


girl scouts
of wisconsin
southeast



Council 101: Welcome to Girl Scouts of Wisconsin Southeast

Girl Scouts of Wisconsin Southeast
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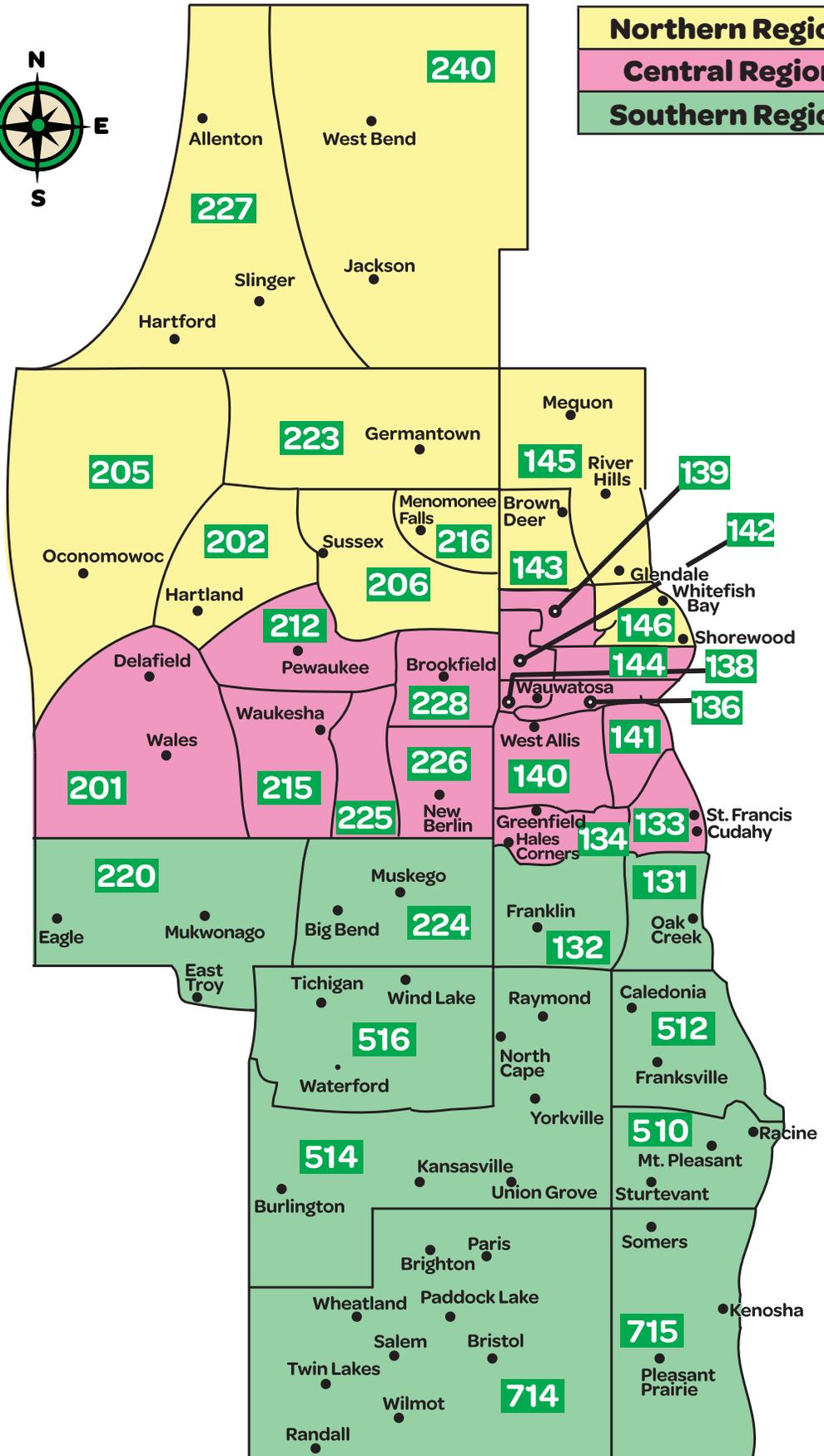
Revised October 2015

GSWISE Council and Service Area Map



Northern Region
Central Region
Southern Region

131	Lakeside
132	Girls of Franklin
133	Southshore
134	Green Corners
136	Sherman Park
138	Firefly
139	NW Wonders
140	Wise Girls
141	Mitchell Street
142	Wild West
143	North Deer
144	Heart of Milwaukee
145	Homestead-Nicolet
146	Northshore
201	Alpha Moraine
202	Arrowhead
205	Lakeland
206	Meadow Springs
212	Enchanted Waters
215	Prairie Hill
216	River Valley
220	Woodland Trails
223	Northern Lights
224	Sun Lakes
225	Indian Springs
226	Sunny Trails
227	Glacier Hills
228	TBD
240	Rising Stars
510	Belles on the Lake
512	Northshore Stars
514	Friends Forward
516	Windy Waters
714	Kinoje Girls
715	Southport Sisters



My Council

Service Area Name

Service Area Coordinator

School Site Organizer

Membership Manager

Phone

Fellow Volunteers

Fellow Volunteers

Fellow Volunteers

Fellow Volunteers

Service Area Meeting Dates and Times

Service Area Meeting Dates and Times

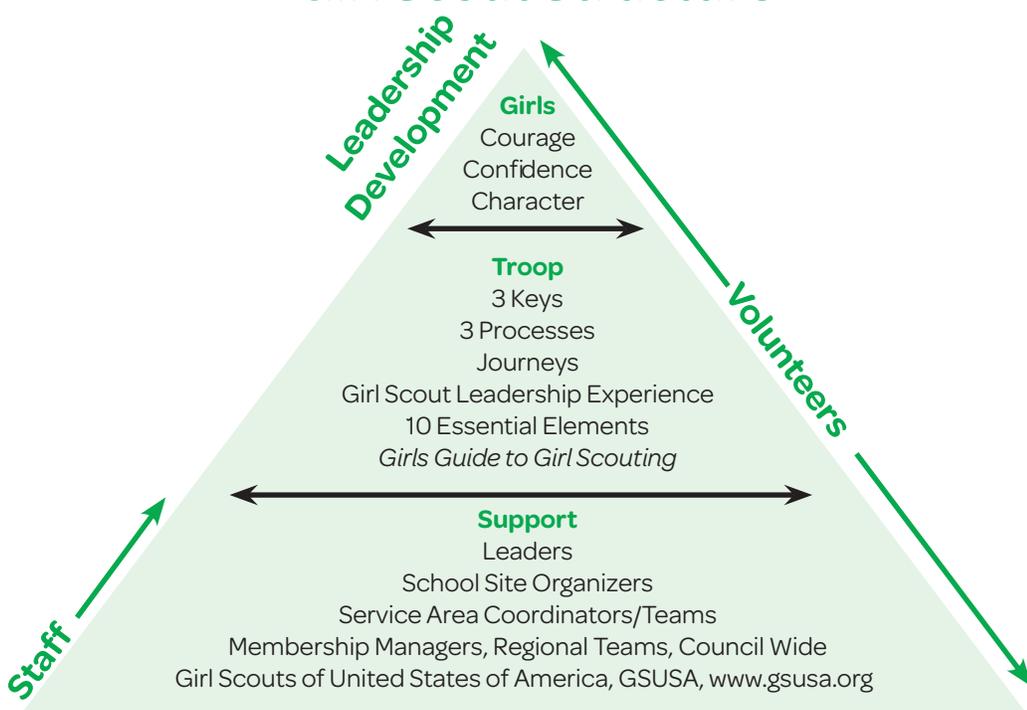
Volunteerville

Name	Frequency
Council 101	1 time ride
Leadership Essentials	4 rides
Product Sales	Yearly ride
First Aid	Ride as needed
Outdoor Skills	1 ride
Enrichments	Frequent rides

Troop Management

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

Girl Scout Structure



- Understanding Girl Scout membership.
- All girls and adult volunteers need to be registered before meeting.
- Registration materials can be found in the Troop Packet. Contact your school organizer or membership manager to get a packet.
- Encourage parents to register and become members. Parents with monetary responsibilities must register.
- Financial assistance is available by request. Go to gswise.org for more information.

Troop management starts with adult volunteers... Do you have enough adult support?

Volunteer Essentials, Quick Start Guide

- Two leaders are needed per troop.
- Troop committee—all volunteers are required to complete an online application and background check.
- Adult to girl ratios, see *Volunteer Essentials, Chapter 4: Safety-Wise.*

Parent Involvement

Troop Committee Member Position 03: Volunteer Opportunities for Parents	
Treasurer	Keeps record of the troop's finances
Chaperone	Assists with troop outings
Regular Meeting Helper	Lends a helping hand to girls and leaders as needed during troop meetings
Regular Meeting Planner	Helps plan troop meetings and/or prep for meetings
Troop Cookie Captain	Organizes the Cookie Program Activity
Troop Nut Manager	Organizes the Fall Product Sale activities
Presenter	Presents a certain topic to the troop at an assigned meeting
Troop Newsletter Editor	Writes the troop newsletter
Driver	Transports girls to and from troop outings
Camp Coordinator	Plans camping trips for the troop
Service Project Coordinator	Organizes service projects for the troop to participate in
Emergency Contact Representative	Helps contact parents and guardians in case of an emergency (*This person does not participate in the outing)
Phone Tree Coordinator	Organizes communication between leaders and parents in the event of a cancellation

Note: Any volunteer holding one of the positions listed above should be a registered adult Girl Scout member and is required to complete the application and background check process.

Recognition

Girl Scouting is a volunteer driven organization, where dedicated adult volunteers are essential in providing leadership experiences for girls. The formal recognition process established by Girl Scouts of the USA is one way to recognize outstanding contributions of volunteers. For more information see the Volunteer Awards and Recognition flyer in your troop packet or on gswise.org.

Community Event Provider

Community Event Providers are organizations and businesses in the community that are approved by Girl Scouts of Wisconsin Southeast (GSWISE) to provide events and activities to girls, troops, and families that relate to the Girl Scout Leadership Experience and give girls the opportunity to discover, connect and take action.

Volunteer Responsibilities

Girl Scouts promises every girl:

The chance to discover the leader she can be.

The respect of her peers and of adults.

Access to life-changing experiences that inspire her to do great things.

The joy of friendship.

The opportunity to make a difference—for herself, her family, her community, and the world.

A Family Promise

On my honor, I will:

Share my daughter's new interests.
Give her opportunities to practice her skills at home.

Show appreciation for the Girl Scout Promise and Law.

Attend the troop events to which I am invited.

Support Girl Scouting by working for and contributing to activities and funds that make Girl Scouting possible in our community.

Remember that a troop is a team effort.

3 C's + 3 Keys + 3 Processes + You

3 C's

Girl Scouts builds girls of courage, confidence and character.

3 Keys

Discover: A strong sense of self and positive values, practical life skills and critical thinking.

Connect: With healthy relationships, teamwork, conflict resolution, within the community.

Take Action: To advocate for self or others, be inspired to educate others to act and feel empowered to make a difference in the world.

3 Processes

Girl Led: Girls of every grade level take an active role in determining what, where, why, and how they'll structure activities

Learning by Doing: This means that girls have active, hands-on experiences.

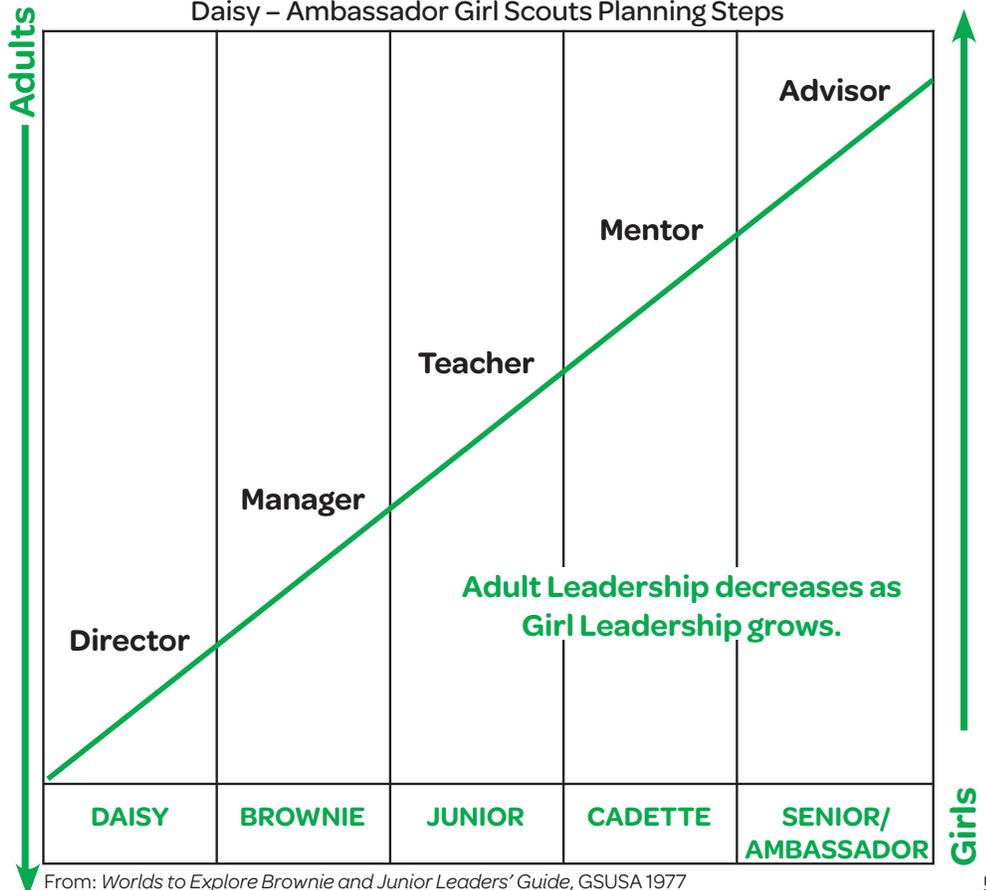
Cooperative Learning: Girls learn so much about themselves and each other when they team up on common goals.

10 Essential Elements

Welcome families to Girl Scouts; illustrate belonging to big sisterhood; guide girls to develop as leaders; empower girls to take action; support skill growth; expand a girl's world view; celebrate with traditions; user girl-friendly approach; encourage girls through cookie program; inspire continued growth.

Girl Scout Progression Chart

Daisy – Ambassador Girl Scouts Planning Steps



Let's Talk About Inclusion

Girl Scouts embraces girls of all abilities, backgrounds, and heritage, with a specific and positive philosophy of inclusion that benefits everyone. Each girl—without regard to socioeconomic status, race, physical or cognitive ability, ethnicity, primary language, or religion—is an equal and valued member of the group, and groups reflect the diversity of the community.

Inclusion is an **approach and an attitude**, rather than a set of guidelines. Inclusion is about belonging, about all girls being offered the same opportunities, about respect and dignity, and about honoring the uniqueness of and differences among us all.

Approximately 20 percent of the U.S. population has a disability—that's one in five people, of every socioeconomic status, race, ethnicity, and religion. As a volunteer, your interactions with girls present an opportunity to improve the way society views girls (and their parents/guardians) with disabilities.

Today, the focus is on a person's abilities and on what she can do rather than what she cannot. If you want to find out what a girl with a disability needs to make her Girl Scout experience more successful, simply ask her or her parent/guardian. If you are frank and accessible, it's likely they will respond in kind, creating an atmosphere that enriches everyone. *Volunteer Essentials, Chapert 3: Engaging Girls at All Grade Levels.*

Online resources that may help a troop, volunteers and parents understand abilities include (but are not limited to):

<http://www.parentcenterhub.org> Center for parent information and resources. Serves as a central resource of information and products to the community of families of children with disabilities.

<http://www.ldonline.org> LD OnLine is a website on learning disabilities and ADHD, serving more than 200,000 parents, teachers, and other professionals each month, providing accurate and up-to-date information and advice about learning disabilities and ADHD. LD OnLine is a national educational service of WETA-TV, the PBS station in Washington, D.C.

<http://www.thearc.org> The Arc promotes and protects the human rights of people with intellectual and developmental disabilities and actively supports their full inclusion and participation in the community throughout their lifetimes.

<http://www.assew.org> The Autism Society, Southeast Wisconsin Chapter. The Autism Society exists to improve the lives of all affected by autism. The Autism Society does this by increasing public awareness about the day-to-day issues faced by people on the spectrum, advocating for appropriate services for individuals across the lifespan, and providing the latest information regarding treatment, education, research and advocacy.

<http://www.nami.org> NAMI is the National Alliance on Mental Illness, the nation's largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness. NAMI advocates for access to services, treatment, support and research and is steadfast in its commitment to raising awareness and building a community of hope for all of those in need.

www.easterseals.com/wi-se/ Easter Seals Southeast Wisconsin provides exceptional services to ensure that all people with disabilities or special needs and their families have equal opportunities to live, learn, work and play in their communities.

<http://www.211wisconsin.org> The mission of 2-1-1 Wisconsin is to connect everyone in Wisconsin with quick and easy access to community-based health and human services information and resources.

There's greatness in every girl. Girl Scouts helps her find it.

Troop Town

Safety is VERY important

Every adult in Girl Scouting is responsible for the physical and emotional safety of girls, this is demonstrated by agreeing to the Girl Scouts Safety Guidelines as listed in Volunteer Essentials, Quick Start Guide.

Notes:

How to Read Safety Activity Checkpoints

Note: All Safety Activity Checkpoints are found at gswise.org.

This introduction provides an overview of the format of each set of checkpoints.

Know Where to do the Activity—A quick list of the most common places girls carry out the activity.

Include Girls with Disabilities—Tips and special websites for information on including girls with disabilities.

Basic Gear—Includes clothing and equipment girls are likely to already have in their possession.

Specialized Gear—Includes clothing and equipment girls may need to purchase, rent, or borrow.

Prepare for the Activity—These checkpoints discuss steps to take in advance of the activity. Not every category is listed here, and not every activity includes these categories.

- Communicate with council and parents. Tips for following council guidelines and keeping parents informed
- Ensure prerequisites. Ranges from an ability to swim to knowledge of primitive camping
- Arrange for transportation and adult supervision. Recommended adult-to-girl ratios for this activity
- Verify instructor knowledge and experience. Ensuring the volunteers or on-site instructors possess the proper skill set, knowledge, experience, and/or training/certification
- Select a safe site. A game plan for ensuring the safest experience possible
- Compile key contacts. Information on itineraries, phone trees, and other contact information
- Respect the environment. Tips for ensuring environmental responsibility
- Prepare for emergencies. First-aider requirements and other emergency precautions

On the Day of the Activity—These checkpoints include important final reminders on the day of the activity. Not every category is listed here, and not every activity includes these categories.

- Get a weather report. Ways to monitor the weather for any outdoor activity and/or activity requiring transportation.
- Review rescue tips. Activity-specific rescue tips.
- Use the buddy system. The best way to ensure no one is separated from the group or unable to get help.
- Be prepared in the event of a storm with lightning. Special details for outdoor warm-weather activities.

Links—Guides you to the best-known and best-respected websites.

Know-How for Girls—Offers games, mini-lessons, and other fun ways to expand girls' knowledge.

Effective communication with girls and with adults will allow Volunteers to actively support the physical and emotional safety of all in an inclusive environment.

Train Schedule	
Name	Frequency
Council 101	1 time ride
Leadership Essentials	4 rides
Cookie Program Activity	Yearly ride
First Aid	Ride as needed
Outdoor Skills	1 ride
Enrichments	Frequent rides

Discuss facilitators as resources

Where will the Girl Scout troop meet?

Meeting Places and Safety

- Things to consider when finding a meeting location.
- Creating a safe space—What kind of environment will we create?
- Report concerns.

Reporting Concerns

Volunteer Essentials, Chapter 4: Safety-Wise.

There may be times when you worry about the health and well-being of girls in your group. Alcohol, drugs, sex, bullying, abuse, depression, and eating disorders are some of the things girls may encounter. If you believe a girl is at risk of hurting herself or others, your role is to get her the expert assistance she needs.

- Contact a staff member right away at GSWISE.
- Share this concern with the girls family, if feasible.

Insurance

Volunteer Essentials, Chapter 5: Managing Group Finances

How and when am I covered? _____

Tagalongs are _____

The First Meeting of the Year—Parent Meeting

Volunteer Essentials, Chapter 3: Engaging Girls at All Levels

- Use your new parent meeting outline to help you plan the meeting.
- Hold a parent meeting.
- Permission slips.

Parent Meeting Outline for the Troop Leader

Pre-Meeting

1. Get a list of interested girls from the school organizer.
2. Set up the meeting site (school works best).
3. If a contract signature is required at the meeting site, submit to your local resource center.
4. Contact parents with meeting information.
5. Include Girl Scout registration forms.
6. Prepare parent help sign-up sheets.

Meeting

1. Arrange tables and chairs for parents, and an activity area for girls.
2. If girls are going to be present, arrange for an older girl troop to help or have your co-leader run an activity with the girls.
3. Introductions.
4. Troop management positions—Discuss responsibilities such as leader, treasurer, cookie captain, driver, meeting helper, snack provider, phone contact person, shopper, etc.
5. Ask parents if they have any skills, knowledge, or special contacts that they can share during the year.
6. Discuss troop meeting times and locations.
7. Explain and discuss troop dues.
8. Explain and discuss family giving. (Letter attached to membership forms)
9. Explain uniform and publication options.
10. Discuss options for purchasing through the resource center. (Purchases from the resource centers directly benefit Girl Scouts of Wisconsin Southeast.)
11. Collect registrations, dues, and family giving contributions.
12. Tell parents how you are going to communicate with them (i.e., email, newsletter, phone tree).
13. Direct parents to the council's website for information on workshops, support, resource centers, and more.

Post Meeting

1. Follow up with a thank you and recap of the meeting.
2. Send rosters out with parent information and contact information.

Remember—Informed parents are interested parents!

Troop Meetings

The goal of every troop meeting is girl-led fun with a purpose! Allow the girls to Discover, Connect and Take Action in enriching and fun ways.

Ideas for six parts noted in *Volunteer Essentials, Appendix: For Troop Volunteers*

1. Arrival activity: _____
2. Opening: _____
3. Business: _____
4. Activities: _____
5. Clean up: _____
6. Closing: _____

Managing Time

The components of a Girl Scout meeting are listed below. Adjust the times based on length of troop meeting and program level.

1. Pre-meeting (time varies)
2. Opening (5 minutes)
3. Girl Scout circle (5 minutes)
4. Program activity (20 minutes)
5. Clean up (5 minutes)
6. Sharing time (5 minutes)
7. Snack time (10 minutes)
8. Closing (3 minutes)

Eleven Steps for Planning a Troop Meeting

1. **Be Prepared.** Plan activities and set up materials ahead of time with the coleader and anyone else who will be involved in the meeting.
2. **Connect with each girl.** Greet each girl with a smile and a few welcoming words.
3. **Plan a pre-meeting activity.** Girls will arrive at different times before the meeting starts. Have an activity that they can do independently.
4. **Show where the bathrooms and fire exits are,** and establish rules and safety standards for meetings.
5. **Establish routines.** Signal in a special way that the meeting is about to begin. Many leaders utilize the Girl Scout Quiet sign as a tool. Involve girls in planning an opening ceremony, it keeps girls interested and helps them take responsibility.
6. **Prepare and post charts that show which girls are helping with particular tasks (such as opening ceremonies, snacks, supplies and cleanup).** These tasks are called kapers, and the chart is called a Kaper Chart. This system allows girls to volunteer for responsibilities and to alternate their tasks for each meeting.
7. **Use five and one minute warnings.** Warn the girls when there are five minutes left before their activity will end. Then warn them again about one minute before the end.
8. **Enjoy sharing time at each meeting.** Encourage girls to talk about their interests, feelings, and daily experiences. Be sure this is voluntary. Each girl should be assured of an opportunity to speak. Set a good example by really listening to what they have to say and being responsive to their comments. Utilize the Girl Scout quiet sign.
9. Enjoy an organized, simple, relaxed **snack time.**
10. Make formal decisions about activities in the **Girl Scout circle.** This is the girls' form of troop government. Girls may come up with ideas or decisions in this circle. If their ideas are unsafe or downright impossible, guide them with questions toward other ideas.
11. **Finish with a closing ceremony.** Bring the meeting to a meaningful closure in a ceremony that includes everybody. Some popular closing activities include the friendship circle and squeeze or singing a good-bye song.

Review of Financial Assistance for Membership, Dues, Uniform Pieces, Journey Books

Troop Finances

Volunteer Essentials, Chapter 5: Managing Group Finances

- Details on how to set up a troop account and how to use the council's taxpayer identification number are available in the *Bank Authorization Letter* provided in your troop packet.
- More information about Automatic Clearing House Procedures can be found in your troop packet.

Troop Money Earning

Volunteer Essentials, Chapter 5: Managing Group Finances

Girl Scout Product Program Activities (Fall Product Sale and Girl Scout Cookie Program Activity)

- Recruit a troop nut manager and/or troop cookie captain. This volunteer must be a registered troop member and complete the application and background check process.
- Can we do other money-earning activities?
A troop must participate in both council product program activities – the Fall Product Sale and the Girl Scout Cookie Program Activity in order to take on other money earning projects. Daisy Girl Scouts are only approved for the two council money earning activities. The Daisy troop is responsible for meeting the modest cost of troop activities.

Product Sales

Understanding the Girl Scout Cookie Program

Did you know that the Girl Scout Cookie Program is the largest girl-led business in the country, with sales of more than \$700 million per year for girls and their communities nationwide? That's right. The Girl Scout Cookie sale is the leading entrepreneurial program for girls: no university has produced as many female business owners as the Girl Scout Cookie Program has.

If you have a moment, watch the latest Girl Scout *What Can a Cookie Do?* video on YouTube for an inspiring look into just how powerful those treats—and the girls who sell them—can be. Council-sponsored product sales are really the best way for girls to earn money to pursue their goals: the sales are beloved by the community and come with program, sales, and marketing materials and support that help girls run a great business. And they're an integral part of the GSLE.

With every season of cookies, another generation of girls learns five important skills:

- Goal setting
- Decision making
- Money management
- People skills
- Business ethics

And most of all, girls gain a tremendous amount of confidence. It's not easy to ask people to buy something—you have to speak up, look them in the eye, and believe in what you're doing—all skills that help a girl succeed now and throughout the rest of her life.

For more information, go to gswise.org, click on *what girls can do* and then click on *Cookies and Nuts*.

Name	Frequency
Council 101	1 time ride
Leadership Essentials	4 rides
Product Sales	Yearly ride
First Aid	Ride as needed
Outdoor Skills	1 ride
Enrichments	Frequent rides

Pathway Park

Who Can Join Girl Scouts—And How?

Girl Scouts is about sharing the fun, friendship, and power of girls and women together. Any girl—from kindergarten through 12th grade—can join Girl Scouts. Girl Scout volunteers are also a diverse group—you may be a college volunteer working on a community-action project, a parent volunteer ready for an outdoor adventure with your daughter’s group, or any responsible adult (female or male, who have passed the necessary screening process) looking to help prime girls for the day when they’ll lead—however and wherever they choose.

What all members share, both girls and adults, are the Girl Scout Promise and Law. Each member also agrees to follow safety guidelines and pay the annual membership dues of \$15. (Adults have the option to purchase a lifetime membership for \$375).

Girls at Every Grade Level

After girls join, they team up in the following grade levels:

- Girl Scout Daisy (grades K–1)
- Girl Scout Brownie (grades 2–3)
- Girl Scout Junior (grades 4–5)
- Girl Scout Cadette (grades 6–8)
- Girl Scout Senior (grades 9–10)
- Girl Scout Ambassador (grades 11–12)

Flexible Ways to Participate

Across the country, the Girl Scout community is hard at work on a whole new approach to make sure that everyone can participate in Girl Scouting in the ways they want to. As a volunteer, you can choose from flexible ways to participate that can be tailored to fit your schedule and lifestyle. You can also volunteer behind the scenes, in your council office, instead of volunteering directly with girls. Girls can choose any one, all, or some of the options—camp, events, series, troop, travel, and virtual*—within a single membership year. (*Note that virtual is still in development.) As a volunteer, you, too, have the option of partnering with girls throughout a membership year or committing to an opportunity for only a few weeks or months. Based on independent research and extensive surveys with thousands of council staff members from around the country, we have a good sense of which options will interest girls, based on their grade levels. These are reflected in the chart below.



GRADES												
K	1	2	3	4	5	6	7	8	9	10	11	12
TROOP												
		CAMP										
					SERIES							
									EVENTS			
						TRAVEL						
				VIRTUAL								

3 C’s + 3 Keys + 3 Processes + You

For girls to meet the outcomes of the Girl Scout Leadership Experience leaders must recognize their role in promoting girl-led planning, avoid being a gate keeper and appreciating the pathways of the Girl Scout Journey.

What have you learned? _____

What/who are your resources as you move forward? _____

Resources:

- *Girl’s Guide to Girl Scouts*
- Adult Journey Guide books
- *Volunteer Essentials*
- *Connections*
- gswise.org

Investiture Ceremony for Volunteers

Facilitator:

We will now reflect upon all the reasons why we decided to become Girl Scout Leaders.

Please join me in a circle.

We welcome the Girl Scout leaders who have come today to:

- Dedicate their belief in the Girl Scout Promise and Law *and to*
- Reflect upon the meaning of Girl Scouting in their lives.

We welcome you to your new position as a Girl Scout Leader.

Being a Girl Scout Leader will give you the:

- Adventure of trying something new; watching girls grow and you flourish.
- Joy in sharing girl smiles.
- Pride in each girls' progress toward understanding herself, her troop, her community, and her world.
- Friendship of the truest of friends, the heritage and future of a great Movement, and the gift of a youthful spirit.

We will now have each person read a passage from "Because You Said "Yes" written on your sheets. We will start with the person to my right and move to the right until we have read the entire piece.

Because You Said "Yes"

- #1: Because I said, "Yes"...a young girl will feel the pride of being someone special when she wears her uniform.
- #2: Because I said, "Yes"...a girl can move to a new town and have "instant friendships" with girls she might never have met.
- #3: Because I said, "Yes"... parents will experience special pride when they listen to their daughter recite the Girl Scout Promise, knowing she will develop great confidence while building strong relationships.
- #4: Because I said, "Yes"... I will hear squeals of laughter as girls put on their first campfire skirts; strong voices as they sing their favorite Girl Scout songs; and nervous giggles from tents as they try to fall asleep on their first night of camp.
- #5: Because I said, "Yes"...lifelong friendships may be made, providing support and love for years to come.
- #6: Because I said, "Yes"...strong bodies will be made through sports and adventurous activities; strong minds will be made because girls had a safe place to make decisions; and future leaders will be developed who are strong and decisive.
- #7: Because I said, "Yes"... the community and the world will be cleaner because girls have learned the importance of caring for their environment.
- #8: Because I said, "Yes"... the community and the world will be richer because girls have learned to give service to someone less fortunate than themselves.
- #9: Because I said, "Yes"... the world will be a more peaceful place as we all learn to accept and revel in our differences.
- #10: Because I said, "Yes"... curiosity will be sparked and maybe a career chosen because of a girl's experiences in Girl Scouting.
- #11: Because I said, "Yes... a parent may find a gold trefoil carefully tucked away in a drawer as their daughter packs to leave home for her first adventures as a young adult.

Facilitator:

Because you said, "Yes"... a young women will contact Girl Scouts one day and say "I had so much fun when I was a Girl Scout, I'd like to try being a leader," and the circle will continue... because you said "Yes."

We will now recite the Girl Scout Promise together.

The 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.