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Brought to you by Service Unit 70-2

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Welcome to Service Unit 70-2



Information For New Leaders

New Leader Checklist

Notes

- _____ Volunteer Application
- _____ 3 Reference Checks
- _____ GSUSA Adult Registration

Training

- _____ Welcome Session
- _____ 101 Checklist Online
- _____ 101 New Leader Training
- _____ Program Level (i.e. Daisy, Brownie, Jr....)

- _____ Troop Supplies
- _____ Troop Checking Account
- _____ Appointment Form
- _____ Troop Identification Card

My Association – Service Unit# is 70-2.

My Troop # is _____.

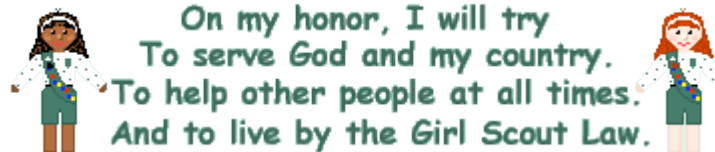
My Consultant is _____.

My SU Manager(s) are: _____.

My SU Meeting is:

Where: _____

When: _____





You have made a great decision to become a leader and we are so happy to have you join us.

We've put this booklet together in an effort to answer your most immediate questions about:

Your Troop
Your Service Unit

When you have questions, please:

Look in the Green Pages for general questions

Look in Safety Wise for questions regarding safety issues

And if you still have some questions:

Call your consultant – Every leader has been assigned a consultant: someone who has been trained to answer questions pertaining to that particular level of Girl Scouting (Daisy, Brownie, Junior, etc.).

My Consultant is: _____

Your consultant is expecting you to contact her from time to time. Please make her feel useful.... Let her use her training. That's what she is there for. Call her when you haven't found your answer in Green Pages and/or Safety Wise. Your consultant will, more often than not, know what you need or will find out and call you back.

Getting Started...

Training

Have you taken your training yet?

This is very important. As a new leader, you are required to have:

Welcome Session, 101 Checklist, 101 New Leader Training, and Level Training (Daisy, Brownie, etc. depending on your troop's level).

If you've already scheduled your training:

Congratulations! You'll be on your way in no time!

If you haven't scheduled training yet:

Take a look at the training calendar for these classes. We suggest you schedule your training as soon as possible. Follow the directions for registration. Any questions – call your consultant.

Additional Training: the training calendar also includes courses for enrichment of the program (like songs & games for example). Take advantage of these if you can. At different times of the year you'll receive flyers about other courses being offered as well as a new training calendar for the winter, spring and summer.

Every time you take a class, be sure to bring your *Training Card* so you can keep track of the classes you have taken and the trainer can sign off on your participation.

All the courses you take during the year can contribute to your earning your Leadership Development Pin and Leaves. And training is required to be an Honor Troop. Both of these will be discussed further in the following pages.



Forms, Books, Lists.....

In addition to the forms you will find in Green Pages and/or Leader Disc, the following is a list of things you'll need throughout the year. Extra copies of forms are available in the Forms Box at SU Meetings.

- Service Unit Team & Leader Rosters
- Troop Roster
- Annual Troop Income & Expenditure Form
- Level Badge/Try-it Record Keeping Sheet
- Copy of Girl Record
- Copy of Attendance Record
- Copy of Dues Record
- GS Shop Order Forms

Books

- Safety Wise
- Green Pages
- Mosaic
- The Big Book of Training
- Campsite Directory
- GS Catalog

The Year

The best way to start planning your year is take out a calendar and add the following:

- Add Girl Scout Special Days
- Add your Troop meetings
- Add the Service Unit Meetings & Events
- Add School Holidays and Vacations
- Add Product Sale time frames (ex: so you can work on tryit/badgework to coincide with the cookie sale)

Sometimes things may change – but it's a basis to plan your Girl Scout year around. Be flexible....some great field trip idea may come out of the blue!

Have a Parent Meeting Before You Start!

Pick a date and inform the parents it's a mandatory meeting. This parent meeting is the time you can:

- Have a presentation on SHARE
- Get parents to sign up for troop jobs (cookie Mom/Dad, First Aider, etc.)
- Date, Time, Location of troop meetings
- Discuss troop dues
- What you'll be doing this year
- Distribute health history forms (get them to bring vaccination records and they can fill out the form on the spot), and blanket permission slips.

You'll have a list of things to discuss with them, but most of all, they get to meet you... and you them!

Create a Troop Newsletter

This is probably the simplest way to communicate information to parents. Phone calls are great but you'll find putting together a newsletter will help you get all the info to them at once. You can do a newsletter on a monthly basis or as needed...whatever works for you. (Maybe you'd like to assign this job to a co-leader or parent?)

Get Yourself Organized

You will receive a lot of information during the course of the year. Come up with a system to organize all the paperwork and information you'll receive right from the start. Some leaders use binders while others use a file box with folders...maybe a combination of both will be what you decide on. Whatever works for you. It really helps!

Establish a Checking Account

Guidelines and information you'll need are in Green Pages. Open a new account or change signature cards if you're taking over an existing troop. Choose a bank that does not charge you fees. Troops in our service unit are currently using Wachovia, BB&T, and Middleburg banks.

The Service Unit Money Manager must be a co-signer on the account. Bring the bank paperwork to the next SU meeting OR call the SU Money Manager (see Team Roster) so you may arrange to get her signature before the next SU meeting. Your bank account information (account number, bank and branch) must be supplied to our SU Money Manager by the next SU Meeting.

Troop Supplies

If you are taking over an existing troop, there may be supplies that are troop property. Ask your organizer or consultant to direct you to the previous Troop Leader so you may arrange for pick up of supplies.

Keep Records

As you spend troop funds, keep your receipts and record information on the Annual Troop Income & Expenditure Forms. We highly recommend keeping these records as you go. You will be required to have the SU Money Manager audit your account in the winter, and, at the end of the year, submit a Report of the Troop Money Manager. It is strongly suggested to look at this Money Manager form at the beginning of each year, to see under which categories you'll be asked to place each of your purchased items.

Girl Scouts on the Internet

If you are online, get in the habit of checking on the Service Unit, Council and GSUSA websites often:

SU 70-2: www.serviceunit70-2.org

GSCNC: www.gscnc.org

GSUSA: www.girlscouts.org

Check them out ... they're great sites to see!

If you've found a great site you think other leaders and girls would enjoy visiting, let us know and we can add it to the website.

If your troop is working on a computer try-it, badge, or IPP... visit the website with your troop.

Girl Scout Shop and Mobile Van

There is information in the Green Pages regarding the Girl Scout Shop at Council, GS Mini-Shops, and the Mobile Van. You will also receive a GS catalog and flyers in your packing throughout the year regarding the Van and the GS Mini-Shops. There are several ways to shop for GS supplies:

Council Shop

1-800-523-7898 fax: 202-274-2161

email: gsshop@gscnc.org

4301 Connecticut Ave NW

Washington, DC 20008

- You can make purchases at the shop or have them sent
- You can call, email or fax your order

Mobile Shop (for local delivery)

1-800-523-7898

- Call, fax or email 5 days in advance
- Stops in Leesburg at Party City parking lot
- Stops in Sterling at St. Matthew's Episcopal
- Payment by check only – no cash

GS Mini-Shop

703-266-4437

Call or see flyer for hours of operation

Centreville Square II

5952 Centreville Crest Lane (703) 266-4437

Stores that carry Girl Scout Uniform Items

The parents in your troop will want to know where they can purchase uniform items.

Leesburg Hobbies & Collectibles, Ryders Hobby in Sterling, & the JC Penney Scout Catalog has uniform items.

Shawnee Council in Martinsburg isn't too far. If you need something and GSCNC is out, call them to see if they have it, and for hours and directions – (304) 263-8833.

Your Service Unit

A service unit is a group of troops located in the same geographic area. Our Service Unit includes the following:

Aldie Elementary
Catoctin Elementary
Cool Spring Elementary
Evergreen Mill Elementary
Middleburg Elementary
JL Simpson Middle School
Loudoun County High School

Our Service Unit is #2 in Association #70. You'll see it referred to as 70-2.

Our Service Unit is part of the Goose Creek Association, which is part of GSCNC (Girl Scout Council of the Nation's Capital) which is part of GSUSA (Girl Scouts of the USA).

The Service Unit Team is comprised of registered Girl Scouts who have been appointed to run the service unit under the direction of our Field Director, our paid staff representative in Leesburg from GSCNC.

The team members have troops of their own. There is a roster of Team members in your packing. Get to know the Team... they are here to help you...beginning with your consultant!

3 Important things to know about Service Unit Meetings, the Service Unit and the Service Unit Team:

1. Your attendance at service unit meetings is required. These meetings are the way we get information to you. (It's also a source of ideas, a place to ask questions and meet new people.) If you or your co-leader cannot attend, send a representative from your troop. If for some reason you or a representative cannot attend a meeting one month, call your consultant or a team member. You'll need to make arrangements to pick up your materials.
2. The service unit is made up of people like you – we all have families, and many of us have jobs outside our homes... we're busy people just like you! We all are in scouting because of the girls. Many times those girls are our daughters.
The service unit cannot exist without volunteers. The activities we sponsor and the programs we provide can't exist without you – either by your coming to an event or, helping to organize one. **Consider being an active participant in the service unit.** As you are new to all of this, we understand you'll have a lot to take in over the coming months. We've all been there. But when we ask for volunteers for an activity, please consider jumping in and helping out. **You'll be glad you did!** You'll get to know more about the organization, you'll meet so many wonderful people (like yourself) and *you will have a lot of fun!*
3. When you do have a question, problem.... whatever... and you call your consultant or a team member – please give them a day or two to respond. We'll all try our best to get back to you right away but please keep in mind we also have families, jobs and other commitments. *Thank you in advance for your patience and understanding!*

SHARE – Share Her Annual Real Expenses: this is the annual giving fund. You should be sure to include this topic on the agenda for your parent's meeting. Ideally, get a parent to volunteer to be your Troop SHARELeader. Your SHARELeader will attend a presentation on SHARE and then give a presentation at your parent meeting and hand out materials for this very important program.

SWAP – Something Worn With A Pin, OR Special Watchamacallit Affectionately Pinned Somewhere: these are little tokens to trade with other girl scouts. You make a number of these to trade with other girl scouts at camp or special event. There are endless kinds of SWAPS. If you haven't seen any, we'll be sure to show you at a service unit meeting.

Thinking Day - February 22nd, the birthdays of both Lord and Lady Baden-Powell, celebrated as the day in which Girl Guides and Girl Scouts all over the world think of each other and exchange greetings.

Try-it/Badge Record – a form to help you keep track of activities that have been completed, by a particular girl, to earn a badge/try-it.

Training Card – You will be issued one by your orientation specialist when you attend orientation training. Bring the card to any training you go to so it can be signed by the trainer. It's the official record of what training you've completed.

When you hear a term you don't know, ask your consultant, a team member or check the Green Pages.

Leadership Development Pin – you can earn the Owl Pin, and the Leaves that go with it, by taking training. You'll be training as a requirement anyway, so why not apply for this pin? There is an application form in Green Pages. Submit your form in the spring – probably by the April Service Unit Meeting (we'll remind you when they are due). At our final meeting of the year we present awards such as this pin and leaves for training hours.

MOSAIC – this is a publication with programs your troop may apply to attend. There are a variety of programs available; most have some kind of fee per participant; programs are for girl scouts and their leaders. You apply for the program(s) after discussing with your troop which one(s) they'd like to attend. You will be notified if you've been placed in a program or on a waiting list. Directions and application form are in MOSAIC.

Packing – the materials you receive every month at the SU Meeting.

Permission Slip – necessary for any activity that takes place away from your regular meeting place or time, and also for discussing sensitive issues at a meeting.

QSP – a springtime fundraiser – magazine sale.

Roundtables – a discussion group comprised of same level Leaders with their consultants. We hold these discussions at service unit meetings so leaders can have an opportunity to ask questions, trade ideas, and problem solve.

The Service Unit Meeting

The Service Unit (or SU) meets monthly, *usually* on the second Tuesday of each month, and the meeting should last about an hour.

Here are some tips, to ensure you get the most from each meeting:

- We recommend you arrive at least 15 minutes early
- Please sign out when you leave (we need attendance records for Honor Troop)
- Pick up your Packing from your Troop Folder (materials you'll receive every month)
- Review the Packing prior to the beginning of the meeting (so you can ask questions)
- Hand in paperwork (there will be a basket for this)
- Pick up forms if you need them (from the Forms Box)
- Talk to your consultant about what you'd like to discuss at Roundtables
- Socialize before the meeting begins
- The Meeting will begin promptly at 7pm
- Every month, troops are assigned to Set Up, Clean Up, or Bring Refreshments. The newsletter will remind you of which troops are responsible for the next month's "kapers" (jobs)

The SU meeting in December is not a business meeting – we have a Holiday Party, which usually consists of a potluck dinner!

You will receive a lot of information about events and opportunities for your troop. Some events are for all girls and some are level specific. It would be impossible for you to attend all the events. However, you need to get the information about these events and opportunities to your girls and their families. (Obviously, if an event is for Brownies and your troop is Juniors you do not have to pass along that info to your troop. But if there is a Brownie event and you have Brownies, you need to inform your troop and their families.)

Please note: It is not up to you to decide they won't be going or participating just because you are not going.

You'll also be given information about SHARE and Product Sales (calendars, cookies, and QSP). You are required to give these materials to your troop families. If they don't want to participate, that is their decision – not yours.

If you have any questions regarding this, please do not hesitate to talk to your consultant or any team member.



Glossary of Terms

(During your volunteer career with the Girl Scouts, you'll be sure to hear, at one time or another, some of the following lingo...)

Blanket Permission Slip – have each parent sign one and keep on file when you want to take your troop outside the meeting place for a walk or a game during your regular meeting time. This is NOT to be used as a permission slip for anything else. It does NOT replace a permission slip for a trip in the car or other transportation.

Girl Record – the most important record for each girl. It's a form on which you record all the girls activities, badges, service, recognitions.... anything she does in Girl Scouting. This record will travel with her as she moves from level to level. If a girl moves away, keep a copy and send the record with her. It is essential you keep this record. The information will be very important to her, for a variety of purposes (college applications for example) as she grows older.

Girl Scout Week – celebrated each year during the week in which March 12th, the Girl Scout birthday, occurs.

Health History Form – necessary for every girl and adult registered in your troop each year. (There are Adult Health History forms.)

Honor Troop – This is a program designed to promote well-rounded troops. You'll find an Honor Troop Application in Green Pages and it's also on the website.

(glossary continued on next page)