I can’t wait to …
Be a Girl Scout Recruiter!

Recruitment Resources Booklet

Inspiring to Lead—Recruiting Adults to Lead a Girl Scout Troop ................................................................. pp. 2-3
Open House/Community Fair & Registration Night Checklists ........................................................................ p. 3
Registration Night Sample Seating Arrangements .......................................................................................... pp. 4
Parent Informational Night Agenda ................................................................................................................ p. 5-6
Flyer Request/After Action Report ................................................................................................................ p. 7-8
Community & Staff Contact Information ....................................................................................................... p. 9
Inspiring to Lead - Recruiting Adults to Lead a Girl Scout Troop

First steps:

- Contact school officials and reserve a location for the Girl Scout Parent Informational Night. A one hour time frame for the registration night is adequate, usually starting around 6:00 PM.

- Determine how many flyers the school will need per classroom, so council can have them bundled and ready to go! You can drop these off up to a week prior or bring them with you to the lunch or classroom visits.

- When scheduling these visits, it should be done the day prior to the Parent Informational Night. This is your chance to get the girls excited about all the opportunities they have with Girl Scouts! School representatives might ask the difference, lunch visits are less disruptive and we visit each table during their lunch time. Classroom visits require about 3 minutes per class. Both are great ways to tell the girls all the exciting things we do as Girl Scouts!

- Once your dates are set, the council will provide stickers and flyers. We will make arrangements to get you all the supplies! Unable to visit the school prior to Parent Night, just let us know and we will help to cover it!

What is expected of a Girl Scout troop volunteer?

- Did you know hundreds of girls each year miss out on the opportunity to become Girl Scouts due to lack of volunteer help! Our 800,000 volunteers around the country make Girl Scouting possible. As a volunteer, you’ll introduce girls to new experiences and show them they’re capable of more than they have ever imagined.

- To get started, at least 2 unrelated adults are required to start as the Girl Program Mentor (leader) and the Troop Administrator (co-leader). However, there are several other volunteer opportunities in each troop.

- Volunteers are supported by staff, community volunteers, and have access to the Volunteer Toolkit, which makes planning your Girl Scout year as simple as ever. The Council also provides both online and in-person training!

- Girl Scout Volunteers will register as a Girl Scout member ($15) and complete a background check ($6.25), which is good for three years of fun!

<table>
<thead>
<tr>
<th><strong>Girl Program Mentor</strong></th>
<th>Develop girl/adult partnerships by planning and implementing the Girl Scout Leadership Experience in a troop/group setting for weekly or bi-monthly meetings with girls. Attend Community meetings with other volunteers.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Troop Administrator</strong></td>
<td>Renew memberships annually. Ensure girls and their families are notified of date, time, and place of meetings and activities. Maintain girl participation records. Obtain parent permission and council approval for activities and outings.</td>
</tr>
<tr>
<td><strong>Treasurer</strong></td>
<td>Keeps record of the troop’s finances, reconciles bank statements and brings statements to troop meetings.</td>
</tr>
<tr>
<td><strong>Product Sales Parent</strong></td>
<td>Serves as coordinator and cookie booth supervisor and organizes Fall Product sale – must attend trainings.</td>
</tr>
<tr>
<td><strong>Event Coordinator</strong></td>
<td>Plans and coordinates events for the troops.</td>
</tr>
<tr>
<td><strong>Chaperone</strong></td>
<td>Assists with troop outings and helps provide transportation.</td>
</tr>
<tr>
<td><strong>Camp Parent</strong></td>
<td>Assists in planning/leading campout activities, must attend camp training.</td>
</tr>
<tr>
<td><strong>Safety Parent</strong></td>
<td>Certified in CPR and first aid.</td>
</tr>
</tbody>
</table>
Inspiring to Lead–Recruiting Adults to Lead a Girl Scout Troop

Open House/Community Resource Fair Check List

- Girl Scout Membership Registration Forms (girl and adult).
- Interest Sheet
- Girl Scout flyers
- Girl Scout tattoos, stickers or other promotional give away items.
- Pens and pencils for filling out forms.
- Girl Scout Journey books and/or Girl Guides, and/or uniforms to promote the National Program Portfolio.

Parent Informational Night Check List

- Girl Scout Membership Registration Forms (girl and adult).
- Interest Sheet
- Girl Scout tattoos, stickers or other promotional give away items.
- A craft will be supplied in order to keep girls occupied as you speak to the parents/guardians.
- Pens and pencils for filling out forms.
- Girl Scout Journey books and/or Girl Guides, and/or uniforms to promote the National Program Portfolio (Use your supplies you have from your own troop).
- Signs for tables, indicating Girl Scout levels or grades. This makes it much easier for new troops to form as parents are able to collaborate. Have troop leaders sit at their respective levels to answer questions and welcome new families to Girl Scouts.

If volunteers step forward

- Collect registration forms and $15 membership dues from girls and adults. Cash is not accepted and checks should be made out to GSGC.
- Explain membership registration forms and money will be given to the Community Engagement Specialist for their area and payments will be processed within 72 hours. Inform the new volunteers that there background check will be sent once their registration is completed. It will come from our vendor, Verified Volunteers and will be an additional $6.
- Once the background check is completed, their Community Leader will be contacting them with all training opportunities and their next steps!
- Please make sure to make arrangements to return all left over supplies, completed membership forms, and interest forms to your Community Engagement Specialist within 24 hours after event.

If no volunteers step forward

- When a volunteer has not stepped up to mentor the troop, inform the parents/guardians we will search for troops in the area based on the information they have provided on interest sheet and thank them for coming to learn about Girl Scouts!
- Girls can register and start participating today whether a troop is started or not. We want every girl to start her Girl Scout Leadership Experience. We don't want any girl to wait a minute longer to be a Girl Scout.
- Girls can participate in council and communities activities found on our website! Girls will be able to sign up for camp and participate in the Cookie Program as an Individually Registered Girl Scout, also known as Juliette’s.
- Collect registration forms, $15 membership dues from girls and interest forms. Cash is not accepted and checks should be made out to GSGC.

Leave time for questions:

- Parents may want to know how often, where and when a troop will meet per month. Let them know that most troops meet twice a month, and many meet at the local schools, churches, and community centers, right after school or in the evening, depending on the availability of the troop leaders.
- Many parents/guardians ask “What do Girl Scouts do?” We always say that it’s a Girl-led organization allowing girls to try new things and find new interests. Girl Scouts begins helping girls as young as Daisies learn basic skills through fun crafts and songs. They begin learning the Girl Scout Promise and Law. As they progress through the different levels of Girl Scouts, we help them take on larger roles and responsibility in their own troops. Girls are encouraged to lead their own meetings and programs, giving them skills necessary for college and their future careers. By now the Girl Scout Promise and Law have become a way of life.
- Support for leaders is provided through in-person and online training. Volunteers from each area meet monthly to talk about their Girl Scout experience and these experienced volunteers, along with Girl Scouts of Gateway staff and the Volunteer Toolkit, are an excellent resource for a new leader.
Girls may sit with parents or set up space in the room or in a nearby room for their own activities.
Parent Informational Night Agenda

6:00- 6:10 - Welcome
Welcome parents and have them sit in designated areas based on their girl’s grade or level! Have the girl’s sit at another table and begin working on Juliette Gordon Low puppet.

6:10- 6:25 Share your Experience
Share your experience about volunteering or a time you were proud of your girls and saw the benefits of Girl Scouting! This is an example of the script we use! Feel free to use it and to add your experience:

People think Girl Scouts and immediately think the 3 c’s; cookies, crafts and camping. Yes, these activities are part of most of our troops, but it is important to know we are much more than that! We are a leadership program; Girl Scouts begins helping girls as young as Daisies learn basic skills through fun crafts and songs and they begin learning the Girl Scout Promise and Law. As they progress through the different levels of Girl Scouts, we help them take on larger roles and responsibility in their own troops. Girls are encouraged to lead their own meetings and programs, giving them skills necessary for college and their future careers. The Girl Scout Promise and Law become much more than just words on a page they began learning in Daisies, it becomes their way of life!

To accomplish all of this, we need volunteers as we are a volunteer led organization. There are many activities where you can just drop your daughter off and go, but in Girl Scouts, you get the opportunity to be a part of the fun, as well as your girl’s development and success as they grow into confident women.

(Insert your personal volunteer scout experience here)

While your babies will always be your babies, there are only 18 years that they are considering kids. At least 5 or more of those years have already passed. By the time they are in high school, they are off and running on their own. At best, you have 5 to 7 years left to be an active part of your girl’s life. This is a great opportunity to make the most of that time that’s left!

Volunteering with Girl Scouts is easy!

1. We provide training to get you started!
2. We have the volunteer tool kit that is available online and helps plan all of your meetings!
3. We offer a lot of support from staff and mentors within the community!
4. There are many council and community events that are available for you!

Girl membership is $15, adult membership is $15 and there is an additional $6.25 for the background Check! Other startup costs might include troop dues and uniform costs. The cookie sale profits may cover most other costs associated with troop activities.

The real cost is the time that you might be willing to put into the program in order for your girls to get all of the great benefits of Girl Scouts!

Today we will work together to form troops for the girls. Most Troops meet every other week for one hour and are led by a team of 2-4 adults who share the troop meeting responsibilities. Believe it or not there are great benefits to becoming a part of the leader team!

1. A huge benefit is the ability to pick when/where and how often the troop meets!
2. Many love the sense of community and new friends they meet through getting involved
3. You have fun with your girl! You get to try new things and carve out a little time for the two of you
6:25-6:35 Questions

Are there any questions? Answer them to the best of your ability, but please pass on your Community Engagement Specialists’ information if you are unable to answer a question or concern.

6:35-6:55 Form New Troops

Encourage everyone to talk at their tables to agree on a meeting day/time that would work for everyone. Pass out the “Troop Volunteer Roles”. Let people know if they can’t stay, please give us their information and we will let them know the outcome of the meeting.

During this time, walk around to each table to see if they have any questions or if they have agreed on a day/time to meet. Hand out leader packets to each table and encourage them to volunteer.

If there are only 1-2 girls at a level, let them know their Community Engagement Specialist will research possible troops in the area or offer the Juliette program.

Also, if troops can’t be formed, let them know that they can still register and participate at all events. Pass out community and council events calendar.

Registrations

- Collect registration forms and membership dues. Payments should be check or credit. Cash is not accepted and checks should be made out to GSGC. We will have that on the flyers that go out to the schools so parents/guardians should know we aren’t accepting cash.
- Once a new troop is formed, have them fill out the “what happens next” sheet.

6:55-7:00 Close and thank everyone for coming!

If the girls learned the Promise or a song, have them perform it for their parents. Thank everyone. Make sure to clean up and leave the meeting area better than how you found it! Contact your Community Engagement Specialist within 24 hours to schedule pick up or drop off of supplies, membership forms and payments.
When scheduling a school recruitment, you will need to schedule a day during the week to visit the school, whether in the classrooms or during lunch to speak with the girls and pass out stickers. Then you will need to schedule a parent information night for one or two days later. The parent information night is where parents can come, learn about Girl Scouts, and sign up! Below are things we will need to know from your point of contact:

School: ______________________________________________________________________________

Point of Contact: ________________________________

Email: _________________________________________

Phone: _______________________________________

Stickering Date and Time: _____________________________ Check One: Classroom ☐ Lunch Visits ☐

Unable to sticker school and need another volunteer or staff to help out? ☐ Yes ☐ No

Parent Informational Night Date: __________________________________________________________

Flyer Count/Sticker Count: ____________________________ Bundle Count: ___________________

Available to Hold Troop Meetings at School: ☐ Yes ☐ No

Day and Time: __________________

Please send this back to your Community Engagement Specialist when you have everything scheduled to ensure we provide you with the correct amount of supplies!
# Girl/Adult Interest Form Evaluation

Complete form and give/scan to staff recruiter following the recruitment event

<table>
<thead>
<tr>
<th>Community:</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
</table>

## Recruitment Location

<table>
<thead>
<tr>
<th>Flyering Date:</th>
<th># of Flyers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stickering Date:</td>
<td># of Stickers:</td>
</tr>
</tbody>
</table>

## Event Date:

Recruitment Team Member(s) and Troop (if applicable):

## Total Number of Attendees:

<table>
<thead>
<tr>
<th>Girl:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult:</td>
</tr>
</tbody>
</table>

## Total Interest Received

| Girl: | Volunteer: | Parent: |

## Advertisement

<table>
<thead>
<tr>
<th>Flyers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stickers:</td>
</tr>
</tbody>
</table>

## Total Amount of Checks Received

<table>
<thead>
<tr>
<th>Checks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card Registrations:</td>
</tr>
<tr>
<td>Donations:</td>
</tr>
</tbody>
</table>

## Important Notes about Event:
# Community Contact Information

<table>
<thead>
<tr>
<th>Community</th>
<th>Contact</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community 2</td>
<td>Community Engagement Specialist</td>
<td>Heather Persampieri</td>
<td><a href="mailto:hpersampieri@girlscouts-gateway.org">hpersampieri@girlscouts-gateway.org</a></td>
</tr>
<tr>
<td></td>
<td>Troop Support</td>
<td>Michelle McCreary</td>
<td><a href="mailto:mmccreary@girlscouts-gateway.org">mmccreary@girlscouts-gateway.org</a></td>
</tr>
<tr>
<td>Community 3</td>
<td>Community Engagement Specialist</td>
<td>Heather Persampieri</td>
<td><a href="mailto:hpersampieri@girlscouts-gateway.org">hpersampieri@girlscouts-gateway.org</a></td>
</tr>
<tr>
<td></td>
<td>Troop Support</td>
<td>Michelle McCreary</td>
<td><a href="mailto:mmccreary@girlscouts-gateway.org">mmccreary@girlscouts-gateway.org</a></td>
</tr>
<tr>
<td>Community 4</td>
<td>Community Engagement Specialist</td>
<td>Mandy Varrasse</td>
<td><a href="mailto:avarrasse@girlscouts-gateway.org">avarrasse@girlscouts-gateway.org</a></td>
</tr>
<tr>
<td></td>
<td>Troop Support</td>
<td>Mary Hargrave</td>
<td><a href="mailto:mhargrave@girlscouts-gateway.org">mhargrave@girlscouts-gateway.org</a></td>
</tr>
<tr>
<td>Community 5</td>
<td>Community Engagement Specialist</td>
<td>Kim Keith</td>
<td><a href="mailto:kkeith@girlscouts-gateway.org">kkeith@girlscouts-gateway.org</a></td>
</tr>
<tr>
<td></td>
<td>Troop Support</td>
<td>Mary Hargrave</td>
<td><a href="mailto:mhargrave@girlscouts-gateway.org">mhargrave@girlscouts-gateway.org</a></td>
</tr>
<tr>
<td>Community 6</td>
<td>Community Engagement Specialist</td>
<td>Brittany Putnam</td>
<td><a href="mailto:bputnam@girlscouts-gateway.org">bputnam@girlscouts-gateway.org</a></td>
</tr>
<tr>
<td></td>
<td>Troop Support</td>
<td>Beth Osburn</td>
<td><a href="mailto:bosburn@girlscouts-gateway.org">bosburn@girlscouts-gateway.org</a></td>
</tr>
<tr>
<td>Community 7</td>
<td>Community Engagement Specialist</td>
<td>Marcie Carmichael</td>
<td><a href="mailto:mcarmichael@girlscouts-gateway.org">mcarmichael@girlscouts-gateway.org</a></td>
</tr>
<tr>
<td></td>
<td>Troop Support</td>
<td>Tori Tabbot</td>
<td><a href="mailto:ttabbot@girlscouts-gateway.org">ttabbot@girlscouts-gateway.org</a></td>
</tr>
<tr>
<td></td>
<td>Community Engagement Manager: Billie Palmer</td>
<td><a href="mailto:bpalmer@girlscouts-gateway.org">bpalmer@girlscouts-gateway.org</a></td>
<td>(904) 406-8785</td>
</tr>
</tbody>
</table>