout Meetings

Most troops meet with different frequency which depends on the meeting location, girl age levels, and parent help. Typical meetings start with an opening by reciting the Girl Scout Promise or Law. Troops then move on to troop business such as attendance, dues, announcements and upcoming planning of badges/ trips/ activities. Girls often work on a step or two to earning a badge or journey during activity time. Leaders are provided access to the online Volunteer Toolkit that has all the steps to earn Girl Scout badges and journeys. Most require 5-7 steps/activities of learning that can be achieved by: singing, sharing ideas, playing a games, acting out a skit, making a craft, learning from a special adult speaker or visitor that shares their expertise, and more. We encourage leaders to use the Girl Scout programming that is provided to them so girls are always learning something new through the Girl Scout Leadership Experience. Meetings are closed by reviewing what is on the agenda for the next meeting and perhaps participating in a friendship circle or other closing activity.

Meeting Attendance

Most troops keep track of attendance at each meeting. We ask for your cooperation in making sure that girls are on time for meetings, field trips, and other activities. Girls that are late miss out on important information as well as become a distraction. Also, please pick up girls promptly when meetings are over. It can be upsetting for all involved when you are late. If you know you are running late, please inform one of your leaders. Also let them know if someone else will be picking up your girl. Leaders will NOT allow another person to take your Girl Scout unless you have told them specifically! Leaders care about all the girls and want to make sure they are okay so letting your leaders know if your Girl Scout is sick or will miss a meeting is very appreciated!

Cancellations of Meetings

If there is no school, early dismissal, or bad weather, please check with the troop leader to see if the troop will need to cancel their meeting. Aside from weather, this may depend on the location of the troop meetings.

Volunteer Toolkit

You can follow troop details online by logging into the “MYGS” area of the Girl Scouts of Northern Indiana-Michiana website, www.girlscoutsnorthernindiana-michiana.org. Once you register your daughter with the troop, you will receive an email with login information. You can view troop plans and meeting content, see your daughter’s achievements, review your contact information, and download meeting aids and resources.

Code of Conduct Agreement

Please read, sign and return the bottom portion of the Girl Code of Conduct Agreement form. We want all girls to get the most out of their Girl Scout experience. Troops are not a place for bullying, recklessness, or other mean or irresponsible behavior that might affect or be harmful to all members, both girls and adults. We have a “three strikes and you’re out” policy. Two warnings will be given. The first warning is to the girl. The second offense the parent will be informed. The third time a girl acts in a harmful way will result in a meeting with the parent. We encourage our girls to treat each other with respect while we are together. We want everyone to enjoy this experience in a safe and fun girl-only environment!

Fall Product Program and Cookie Sale Program

Girl Scouts can participate in two product sales each year. Each girl must submit the parent-signed Product Program Permission Slip before she starts selling. It's a great way for our troops to earn money to help pay for badges girls earn, materials for meetings, and other activities that troops might want to do, such as field trips.

- The Fall Product Program begins in early October.
- The Cookie Sale Program begins in early January.
- In addition to troop profit, girls can earn individual prizes, including Cookie Dough, which can be used to help pay for events, camp, Girl Scout merchandise, and Registration fees.

Parent Communication

Your leaders will discuss the best communication tool to use to share troop information. It might be newsletter, Facebook, Volunteer Toolkit or other means. **Please read the shared information!** It will include important information regarding meetings, cancellations, field trips and permission slips, fundraisers and other important items!

Safety

Girl Scouts emphasize fun with safety. We take your daughter's physical and emotional safety seriously. All activities will be assessed to make sure that they are safe and age-appropriate.

Snacks

Depending on your troop meeting time, the girls may or may not need to include a snack time. If the troop decides that a snack time is needed at the meeting, your leaders will communicate that to parents.

Trips/Field Trips/Outings

There are many activities troops can do outside of regular meetings. When it is decided to do an event or trip, each girl will have a permission form that will need to be signed and returned to the troop leaders. After leaders receive all forms, then the troop can register for the event and begin to plan for that day. Volunteers may be needed for these events, some of which may cost money. Girls, with leader guidance, may decide the troop is able to cover all or a portion of the fees. If not, it may be up to you to cover your own fees. Also, adults transporting or chaperoning girls need to be registered and have a completed background check on file. Talk to your troop leader about registering with Girl Scouts as a troop committee volunteer (parent helper) and enjoy all the fun Girl Scouting has to offer!

Troop Dues

Some troops, especially new troops, choose to have families contribute to the troop's costs. At the start of the school year, each troop should have a parent meeting and this is a good time to discuss what amount the parents are comfortable paying to get the troop started. These dues help to cover the cost of meeting supplies, snacks, badges, and other troop expenses. Most troops have plenty of troop funds to work with after participating in product sales and they find that troop dues are no longer needed if all girls participate in the product sales.

Girl Scout Awards/Badges

During your Girl Scout's adventure, she will earn various badges, journeys, and other awards. The Girl Scout Leadership Experience is about keeping it Girl-Led; the girls will have input into which awards, journeys and badges they would like to earn. Each Girl Scout badge has 3-5 different requirements that need to be met to earn the badge; Journeys are longer with 6-8 requirements. Girls can also earn "fun patches" for special activities or events she may attend, either on her own or with her troop.

Uniforms and Badges

Uniforms are not required for troop meetings, but may be required for special activities, such as ceremonies, presentations, cookie booth sales, etc. Your leaders will let you know if and when your girl needs a uniform. Uniforms consist of a vest or sash for your daughter's grade level and a white top and khaki pants or skirt. Your girl may wear her own top and pants/skirt or you may purchase them through the council service centers, along with vests/sashes.

A vest or sash is a great place to display the badges a girl earns and a great way to identify the troop at events. There are other items that can be added to a vest or sash. They are: council ID, American flag, troop numbers, membership pin, insignia pin, and an insignia tab. Our council online shop shows the uniforms and insignia placement.

<https://www.girlscoutshop.com/NORTHERN-INDIANA-MICHIANA-COUNCIL>

Helping with the Troop

Girl Scouts is a volunteer-based organization. For our girls' safety, any adult working directly with girls must be an approved, registered volunteer. This means that the potential volunteer purchases a Girl Scout membership, completes a background check, and has an Adult Health History form on file with the leader. Volunteer positions are available to fit most personal schedules. If you can help at every meeting, once a month, or with special programs, we would like for you to be part of a troop's leader team! Talk to one of the troop leaders about your interest in volunteering. Positions may be available for co-leaders, committee volunteers, troop treasurer, and/or product coordinator.

Questions

Please contact us with any questions - big or small. We encourage feedback and suggestions. Let us know what you hope your girl gains from her Girl Scout experience and if you have ideas for field trips or activities. If you have an area of expertise or hobby you would like to share, we along with your troop leaders, would love to hear about it!

Girl Scouts of Northern Indiana-Michiana

800-283-4812; 260-422-3417

www.gsnim.org

frontdesk@gsnim.org

Northern Indiana Service Center:
10008 Dupont Circle Drive East
Fort Wayne, IN 46825

Michiana Service Center:
1218 E University Drive
Granger, IN 46530

Girl Code of Conduct Agreement

This Code of Conduct is to be signed by both the girl and the parent/guardian and is therefore binding by both.

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.

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.

1. I will follow the Girl Scout Promise and Law.
2. I will follow the rules that are made to protect others and myself.
3. I will be kind and not bully my sister Girl Scouts, treating others as I would want to be treated.
4. I will listen carefully to all instructions given by the Girl Scout Leaders.
5. I will not argue with my leaders or call them names.
6. I will not use language that is bad or inappropriate.
7. My troop has also agreed on this rule: _____

Failure to follow my troop's Code of Conduct will result in the following actions:

- First Offense – review of the Girl Scout Law and Promise. Apology, if needed.
- Second Offense – review of the Girl Scout Law and Promise. Apology, if needed. Parent/ Guardian will be informed of my behavior.
- Third Offense – review of the Girl Scout Law and Promise with my parent/ guardian and me together. A discussion will be held between my parent/ guardian and my leader regarding possible requirements of my parent/ guardian needing to attend all meetings and events with me.

Girl Scout Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Troop Leader Signature _____ Date _____

Adult Code of Conduct Agreement

This Code of Conduct is to be signed and adhered to by the parents/guardians of the Girl Scout member.

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.

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.

1. I will follow the principles of the Girl Scout Promise and Law as listed on this Code of Conduct while in the presence of Girl Scout members.
2. I will comply with council and GSUSA policies and procedures.
3. I will devote ample time and effort to help my daughter achieve a positive Girl Scout experience.
4. I will treat my daughter's Girl Scout leaders with respect while being considerate of their volunteer and personal time.
5. I will behave in a professional manner when communicating with Girl Scout staff, volunteers and girls.
6. I will not bully or abuse any Girl Scout members directly or through social media.
7. I will follow all instructions appropriately and respond in a timely manner to requests shared by the Girl Scout Leaders.
8. I will act and dress appropriately during all Girl Scout Troop/Event activities.

I have read and understand the responsibilities of a Girl Scout parent/guardian as noted above and agree to carry them out to the best of my ability. I understand that girls are the focus of the Girl Scout program and that it takes many caring adults to make my daughter's Girl Scout experience the best it can be.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Troop Leader Signature _____ Date _____

Girl Health History



This health history record/consent for emergency medical treatment form should be completed by a Girl Scout parent or guardian and returned to the troop leader. The troop leader will keep this form with the troop's permanent files. For each additional Girl Scout year please have parents review and make the necessary updates, initial and date the last page of the form. Please complete a new form if there are numerous or important changes.

Girl Scout's Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____ School _____ Troop # _____

Date of Birth _____ Grade _____

Parent/Guardian #1 _____ Daytime Phone _____

Parent/Guardian #2 _____ Daytime Phone _____

If a parent/guardian cannot be reached, person (adult) to notify in an emergency

Name _____ Relationship _____

Phone number(s) _____

Physician/Insurance Information

Family Physician _____ Phone _____

Family dentist/orthodontist _____ Phone _____

Family medical/hospital insurance carrier _____

Policy or Group number _____

Part I: Illness and injuries (check all that apply)

☐ Ear infection ☐ Bleeding/clotting disorders ☐ Hypertension ☐ Asthma

☐ Heart defect/disease ☐ Musculoskeletal disorders ☐ Seizures ☐ Diabetes

☐ Hypoglycemia ☐ Other: _____

Date of last health examination: _____

What, if any, complicating medical problems were noted? _____

Part II. Allergies (check all that apply and specify the nature of the allergy)

☐ Hay Fever/Pollen ☐ Insect Stings: _____ ☐ Food: _____

☐ Plants ☐ Medicine/Drugs: _____ ☐ Other: _____

Part III. Other Health Conditions (check all that apply)

☐ Bedwetting ☐ Constipation ☐ Fainting ☐ Hearing Impairment ☐ Menstrual Cramps

☐ Motion sickness ☐ Nosebleeds ☐ Sickle Cell trait/disease ☐ Special Diet

regimen

☐ Sleep disturbances ☐ Glasses or contacts ☐ ADD & ADHD ☐ Other: _____

If you checked any of the above, please explain any details we should know: _____

Part IV. Immunization History

	Year's primary series completed	Year of last booster
DTP/DTaP	_____	_____
TD (tetanus/diphtheria)	_____	_____
Measles	_____	_____
Mumps	_____	_____
Rubella/German measles	_____	_____
Oral Polio	_____	_____
Hib	_____	_____
Tuberculin Test, most recent result:	_____	
Other	_____	_____

Part V. Current Medications

This person ☐ takes **NO** medications on a routine basis
☐ Takes prescription/over-the-counter medications as follows:

Med #1 _____ Dosage _____ Specific times taken each day _____

Reason for taking _____

Med #2 _____ Dosage _____ Specific times taken each day _____

Reason for taking _____

Attach additional pages for more medications or additional medication information.

Consent for Emergency Medical Treatment

I/we do hereby state that I/we are the parent/legal guardian of the above-named minor. In case of my/our unavailability, I/we authorize the Girl Scout leader or adult in charge to consent to any necessary health care including: examination, medical diagnosis, anesthetic, surgery, or other treatment, and/or hospital care to be rendered to the above mentioned minor under the supervision of and/or advice of a licensed physician.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Please use this area to further explain any items checked on the reverse side/above and provide any information that would be useful to the adult(s) in charge. Please also tell us about any activities that should be encouraged or restricted.

Parent/Guardian initials that information on this form is still current _____ Date _____

Parent/Guardian initials that information on this form is still current _____ Date _____

Parent/Guardian initials that information on this form is still current _____ Date _____

Parent/Guardian initials that information on this form is still current _____ Date _____

Adult Health History



This health history record/consent for emergency medical treatment form should be completed by any adult participating in troop activities and returned to the troop leader in an envelope with adult's name written on outside. The troop leader will keep this form with the troop's permanent files. For each additional Girl Scout year please have parents review and make the necessary updates, initial and date the last page of the form. Please complete a new form if there are numerous or important changes

Adult's Name _____

Address _____

City _____ State _____ ZIP _____

Daytime Phone _____ Evening Phone _____

Cell Phone _____ Email _____

Emergency Contact Information:

Name _____ Relationship _____

Phone number(s) _____

Physician/Insurance Information

Name of family physician _____ Phone _____

Name of family dentist/orthodontist _____ Phone _____

Family medical/hospital insurance carrier _____

Policy or Group number _____

Part I: Illness and injuries (check all that apply)

- | | | | |
|-----------------------------------------------|------------------------------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Ear infection | <input type="checkbox"/> Bleeding/clotting disorders | <input type="checkbox"/> Hypertension | <input type="checkbox"/> Asthma |
| <input type="checkbox"/> Heart defect/disease | <input type="checkbox"/> Musculoskeletal disorders | <input type="checkbox"/> Seizures | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Hypoglycemia | <input type="checkbox"/> Other: _____ | | |

Date of last health examination: _____

What, if any, complicating medical problems were noted? _____

Part II. Allergies (check all that apply and specify the nature of the allergy)

- | | | |
|------------------------------------------------|-----------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Animals | <input type="checkbox"/> Insect Stings: _____ | <input type="checkbox"/> Hay Fever/Pollen |
| <input type="checkbox"/> Plants | <input type="checkbox"/> Food: _____ | |
| <input type="checkbox"/> Medicine/Drugs: _____ | | <input type="checkbox"/> Other: _____ |

Part III. Other Health Conditions (check all that apply)

- | | | | |
|---------------------------------------------|----------------------------------------------|----------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Constipation | <input type="checkbox"/> Fainting | <input type="checkbox"/> Hearing Impairment | <input type="checkbox"/> Menstrual Cramps |
| <input type="checkbox"/> Motion sickness | <input type="checkbox"/> Nosebleeds | <input type="checkbox"/> Sickle Cell trait/disease | <input type="checkbox"/> Special Diet regimen |
| <input type="checkbox"/> Sleep disturbances | <input type="checkbox"/> Glasses or contacts | <input type="checkbox"/> ADD & ADHD | <input type="checkbox"/> Other: _____ |

If you checked any of the above, please explain any details we should know: _____

Part IV. Immunization History

Year of last booster

Tetanus _____

Other _____

Part V. Current Medications

This person ☐ takes **NO** medications on a routine basis
☐ Takes prescription/over-the-counter medications as follows:

Med #1 _____ Dosage _____ Specific times taken each day _____

Reason for taking _____

Med #2 _____ Dosage _____ Specific times taken each day _____

Reason for taking _____

Attach additional pages for more medications or additional medication information.

Consent for Emergency Medical Treatment

I do hereby state that in case of my unconsciousness and unavailability of my emergency contact, I authorize the Girl Scout leader or adult in charge to consent to any necessary health care including: examination, medical diagnosis, anesthetic, surgery, or other treatment, and/or hospital care to be rendered to me under the supervision of and/or advice of a licensed physician.

Adult's Signature _____ Date _____

Please use this area to further explain any items checked and provide any information that would be useful to the adult(s) in charge. Please also tell us about any activities that should be encouraged or restricted.

Adult initials that information on this form is still current _____ Date _____

Adult initials that information on this form is still current _____ Date _____

Adult initials that information on this form is still current _____ Date _____

Adult initials that information on this form is still current _____ Date _____



Ways Adults Can Help

Each troop needs the help of many adults to carry out a quality leadership experience for the troop. By sharing your time, you can make a difference in the lives of many young girls. Get involved. It's fun! Please return this form to a member of the troop leadership team when completed.

Adult's Name _____

Address _____
(street) (city, state) (zip code)

E-mail address _____

Phone _____ Girl Member's Name _____

Register as an adult member of Girl Scouting by either registering online or completing an Adult Registration form. Volunteers also need to complete an online criminal background check. Contact frondesk@gsnim.org if you do not have online access. Please consider volunteering in one or more of the following positions:

- _____ **Troop leadership team:** Work in cooperation with other leadership team members in the leading of the troop. Complete required learning opportunities. Assist girls and attend meetings, field trips, and overnights.
- _____ **Committee volunteer:** Provide assistance and attend meetings as needed.
- _____ **Field trip driver/chaperone:** Attend and provide transportation for field trips. Must have valid license and vehicle insurance.
- _____ **Cookie Program coordinator:** Attend cookie program training, coordinate cookie program logistics, pick up and distribute cookies, and collect and deposit cookie program money. (January-March)
- _____ **Fall Product Program coordinator:** Attend training, coordinate fall product program logistics, pick up and distribute product, and collect and deposit fall product program money. (October-December)
- _____ **Troop treasurer:** Keep accurate records of troop finances and maintain a troop checking account.
- _____ **First aider:** Complete first aid/ CPR training and attend field trips and camping trips.
- _____ **Camping expert:** Complete required Outdoor learning, help plan, prepare for, and attend camping trips.

Share a hobby, interest or skill with the troop:

- | | | | |
|----------------------|-----------------------|------------------------|-----------------------|
| _____music | _____sewing | _____household repairs | _____outdoors |
| _____nature | _____math | _____first aid | _____entrepreneur |
| _____dance | _____cooking | _____gardening | _____fitness |
| _____games | _____bicycle care | _____computers | _____animal care |
| _____ecology | _____first responder | _____science | _____photography |
| _____cake decorating | _____painting/drawing | _____singing | _____service projects |
| _____sports | _____crafts | _____camping skills | _____other: _____ |

Provide the troop with:

- _____ Help with organizing activities
- _____ Occasional food for snacks at troop meetings, special events, or ceremonies
- _____ Space for storing equipment
- _____ Access to free photocopying
- _____ Help collecting program materials such as wood, cloth, paper, scraps of yarn, etc.
- _____ Babysitting for leaders' children during meetings, trainings, or special events