

FAMILY MEETING AGENDA



WELCOME

1. **Welcome** – Greet everyone, ask them to sign in, and make a name tag; if girls are present, help them introduce themselves to one another
2. **Girl Activity** – If girls are attending the meeting, guide them to the activity you've planned so they can get settled in before you start
3. **Introductions** –
 - Leaders – Introduce themselves and share any Girl Scout experience they may have, give out contact information
 - Family introductions – Ask them to introduce themselves and share any Girl Scout experience they may have
4. **Give brief overview of items you will be talking about**
5. **Questions** – Explain you will try to answer questions as you go but may need to move things along to get to all the important topics; encourage them to call or email with further questions.
6. **Responsibilities to girls/troop** – Discuss the responsibilities of the leader, parents/families, and girls to the troop; share that Girl Scouts is not a babysitting service.

Responsibilities to Girls/Troop	Leaders	Parents	Girls
Attend trainings	X	X*	
Plan & attend troop meetings	X	X**	X
Fulfill obligation of paperwork & troop funds	X		X
Respect girls and families	X	X	X
Maintain troop safety & Activity Checkpoints	X	X	X
Provide well-rounded Girl Scout Program	X	X	X
Attend meetings & trips	X	X**	X
Be on time & prepared for each meeting/activity	X	X**	X
Fulfill obligation of dues, uniforms			X
Return permission forms promptly			X
Complete any missed activities			X
Pass along important information to families	X		X
Honor troop agreement	X	X	X
Dress in an appropriate way for all Girl Scout activities including	X	X	X
Have fun!	X	X	X
*Some troop positions require training			

WHY GIRL SCOUTS?

1. **Values** – Share the Girl Scout Mission, Promise, and Law so that parents/caregivers understand the core values of Girl Scouts; these values are interwoven within every aspect of the Girl Scout program.
2. **Girl Scout Leadership Experience (GSLE)** – Communicate that troops are girl-led, meaning the girls collectively decide, along with your guidance, what they'd like to do as a troop; as they get older, they'll take on more leadership roles; this is done through the GSLE process where girls Discover, Connect, and Take Action through girl-led activities, cooperative learning, and learning by doing.
3. Girls are stronger together. Girl experiences require that a girl (or girls) step up and be the leader—their voices are all welcome! In doing so, the girls realize that are able to have a seat at the table, or even or even at the head of the table and become more confident and self-assured.
4. **The 5 outcomes of the GSLE**
Leadership Outcomes. [Research has shown](#) Girl Scouts are more likely than non-Girl scouts to:
 - Have a strong sense of self (80% vs 68%)
 - Have positive values (75% vs. 59%)
 - Seek challenges and learn from setbacks (62% vs. 42%)
 - Develop and maintain healthy relationships (60% vs. 43%)
 - Exhibit community problem-solving skills (57% vs. 28%)

Girl Scout Mission – Girl Scouts 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 try 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.

ABOUT GIRL SCOUTING

1. **Girl Scout Community** – Explain how their daughter fits into GS

2. **About your troop** –

- Number/Level/SU/GSGLA – Share your troop number, program level, service unit name and number. Don't forget your council *Greater Los Angeles*.
- Meeting information – Discuss and select a date, time, and location that will suit you and your families' needs
- BE ON TIME! – Share the importance of being on time for the meeting and picking up
- Snack – Discuss and decide if snack will be served; if yes, decided who will provide (*add decision to Group Agreement*)
- Calendar – Share upcoming dates



ACTIVITIES

1. **Girl led troop** – Explain girls will decide on the activities and focus of each troop meeting, badges they will earn, trips they will take, etc.
2. **Awards girls can earn** – Show the following:
 - Girl's Guide to Girl Scouting – Badges/Petals; other awards
 - Other badges
 - Possible Journeys
2. **Product Sales** – Share that GSGLA has two product program activities: the Fall Product Program of Nuts/Magazines and the Cookie Product Program in Winter/Spring; these programs don't just fund the troop; they also provide skills essential for success: goal making, decision making, money management, people skills, and business ethics. Additionally, girls earn incentives, the troop earns funds for activities, and the council is able to support girls and volunteers.
3. **Troop Safety** – Explain the following:
 - Safety guidelines – GSGLA uses [Volunteer Essentials](#) and [Safety Activity Checkpoints](#) as our safety guidelines
 - Volunteers – Adults who volunteer as a chaperone, driver, or first-aider, handle large amounts of money/product, or attend any overnight trips need to: register with Girl Scouts and complete a background check
 - Adult- to-girl ratio – All meetings and activities need to meet the adult-to-girl ratio (specific for level); males may volunteer along with at least 1 unrelated female
 - Cancelling – Meetings/activities/trips where there the adult-to-girl ratio is not met, will be cancelled
 - Sign-in and out procedures – Show Sign-in and out form; Parents will need to sign-in and out their daughter at each meeting; girls will only be released after the close of the meeting. Adjust requirements for your unique meeting location

- Group Agreements – Explain that Girl Scouts use group agreements to provide a safe environment
 - **GIRLS** – The girls will be creating a group agreement together that will include consequences; if there are behavior issues, families are expected to help their girls honor the Group Agreement; when it is completed, we will send a copy home for your review and signature
 - **PARENTS/CAREGIVERS** – As adult members of the troop, we will be creating our own Group Agreement; decisions made at this meeting will be included in the Group Agreement; hand out sample Group Agreement; briefly review that sample agreement; add snack decision

HOW MUCH DOES IT COST?

1. **Family expenses** – Explain the following:
 - Membership Registration – There is an annual fee of \$25 per person; financial assistance is available; membership fee includes accident insurance coverage
 - Background screening – Remind families they may need to have a background screening
 - G.I.R.L. Fund – Share with families that their support matters; building girls of courage, confidence, and character, who make the world a better place isn't accomplished alone; consider a gift of any amount, to Girl Scouts of Greater Los Angeles
 - Uniform – Clarify that while uniforms are not required, having a sash/vest/tunic is recommended to display badges/patches/awards
 - Books – Share that books such as Girl Guide to Girl Scouting and Journeys may need to be purchased
 - Troop Dues – Explain the following:
 - **BROWNIES AND ABOVE** – Dues go directly to the troop to offset the cost of supplies, equipment, service projects, trips, etc.; dues should be minimal and may not necessarily be collected all year; dues are to be paid even if the girl isn't able to attend a meeting
 - **DAISIES ONLY** – Daisies do not collect dues, the group adult volunteers handle money, keeps financial records, and does all group budgeting; parents/caregivers may decide to contribute to the cost of activities as needed
2. **Additional expenses** – Share that the troop will offset expenses that are not covered by dues; setting goals, budget planning and money earning is a big part of Girl Scouts; the girls decide what they want to do, make a budget, and then earn the money needed.
 - Parents/caregivers – Explain that parents/caregivers should not be supplementing the troop budget
 - Product sales program – Share that the primary way troops earn money is through the product sales program
 - Money Earning – Clarify that any other money earning must be approved by council and cannot be done during cookie booting

3. **More options** – Explain that there are other ways to fund the troop; share the following:
 - Troop shower – Can hold a shower for troop supplies
 - In-Kind Donation – Ask for in-kind donations of goods or services from the community
 - Monitory Donation – Ask a company to give a donation to the troop; see Volunteer Essentials Chapter 5 for details
 - Start up fee – New troops may collect a small start-up fee
4. **Discuss handouts** – Handout the following lists
 - Girl Scout shopping list – Explain that is a shopping list of uniform pieces and books that you can take to the GS Shop; discuss and decide the following:
 - **UNIFORMS** – The list shows the prices of the uniform pieces and insignia. We need to decide as a troop if each parent will purchase for their own daughter, one person will purchase for all, or another idea
 - **ONLINE SHOPPING** – You can use the Where the Money Goes list to get started. Or see our [Starter Kits available in the Girl Scout Shop](#)
 - **BOOKS** – This year we are going to start with the _____ Journey
 - Troop supply list – Share that we are a new troop and are in need of troop supplies; this list is what we need to get started; let's discuss how we can acquire them; suggestions are having a troop shower, collect a start-up fee or another idea

ASKING ADULTS TO HELP

1. **Adult troop responsibilities** – Starred *positions require membership, completed background screening, and training (*online training for roles at www.gsclaonlinetraining.org*); share that the Troop Committee positions listed below are needed
 - Troop Leader* – meets with the girls; in charge of the troop
 - Troop Treasurer* – handles troop money; signor on troop account
 - Troop Cookie Chair* – handles troop Cookie Program
 - Troop Fall Product Chair* – handles troop Fall Product Program
 - Chaperone/Driver* – drives for troop trips; chaperone to help with girls; part of adult-to-girl ratio
 - Troop Helper – helps at meetings or activities, is not part of the adult-to-girl ratio; does not require background screening; not to be left alone with the girls
 - Other volunteer opportunities – Go over any additional troop jobs; be sure to clarify which roles require adults to register and complete a background screening
2. **Volunteer Survey** – Pass out the [Troop Volunteer Survey](#)
 - Help – Share with the parents/caregivers the specific help you would like from them; remind them that the troop can only be successful if every parent/caregiver volunteers.
 - ASK – Have them complete the Parent Survey

COMMUNICATION

- **Communicating with parents/caregivers** – Explain to them that it is important to decide the best way to communicate; share the ways to communicate (*phone calls/phone tree, texts, emails, troop newsletter, troop mailbox, GS Community, etc.*); discuss and decide how the troop will communicate; note decision on Group Agreement
 - Cancelled/Rescheduled Meetings - Explain how the troop will communicate if a meeting needs to be cancelled or rescheduled
 - Emergency Contact person – Clarify that during field trips and other activities away from the meeting place, an emergency contact person will be identified; this person is to be available by phone/text during the activity; if an emergency situation should occur, they will be contacted who will in turn, contact the parents
- **Conflicts** – Share that there is a chain of command if a conflict that can't be resolved; contact:
 - First – Troop Leaders
 - Second – Service Unit Manager (*first; name and contact information*)
 - Third – Support Specialist (*second; name and contact information*)

FORMS NEEDED TO GET STARTED

1. **Yearly forms** – Explain that there is paperwork that is required to be completed yearly; all information will be kept private and in a safe place; hand out the following; ask them to complete
 - ☐ Annual Permission Form
 - ☐ Health Information & Release Form – [Health History](#)
 - ☐ Over the Counter (OTC) form – [Over the Counter \(OTC\) form](#)
 - ☐ Fall Product and Cookie Programs Parent/Guardian Permission & Responsibility Agreement
 - ☐ Troop Driver Information
 - ☐ Internet Safety Pledge
2. **Activity forms** – Clarify that for activities taking place away from the troop meeting date/time require the following forms
 - ☐ Parent Permission Form – [Parent Permission](#)
 - ☐ Provided Prescription and/or Provided OTC Medication Form – [Provided RX form](#) (optional)

NEXT STEPS

1. **Collect forms** – Explain that all forms must be completed and turned in before leaving
2. **Membership forms** – Ask if everyone has registered their daughter and themselves
 - Yes – Thank those that have registered
 - No – Explain that we cannot start having troop meetings until all girls and necessary adults are registered

- **REGISTERING** – If internet is available, ask those who need to register to do so;
 - New member(s) join from the [GSGLA website](#)
 - Renewing member(s) use your [MyGS portal](#)
 - **PAPER FORMS** (optional)– Girl and Adult Membership forms are available on the [GSGLA website](#)
3. **Group Agreement** – Review agreement and add relative topics that were decided on during the meeting; finalize agreement; have everyone sign; remind parents that this agreement will be on file and may be referenced throughout the year.

CLOSING

1. Thank parents/caregivers and girls for coming
2. Ask if there are any questions and answer them