

ISLAND CREEK COMMUNITY

New Troop Leader Guide



Volunteers do not
necessarily have the time;
They have the heart."
- Elizabeth Andrew

Find Us Online at
www.gssjcislandcreek.org

When You Join **GIRLS SCOUTS**,

You Join a Council, a Community and a Troop!

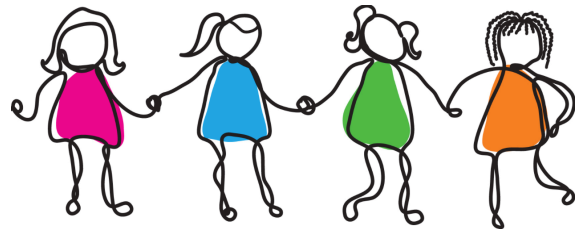
❖ COUNCIL

We are part of GSSJC - Girl Scouts of San Jacinto Ccouncil

GSSJC is a group of staff and volunteers that support Girl Scout members in 26 counties by providing activities for girls and trainings for adults. These amazing men and women maintain 10 Girl Scout camps year round and are constantly working to improve and modernize facilities! Our Council also acts as our governing body, creating policies, rules and regulations to support girls everywhere and the Girl Scout Leadership Experience!

✓ You can learn more at

www.gssjc.org



❖ Community

We are part of Island Creek Community (ICC)

ICC is a group of volunteers that support local Girl Scout members in the Katy area by providing fun, local events your troop can attend! ICC also hosts monthly meetings and trainings for adult volunteers (called Summits and Cafés) where troop members can network and share ideas! Our community also has a Mentor Program to help new troops be successful! A seasoned Troop Mentor will be assigned to every new Troop Leader. A special “Mock Meeting” training will be held for new leaders to cover planning troop meetings, Leader tips & tricks, example crafts and how to do opening/closing ceremonies!

Join us Online...

✓ In our Facebook Group - [GSSJC Island Creek Community](#)

✓ On our website at – www.gssjcislandcreek.org

❖ Troop

A Girl Scout Troop is a group of girls building Courage, Confidence and Character and adult volunteers that support them! ICC will help place girls in your troop from the surrounding schools in your area.

A Troop is made up of at least 5 girls and the following Adult Volunteers:

- ✓ At least 2 unrelated Leaders
- ✓ A Troop Treasurer
- ✓ First Aider
- ✓ Product Sales Manager
- ✓ Cookie Sales Manager
- ✓ Friends and Family Helpers with CBC



TROOP FORMING



Girls from the same grade level have registered for Girl Scouts and are ready to start a troop! Now, to make this troop a reality, we need parents to step up and accept leadership positions.



Your Troop will need...

☐ At least TWO unrelated Leaders (who do not live in the same household):

- To be a Leader you must complete the online training, be in good standing with GSSJC and pass a comprehensive criminal background check.
- Leaders Responsibilities:
 - Open a Troop bank account & maintain all Troop paper work and forms
 - Secure a meeting location & determine frequency of meetings
 - Stay current with GSSJC and GSUSA program materials, resources, policies and procedures through training, meetings, Troop Scoop, and GSSJC/GSUSA websites
 - Facilitate meetings, events, badge work and journeys to be girl led
 - Support and empower girls to reach their full potential

☐ A Troop Treasurer:

- A Troop Treasurer works with the Troop Leaders to maintain and balance Troop Finances
- The Treasurer will need to open a bank account with a Troop Leader and submit bank registration F-36 form to Community Specialist within 5 days of opening account
- Save all receipts from Troop purchases
- Turn in your Troop Financial Report in May to the Island Creek Community Financial Specialist

☐ Product Sales Programs: Earn Money for your Troop!

- Troop Cookie Manager and Fall Product Manager:
 - To participate in either Product Sales program, Your Troop will need an adult volunteer to be your Sales Manager and coordinate all Troop Sales
 - To be a Product Sales Manager, you must be a registered Girl Scout, pass a Criminal Background Check, be in good standing with GSSJC, and attend training.
 - Fall Product Sales are from September to November
 - Cookie Sales are from January to March
 - When your Troop participates in product sales, your Girl Scouts are empowered by learning leadership skills, money management, sales and marketing! It also Earns Troop Funds to pay for Troop Activities and Fieldtrips!!!

☐ A First Aider

- A First Aider (CPR/First Aid trained adult) is required at many gatherings outside of your regular meeting location, such as fieldtrips, camping and events.

Welcome New Troop Leader



Thank you for saying YES and stepping up to make this troop a reality! Your generous commitment gives your troop the opportunity to discover new skills, challenge themselves, connect with others and make a difference in their community and the WORLD! As you give girls the gift of your time and mentorship, you will also benefit in knowing the important role you played in their journey!



**So you've
decided to be a
GIRL SCOUT
LEADER!!!
NOW WHAT?**

How to become a LEADER...

Step #1 – Adult Girl Scout Membership

Go to www.gssjc.org and create a MyGS account. You then need to sign up for a Girl Scout Membership at <https://girlscouts.secure.force.com> and pay the \$25 membership fee. Please note, you MUST select “Leader” as your troop role when registering. GSSJC will also run a criminal background check on all leaders and many key adult roles.

Step #2 - Troop Leader Training

Now it's time to take your Troop Leader training! This can be completed online! Once your training is complete and your background check clears (you'll receive a postcard when complete), GSSJC will send you an official Appointment Letter with all of your troop information. That letter will authorize you to open a Troop Bank Account!

Step #3 - Troop Bank Account

You must have at least 2 unrelated Adults on your bank account. It is highly recommended that these individuals be a Troop Leader and the Troop Treasurer.

Step #4 - Get First Aid Certified

While not required, we highly recommend that at least one Troop Volunteer be CPR/First Aid Certified. Check the ICC Facebook Page to find local opportunities to get certified!

Now you Are ready to Get Your Troop Up and Running!!!



RUNNING YOUR TROOP



Find a Meeting Location:

- ❖ A Church, Community Club House, School or a Leader's House are a few possibilities!

Your First Meeting:

- ❖ Come to Island Creek's Mock Meeting Training on September 9th and learn how to manage and run a successful meeting before leading one of your own!
- ❖ It's Highly Recommended to have a Parent Meeting to start things off right! You will need to collect a Medical Form (with a shot record and copy of the front and back of the parent's Medical Insurance Card) for each girl and an Adult Emergency Form for each adult that is a legal guardian.
- ❖ It's also a great time to go over what Girl Scouts is all about with your parents!
- ❖ If you already have your Troop Calendar prepared, you can discuss it and let your parents know what your expectations are for them and the Troop.
- ❖ It's also recommended to have Parents sign up to bring Snacks and Drinks to meetings! Just pass around a sign up sheet! Don't forget to list any food allergies that apply to your Troop.
- ❖ Ask for additional volunteers if your Troop still has open positions!

Links to Important Forms:

- Medical Form: F-185
<http://www.gssjc.org/content/dam/gssjc/documents/forms/Troop/F-185GirlMedicalForm.pdf>
- Adult Emergency Form: F-22
<http://www.gssjc.org/content/dam/gssjc/documents/forms/Troop/F-22AdultEmergencyForm.pdf>
- Girl Permission slip: F-204
<http://www.gssjc.org/content/dam/gssjc/documents/forms/Troop/F-204GirlPermissionSlip.pdf>
- Safety Activity Check Points:
http://www.gssjc.org/content/dam/gssjc/documents/pdfs-for-website/SafetyActivityCheckpoints_2016update.pdf

Training Options:

- GSSJC will have optional Leader Training for every Girl Scout level!
- Learn all about Badges, Pins, Journeys, Girl Scout Songs, Ceremonies and Traditions!
- Also don't forget to checkout Island Creek Community's Green Apple Cafés and see what trainings are taking place in Katy!





IMPORTANT CONTACTS

Your Troop # _____

Troop Leader #1: _____

Phone: _____

Email: _____

Troop Leader #2: _____

Phone: _____

Email: _____

Troop Treasurer: _____

Phone: _____

Email: _____

Fall Product Manager: _____

Phone: _____

Email: _____

Cookie Manager: _____

Phone: _____

Email: _____

First Aider: _____

Phone: _____

Email: _____

Thank You!
VOLUNTEERS LIKE YOU
MAKE GIRL SCOUTS POSSIBLE!!!

Don't Forget to Join GSSJC Island Creek Community's Facebook Group



TROOP Finances



You are in Community #27 "Island Creek" & Region #9 "Katy"

**There are several things you need to know
about Troop Finances!**

1. Bank Account Basics (See training video for more info):

- ❖ Bank Accounts **MUST** be registered with GSSJC and styled as "GSSJC Troop #123456789" (but use your actual Troop Number)
- ❖ See Form F-34 for the procedure on how to open your bank account
- ❖ After your Troop Bank Account is opened, you will need to complete Form F-36 and Return it to our Community Financial Specialist, Bernadette Bressler within 5 days! Contact at:
islandcreek.financials@gmail.com
- ❖ You can open your Troop Account at the Bank of your choice but remember the following:
 - You want to select a bank with **NO** fees for Troop Accounts
 - Most banks require 2 forms of identification, Drivers License and Social Security card are preferred
 - The whole process takes about 45+ minutes
 - When you open an account you will likely have to deposit around \$200. Check with your bank for exact amount required.
 - If you have trouble you can contact Bernadette Bressler for a list of suggested banks. One such bank is Prosperity Bank (99 @ Highland Knolls). You can contact Megan Poindexter at (713) 663-8481 Ext. 37481

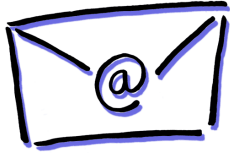
2. Troop Dues

- ❖ To help keep track of your Troop Dues, you can use Form F-01

3. Troop Annual Financial Report

- ❖ Every Troop is responsible for turning in a Troop Financial Report, F-31 every year.
- ❖ This Report is due to the Community Financial Specialist, along with a copy of your April ending Bank Statement, in May
- ❖ You can come to our Community Meeting for a Green Apple Training on how to fill out your Troop Financials! Check out our Community Calendar for details!

4. All Forms are available at www.gssjc.org



ISLAND CREEK COMMUNICATION



Island Creek communicates through our website, Facebook, Email and Remind 101!

Important Contacts

Websites:

www.gssjcislandcreek.org

www.gssjc.org



Facebook:

GSSJC Island Creek Community Group



Email:

- ❖ CLT (Community Leadership Team): islandcreek.clt@gmail.com
- ❖ Financial Specialist: islandcreek.financials@gmail.com
- ❖ Fall Product Sales: islandcreek.fallprod@gmail.com
- ❖ Cookie Sales: islandcreek.cookies@gmail.com
- ❖ Registration/Placement islandcreek.registrar@gmail.com



Remind 101

✓ Please Text @islandcr to 81010 to subscribe to updates for ICC



ISLAND CREEK COMMUNITY MEETINGS



Island Creek Community has monthly meetings:

- At our meetings, our Community Leadership Team (CLT) and Community Service Team (CST) talk about Community Events, Business and News from GSUSA/GSSJC! It's VERY important to have a representative from your Troop attend and all the details!
- Some meetings will be subject-specific and offer Trainings and important topics like Toolkit Know How, New Leader Orientation and Troop Financial Basics! Please check the list of topics offered and come see what these trainings have to offer you and your Troop!

Meetings Location:

St. Paul Episcopal Church
5373 Franz Road
Katy, TX 77493

Island Creek Community Meetings Dates 2018-2019:

September 13th
October 27th – New Leader Orientation
November 8th
January 10th
February 7th
March 7th – Murder Mystery Dinner
April 11th
May 9th - Recognition Awards Dinner & Auction

Communities Bring People Together...

Island Creek's Mentor Program wants to help you be successful! Sign up for a Mentor today!



Come to Community meetings to network with other leaders, share ideas and get involved!



ISLAND CREEK COMMUNITY PRODUCT SALES



GSSJC (Girl Scouts of San Jacinto) and Island Creek Community conducts two product sales each year!

Fall Product

Every year, the order taking for the sale (candies, nuts and magazine subscriptions), called "Fall Products", begins September and concludes in November (online) or October (for girl delivered). Products will be delivered in November!

Girl Scout Cookies

Cookie Sale ordering will begin in January, with digital sales and initial regular orders. Cookies will be delivered during the first two weeks in February. Booth Sales are in February and March.

**Our Community Fall Product Manager/Cookie
Manager: Maribeth Negri**

- ❖ Fall Product Sales: islandcreek.fallprod@gmail.com
- ❖ Cookie Sales: islandcreek.cookies@gmail.com

**To participate, sign up on our Community Website at:
www.gssjcislandcreek.org under Product Sales!**





2018-2019 Island Creek Community Calendar

August 1st - ICC Camp Registration Opens

August 13th - Meet the Teacher Night

August 25th - "Early Bird" Bingo Event

September 8th - Troop Forming Rally

September 6th - ICC Camp Registration Closes

September 13th - IC Community Meeting

➤ **ICC Camp Paperwork and Payment Due**

October 5-7th - IC Community Campout - Theme "Game Show Mania"

October 27th - New Leader Orientation

November 8th - IC Community Meeting

November 5th & 12th - Community Costume Skating Party

December 1st - Holiday Cupcake War

January 10th - IC Community Meeting

January 13th & 27th - ICC Polar Bear Swim

February 7th - IC Community Meeting

February 9th - Me & My Guy Dance - Valentine theme

February 22nd - World Thinking Day Event

March 21st - Volunteer Retreat Meeting "Murder Mystery" Dinner

March 23rd - ICC Palm Tree Grand Prix

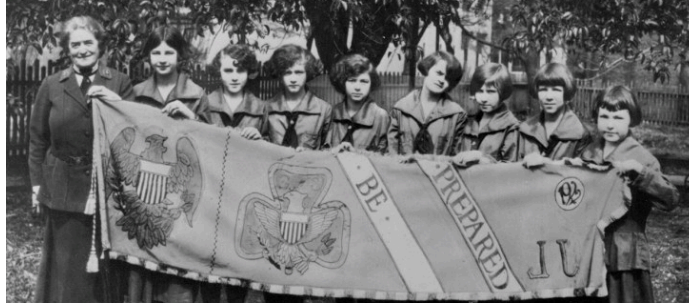
April 11th - IC Community Meeting

April 27th - Me & My Gal Party (optional lock-in)

May 9th - ICC Recognition Awards Dinner and Auction

May 15th - ICC Bridging

HONOR THE PROMISE LIVE BY THE LAW...



"Truly, ours is a circle of friendships,
united by our ideals."

-Juliette Gordon Low
Girl Scouts Founder, est. 1912

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*



Important GS Dates:
Juliette Low's Birthday October 31
World Thinking Day February 22
Girl Scout's Birthday March 12



Girl Scout Law

*I will do my best to be
Honest and Fair,
Friendly and Helpful,
Considerate and Caring,
Courageous and Strong,
Responsible for What I Say and Do,
I will respect myself and others,
Respect Authority,
Use Resources Wisely,
Make the World a Better Place,
and Be a Sister to Every Girl Scout!*