

  
girl scouts  
of wisconsin  
southeast



# First Four Meetings

For New Girl Scout Brownie Troop Leaders

800-565-4475 • [gswise.org](http://gswise.org)



## First Four Meeting Examples

To help you get started with your Girl Scout Brownie troop, you'll find examples of how you and the girls can structure your first four meetings. Each example follows a typical troop meeting format, and each incorporates the *Brownie Quest* Journey book. If you're using *Wow! Wonders of Water*, you may be able, with a bit of creativity, to adapt these meetings to include that series of Journey books.

Prior to your meetings with girls, be sure to let each girl's parent or guardian know where to get a copy of her own Journey book. It is important that each girl have her own book, so she can write in and decorate it.

In the adult guide that accompanies *Brownie Quest*, you'll find six flexible, customizable sample Journey mini-sessions. You and the girls may decide to do all six of these sample mini-sessions during one or two troop meetings (and that's perfectly okay), or you may decide to extend the sample mini-sessions over several troop meetings, which is what the enclosed example meetings reflect. Given that all your meetings will be girl-led, however, your meetings will probably go in a different direction than these examples, but these are a great place to start.



**Ready to get started?**  
Grab the girl books and adult guide for *Brownie Quest*, and get ready to have fun with your Girl Scout Brownies!

# Six Parts of a Troop Meeting

## Pre-Meeting Start Up

Start-up activities are self-directed. Girls can do them alone or in pairs with minimal supervision. This gives leaders a chance to meet the girls and parents as they arrive. Remember for each part of your meeting to be sure things are appropriate for your grade level.

## Opening

Opening activities should help the girls focus on the meeting and begin interacting as a group. A simple flag ceremony, a Girl Scout song like “The Brownie Smile Song” or “Make New Friends” or a time set aside for sharing are some suggestions for suitable opening activities.

## Business

Troop business might include announcements, taking attendance, collecting dues or fees, planning for trips or activities, or making a new kaper chart. A kaper is a special Girl Scout word for “chore.” A kaper chart is a simple way to rotate responsibilities. With kapers and all troop business, girls can get to try out a variety of skills.

## Activity

The activity is just that—the activity! It might be the new leadership Journey you are working on, the badge you are going to complete, a guest speaker, or a community service project. When choosing an activity, it is important to look at it from the girls’ perspective. Is the activity suitable for your meeting place? Will the activity need to be adapted? Will there be enough materials for all of the girls? Will you be able to clean up any messes?

## Clean Up

The girls assigned to clean up should have their names on the kaper chart. This assignment should be rotated among all of the girls in the troop. It should never be used as a disciplinary tool, as the girls need to know that cleaning up is a responsibility shared by all. It is not a punishment.

## Closing

In the closing, emphasize what the girls have accomplished that day and what activities they can look forward to in the future. Good closing activities include:

- Gathering in the friendship circle and doing the friendship squeeze.
- Reciting the Girl Scout Promise and the Law. Girls can even take turns discussing the parts of the Promise and Law or describing something that they have done that exemplifies them.
- Stating one personal goal that each girl would like to accomplish before the next meeting.

After the closing, be sure that you know how each girl will get home and that each girl is met by a parent or guardian.

Note: It is often easier to plan a meeting if you have a set goal or a special theme. For example, if the girls have expressed an interest in learning about safety, your activity for the meeting might be to practice fire safety procedures. You could extend this theme to your next meeting by arranging for a field trip to the fire house, arranging for a guest speaker from a child abuse agency, or creating a first aid kit with the girls. Working from a written plan is often easier and more effective than improvising. The worksheet on the next page will help you plan your meeting.



**Troop #:** \_\_\_\_\_

**Girl Scout Meeting on:** \_\_\_\_\_

	<b>What We Will Do</b>	<b>Who Will Do It</b>	<b>What We Need</b>	<b>Notes</b>
<b>Pre-Meeting Start-Up</b>				
<b>Opening</b>				
<b>Business</b>				
<b>Activities</b>				
<b>Clean Up</b>				
<b>Closing</b>				

## Girl Scout Brownies: Sample Meeting 1 (60 to 90 minutes)

**Goal:** The girls will discover their special qualities and the qualities of their sister Girl Scout Brownies. They will also find the values within the Girl Scout Law.

### Supplies needed:

- *Brownie Quest*, girls' books and adult guide
- Slim markers (small decorative stickers are optional)
- Light ball or koosh ball
- Poster board with a star on it and the names of the girls written on the star
- Clues for the Girl Scout Law search—ten strips of paper with one part of the Law on each strip
- "It" and "Other" cans and wide craft sticks
- Snack or treat

**Pre-meeting:** Set up a table with arrival activity material; display the Brownie Quest master map.

**Arrival Activity:** *Finding the First Key: Discovering Me* (p. 49 in the girls' book). Each girl uses slim markers and decorative stickers to make her own unique star. Have an adult or an older Girl Scout help the girls, if necessary.

**Snack/treat:** You and the girls may opt to have treat time here or toward the end of the meeting.

**Opening:** Sit in a Girl Scout Brownie Ring (which is simply a group of Girl Scout Brownies sitting in a circle). Welcome the girls and introduce yourself and any co-volunteers. Do the *Ball Toss* (p. 46, adult guide).

**Business:** Take attendance and collect the dues, explaining to the girls what you are doing, since they will do this task in the future. (You and the girls may opt to collect dues at the beginning of your meetings.) After the first meeting, assign taking attendance as one of the kapers for one of the girls.

You will create "It" and "Other" cans: Give each girl a wide craft stick to decorate and help her put her name on. Also provide two cans (such as coffee cans) that girls can help decorate. When the cans and sticks are complete, you have an easy way to get girls to help. When a helper is needed in a meeting, a stick is drawn from the "It" can, and the name drawn is the helper. After the task is finished, the stick goes in the "Other" can, until all sticks have been drawn from the "It" can.

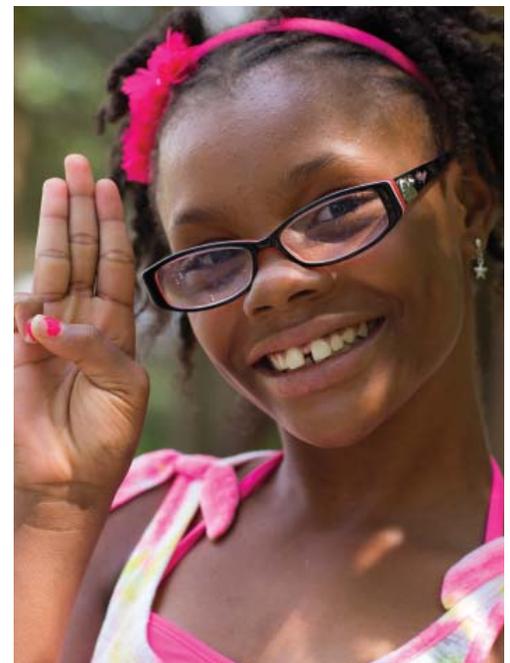
**Activity 1:** Decorate the "It" sticks. Each girl decorates her "It" stick and writes her name on it.

Sit in circle and have girls place their sticks in the container. Ask the girls how they help at home, and talk about how they might help in their troop.

**Activity 2:** Play *Going ELF* (pp. 47–49, adult guide; see p. 44 in the adult guide for suggestions on ways to set up the search). Then have girls, with assistance (if necessary), complete *Discovering Values* (p. 50 in the girls' book). For tips on winding down from the search, see p. 50 in the adult guide.

**Clean Up:** Draw a stick from the "It" can and ask this girl to lead the clean-up effort. Encourage all the girls as a team to be part of this effort.

**Closing:** Give each girl a stapled copy of the take-home letter and family start (pp. 53–55, adult guide). Encourage her to share and do the star with her family and bring the star back to the next meeting. Close with teaching them the friendship circle (p. 27, adult guide).



## Girl Scout Brownies: Sample Meeting 2 (60 to 90 minutes)

**Goals:** The girls play and reflect on a teambuilding game. Then they create the Brownie Team Agreement—the first step in discovering the second key on their Brownie Quest. They also celebrate earning the Discover Key.

### Supplies needed:

- *Brownie Quest*, girls' books and adult guide
- Discovering Us poster (p. 51, adult guide)
- Markers, stickers, and any other glitzy decorative stuff
- Poster board/easel paper titled, "Brownie Team Agreement"
- Discover Key award patch for each girl
- A soccer-size ball
- Snack or treat

**Pre-meeting:** Set up the arrival activity; display the *Brownie Quest* master map.



**Arrival Activity:** Each girl finishes decorating her family star; those who are done may decorate the Brownie Team Agreement poster.

**Snack/treat:** Encourage healthy treats.

**Opening:** Stand in a circle. Review/teach the Girl Scout Promise and the Girl Scout Sign (p. 26, adult guide).

**Business:** Assign a girl to take attendance and another to collect dues. Begin to discuss plans for an investiture ceremony where they will receive their Girl Scout Brownie pin if they are new, and rededicate themselves if they are returning. Determine when, where, and who to invite. Next week, they will work out additional details.

**Activity 1:** Do the *Brownie Star Circle and Discover Key Ceremony* (pp. 58 and 59, adult guide).

**Activity 2:** Play *Connecting as a Team* (p. 60, adult guide). Play *Pass the Ball, Please* (bottom of p. 61, adult guide).

**Activity 3:** Creating Brownie Team Agreement (p. 61, adult guide).

**Clean Up:** Draw a stick from the "It" can and ask this girl to lead the clean-up effort. Encourage all the girls as a team to be part of this effort.

**Closing:** Sit in a Girl Scout Brownie ring. Ask the girls with a family member to look at and think about pp. 52 and 53 in the girls' book. Close with a friendship circle.

## Girl Scout Brownies: Sample Meeting 3 (60 to 90 minutes)

**Goal:** Girls jump into the ELF Adventure using their own sit-upons.

**Supplies needed:**

- *Brownie Quest*, girls' books and adult guide
- Small flag
- Sit-upon materials
- Food items for the healthy snack; small baggies

**Pre-meeting:** Lay out everything they need to make a healthy snack.

**Arrival activity:** Create a healthy snack. Let the girls mix their own combination of dried banana chips, raisins, granola, sunflower seeds, and popcorn. Be sure to check allergies first!

**Snack/treat:** The girls have prepared their own treat—and it's healthy!

**Opening:** Introduce a basic flag ceremony. Choose a girl to hold the flag from the "It" can. Stand in a horseshoe facing the girl holding the flag. Recite the Pledge of Allegiance with hands over heart, and then say the Girl Scout Promise with the Girl Scout sign.

**Business:** In the Girl Scout Brownie ring, a girl takes attendance and dues is collected (unless your girls decided to do this as they arrive).

Talk about the ceremony they had at their last meeting, during which each girl received her Discover Key. Let them know that soon they will have a ceremony where the new Girl Scout Brownies receive their pin and the returning Girl Scout Brownies rededicate their pins. Discuss their upcoming ceremony, their investiture ceremony, and help them make decisions regarding what their ceremony will look like. (For ideas, see pp. 27–29 of the adult guide.)

Review with the girls their Brownie Team Agreement. Introduce another tool that will help them manage their meetings—a Kaper Chart—that will help them keep track of various jobs and whose turn it is to do each. Brainstorm with the girls what types of jobs should be included, for example, serving treats, planning and leading the opening, planning and leading the arrival activity, and planning and leading the closing ceremony or activity.

**Activity 1:** Make sit-upons. Girls will use these any time they want to sit on the ground during a meeting, so, if possible, keep them with the troop supplies. A sit-upon is made by inserting newspaper (or some other soft material) between vinyl material. Take a folded section of a standard newspaper. Cut two sections of vinyl cloth, large enough to cover each side. Punch holes about one-half-inch all the way around both pieces of vinyl. Help the girls thread yarn through the holes, connecting both pieces of the vinyl. Then tie off the ends securely.

**Activity 2:** Have the girls try out their sit-upons as they read chapter 1 (pp. 7 and 10–15) in the girls' book. Read and talk about this story with the girls. Also, have the girls try out the Twist Me and Turn Me in pairs (p. 17 of the girls' book).

**Clean Up:** Draw a stick from the "It" can and ask this girl to lead the clean-up effort. Encourage all the girls as a team to be part of this effort.

**Closing:** Planning and leading the closing can be a kaper, and each week a group of girls can direct this. This time, ask the girls how they would like to close their meetings.



## Girl Scout Brownies: Sample Meeting 4 (60 to 90 minutes)

**Goal:** Girls make final preparations for their investiture ceremony and take the second step toward the Connect Key.

### Supplies needed:

- *Brownie Quest*, girls' books and adult guide
- Small flag
- The printed part of an invitation with the date, time, and additional information to go into their decorated invitations; material to make their invitations
- CD or digital file of the "Brownie Smile" song (check your council's resource center) and CD player/iPod player
- *Brownie Quest* master map to display

**Arrival activity:** Ask the first few girls to arrive to lead the others in a game, or have a Cadette Girl Scout teach them the "Brownie Smile" song, with actions.

**Opening:** Do a basic flag ceremony, followed by the Girl Scout Promise. Teach them the "Brownie Smile" song.

**Snack/treat:** If a girl provided the treat, have her act as hostess.

**Business:** The girls take care of attendance and dues, with your help. Finalize plans and practice for the investiture ceremony, which might take place at your next meeting. Will the girls have a flag ceremony? Who will be in it? Will they sing or act or Twist Me and Turn Me, from their ELF Adventure story?

**Activity 1:** Create individualized invitations. Give each girl the material she needs to make the invitation for her family. Encourage each girl to decorate and individualize it.

**Activity 2:** Prepare to *Connect at Home* (p. 62–63, adult guide). This activity revisits their Brownie Team Agreement, and then takes the second step for the Connect Key. Tell the girls they are going to look at how they can care for their families.

Next, do *Send it Home* (p. 62 of the adult guide, which references p. 55 of the girls' book). See if the girls would like together to try to fill in the blanks on p. 54 of their book. These are based on the pictures, except for the question about Campbell's dog's name (see p. 7 of the girls' book for the dog's name!).

**Clean Up:** Draw a stick from the "It" can and ask this girl to lead the clean-up effort. Encourage all the girls as a team to be part of this effort. If you have the CD player/iPod player with Girl Scout songs, you might want to play this while the girls are cleaning up.

**Closing:** Do friendship circle, led by the girls. Consider singing, "Good Night Brownies," to the tune of "Good night Ladies."

*Good night, Brownies.*

*Good night, Brownies.*

*Goodnight, Brownies.*

*We're sad to see you go.*

