

# 1<sup>st</sup> Girl Scout Leader Meeting Minutes

## UCC Church

September 28, 2016

1. **Introductions:** New Daisy leaders were introduced and troop leaders welcomed back. Early Bird Patches were passed out. Troop leaders should give the patches to those girls who reregistered by June 2016. Corrin passed out a meeting agenda along with a Glossary/Acronym List that new leaders may find helpful as they navigate Girl Scouts.
2. **Registration update:**
  - a. New Kindergarten Troops: There are currently 4 new Kindergarten Daisy troops. Sarah Powers (Registrar) has 3 kindergarteners looking for a troop so she is hoping to “grow” a 5<sup>th</sup> troop.
  - b. Scouts Needing Placement: There is a first grader who registered at Medfield Day looking for a troop. A leader offered to take the new scout into her troop.
  - c. Communicating with Parents in Your Troop: It is important to get parental involvement in troop management and activities. Troop leaders should not be shouldering all of the work of managing a troop. This is why scheduling a meeting in the beginning of the year for the parents of your troop is a good idea. Outline expectations, get parents involved, ask for volunteers, etc. Forming a Facebook Group for a troop was also suggested.
  - d. Open Houses: Sarah will be scheduling another open house after 10/1 for families who might be interested in joining Girl Scouts.
  - e. Registration deadline: Registration expires if you are not registered by 9/30/16 for the 2016-2017 year. Leaders can reregister their scouts until 9/30. Then, parents must do it themselves. Parents who are involved with meetings, driving, handling troop money, etc. also need to be registered. If this is your first time registering since the new system is in place, you may have to reset your password. Contact Girl Scouts of Eastern Mass (GSEM) customer care if you run into issues and they can help you reset your password.
3. **Yearly Reminders/GSEM “Stuff”** Allie Sahr/Corrin gave an overview.
  - a. CORI/SORI Checks: In accordance with Massachusetts State Law, GSEM enforces a safety policy for adults who work directly with girls. All volunteers must register and complete a two-part criminal background check: the Verified Online Screening and the CORI/SORI Acknowledgement Form. The SORI was added to make sure the criminal background check could be broadened to all 50 states. Adult volunteers/leaders who are driving scouts or left alone with scouts or handling troop money in any capacity need to be registered and have their CORI/SORI check renewed every 3 years through Medfield Girl Scouts. Troop leaders are unable to see the names of the members in their troop until their CORI checks have been processed. You can check out your own information online at GSEM to see when your CORI expires. Colleen Hawley and Sarah Powers are authorized to process your CORI paperwork. Colleen Hawley is available this Saturday

(10/1) 2pm-4pm at the Medfield Library. If you contact Sarah Powers, she is also available to come to your parent meeting or troop meeting and CORI/SORI your parents at that time.

- b. “MY GS” and E-biz Demo: Corrin/Allie demonstrated how to locate the My GS and E-Biz tabs on the GSEM website once you sign in with your username/password. Under the My GS tab you can find your member profile, information about your troop, the volunteer toolkit with meeting plans. Currently, you need to click on “E-Biz” to register for membership, programs or trainings, although at a later date you may be able to register through “My GS.”
- c. Volunteer Essentials: This 100+ page document has a lot of information volunteers will find useful in running their troops and answering their questions. Requirements, suggestions, tips, safety guidelines, what you need to know - basically your “encyclopedia to Girl Scout volunteering.” You will find it online on the GSEM website under the “Forms & Documents” link.
- d. Ultimate Guide: This is the magazine that Girl Scout families receive in the mail from GSEM. It contains girl programs, volunteer trainings, member benefits. Activities and Programs listed in the Ultimate Guide can be found and registered for on the GSEM website. The online programs are always being updated so look online for the latest offerings. GSEM will also run many programs only for Medfield Scouts if there is enough interest/registration.
- e. Annual Girl Permission Form: Found under the Forms link on the GSEM website. This form is completed by each family for each scout at the beginning of the year. By signing the form, the parent is giving permission for his/her daughter to attend troop meetings, participate in neighborhood walking trips, participate in Girl Scout Product Sales, have her photo taken, etc.
- f. Girl Scout Activity Permission Form: When an activity takes place that is outside the normal time and place for troop meetings, advise each parent/guardian of the details of the activity and obtain permission for girls to participate. It is helpful to have the parent/guardian fill out an activity permission form. A sample of the form can be found in Google Docs.
- g. Online Girl Scout Activity Form (GSAF) for High Risk Activities: Found under the Forms link on the GSEM website. Complete the GSAF online at least four weeks prior to the activity for ‘High Risk’ activities as defined on Chapter 4- Safety Wise and the Safety Activity Checkpoints. Your troop should be covered for most of the events you will be participating in throughout the year without the need to get special permission from council for an event.

#### 4. **GSEM Fall Product Sale:** Carol Bate gave an overview of this sales event.

- a. Dates: GSEM holds a Fall Product Sales Event (Sept. - Oct.) every year. Sales began 9/23. You can register up to 10/12 to participate in this sales event. Sales end 10/25. Delivery will be 11/18. On 10/31, GSEM will automatically debit your troop’s bank account to cover the products your troop sold.
- b. Annual Permission Form: Scouts must have signed this form in order to participate in this sales event.
- c. Products: If you are listed as a product coordinator for your troop, you should have received a fall product packet. Carol distributed packets to troop leaders who did not receive the packet. The items available for sale include magazines, nuts, candy, etc.

- d. Participation required to Fundraise for Awards: GSEM has a requirement that a scout cannot fundraise to earn money to fund work on her award (Bronze, Silver, Gold) unless she has participated in Fall and Cookie Sales. A scout can earn an award without participating in the fundraisers, but she cannot organize her own fundraisers without having also participating in these sales. There is no minimum amount that must be sold to qualify.
- e. Benefit to Troops: Troops earn 15% of whatever it sells for the Fall Sales Event.
- f. Shipping Cost: Online shipping is VERY expensive so it is best reserved for magazine sales. Order and deliver the other products directly to your customers.

## 5. Upcoming Calendar

- a. Food Drive at Shaw's & Brothers/ Stuff the Truck for Cradles to Crayons (10/22, 10am - 3pm): Flyer was distributed. Tracey Rogers and Alex Compton are organizing. K-3<sup>rd</sup> grade troops will work the food drive outside Shaw's and Brothers. Cradles to Crayons will have bins at the schools collecting clothes, books and toys. Contents collected will be sorted at the UCC by the older scouts. Donations can also be dropped off that day at the UCC. A sign-up genius will go out so that scouts can sign up.
- b. Girl Scouts 101 (10/23, 3pm - 5pm): Karen Smith is organizing this event for Kindergarten Daisies. This fun introduction to scouting will take place at Rocky Woods. There will be songs, s'mores, the making of situpons and a lesson on fire safety.
- c. Rocky Woods Feast (10/25, 10/26, 10/27): Sara Drumm organizes the adult and 7<sup>th</sup>/8<sup>th</sup> grade Girl Scout volunteers for the 3<sup>rd</sup> Grade Rocky Woods Pilgrim Feast. Girl Scout adult volunteers are needed to assist at the campfires. A volunteer does not have to be campfire certified to assist, but there does need to be one certified volunteer at each fire to supervise the non-certified adult volunteers and 7<sup>th</sup>/8<sup>th</sup> grade scouts who are assisting with the fires. If you received tent training through GSEM, you are campfire certified. If you are interested in volunteering contact Sara Drumm at [bongo\\_8@msn.com](mailto:bongo_8@msn.com)
- d. Sporting Event: Melissa Roeder is planning a gathering of scouts to attend and cheer for one of the MHS teams during a sporting event this fall/winter. It may be an indoor event or at the field/track. Shooting for November.
- e. Cookie Sales: Regan Royston is once again coordinating the cookie sales this year. She has not yet heard back from council with details about the sale.
- f. Holiday Parade (12/3): Registration/Flyer will be up on the website shortly. At the next leaders meeting please let us know your troop's costume choice. If you want to carry a banner (most troops do, but it is not necessary/required), think about using a meeting to create the banner to have it ready in time for the parade.
- g. Ice Skating Party (12/7): : Allie Sahr is organizing this event which is a fundraiser for the Service Unit. It will be on the half day at Norfolk Arena, 12:45 pm - 2:45 pm. The cost will be low. MGS is hosting this event, but it is open to siblings and friends of scouts. A registration flyer will be posted shortly. This is not a drop-off event.

- 6. **Service Projects**: Tracey Rogers is again serving as the service project coordinator. A flyer listing various service opportunities was distributed. Community service is an important component to girl

scouting. Each troop is required to do one service project a year, however Medfield hopes that each troop will complete at least two. The service projects you choose do not have to come from this list. Please contact Tracey if you are interested in any of the projects on her list. You can do this by signing up online for the project at the MGS website, emailing Tracey with your selection, then making contact and arrangements with the service organization you selected. Some service projects that have holiday deadlines include making tray favors for the Council on Aging, baking for the Home Committee and help at the Angel Run.

## 7. Questions for the Group

- a. Should MGS Emails be sent to all Registered Families or to Leaders to distribute to their Troops? Discussion. Some emails should be sent directly to families, some should be sent to leaders so that leaders can forward them onto troop families. Depends on the content.
- b. Do Leaders Need/Want 1<sup>st</sup> Aid Training in the Fall? Yes. CPR Training with Juanita Allen will be offered in November as several leaders need to renew or get their training. The certification expires every 2 years. In any meeting or girl scout event, there needs to be at least one certified 1<sup>st</sup> aider present. Leaders can get their training through another organization. If you have a medical background (ex. nurse, doctor), you do not have to take the 1<sup>st</sup> Aid course.
- c. Do Leaders want to Continue the Tradition of a Townwide Bridging Ceremony? Discussion. For the last 10 years MGS has organized a Townwide Bridging Ceremony. The ceremony was originated by Linda Frawley and Katharine Steeger who have “graduated” from MGS. The ceremony takes a lot of work to organize. Discussion about continuing to hold the ceremony, whether the ceremony should be changed to lose some of its formality and emphasize the celebratory aspects, etc. A committee to study and plan the event was suggested.

## 8. Odds and Ends

- a. Library Garden: As a service project, last year Sarah Powers’ troop planted a flower garden next to the library. She proposed that a troop take on the task of maintaining that garden each year. She will be making some sort of plaque/sign to place in the garden and, each year, the troop maintaining the garden will add their troop number to the sign.
- b. Medfield Girl Scouts Website: Janie Boylan has redesigned the MGS Website - [medfieldgirlscouts.org](http://medfieldgirlscouts.org). Check it out, it looks great! Janie is adding meeting ideas for each troop level to the website. If you have an idea for a meeting/badgework/petal/journey that has worked well or if there is something you would like to see on the website, contact Janie. Reminder - the password to get into the Troop Leader Information link is “mavg.” You can give this password to the adults in your troop.
- c. Spin-Off/Encampment Camp Certification Requirements Reviewed:
  - i. Lodge Certification Required for Spin-off: Every 3<sup>rd</sup> grade troop must have an adult member who is “lodge certified” accompany their troop to Spin-Off.
  - ii. Tent-Training Certification Required for Encampment: Every troop attending Encampment must have an adult member who is “tent-trained” accompany their troop to Encampment. It makes sense to get tent trained instead of lodge trained as the tent training is good for both Spin-Off and Encampment. Once certified, you are certified “for life!”

- iii. Best to have 2 or More Adults Trained: It is also important to have more than one person in your troop who is tent trained so that if something happens to one, the other person can accompany the troop to the camping event. Look at the GSEM website for the up-to-date list of trainings offered.
- iv. Separate First-Aider Required: In addition to the camp-certified person, troops need a separate first-aid certified person who can attend these events. The first aider and camp-certified person cannot be one in the same.

Meeting Adjourned/Breakouts.