



First Four Meetings:

Cadettes, Seniors, or Ambassadors

A step-by-step guide for the
first four meetings with your older girl troop



Week One

1

Pre-Meeting Activity: Intro Bingo

- As the girls arrive, give them an INTRO sheet and a pen or pencil
- The girls should talk and get to know each other and ask questions based on the squares on the INTRO sheet
- For each square, they should collect other girls' signatures (if there are fewer girls than squares, it's okay to have some girls sign twice)
- After everyone has arrived and everyone's INTRO sheets have been filled out, transition to the next phase:
 - Go around the room and have each girl introduce herself
 - As each girl introduces herself, have the girls mark the place on their INTRO sheets where that girl signed
 - The first girl to get "INTRO" (like in BINGO) wins!

2

Opening Activity:

As a group, decide upon an appropriate opening for the meetings. Whatever you decide should be able to carry you through the year. (They can even decide to do something different each meeting). Girls should lead the Opening Ceremony.

3

Troop Business: Troop Government

Discuss the practicality of different forms of troop government. (Use some of the resources listed earlier for reference). The girls should choose the system that will work for their troop. If the troop decides on a system with positions/officers (e.g. Treasurer, Record Keeper, etc.), define the positions' responsibilities, and if appropriate, elect troop officers.

4

Major Activities: Cleaning Out the Attic & Journey Awards

Cleaning Out the Attic

- Give each girl a pad of sticky notes and let them look through the books and resources you have provided. They should think about the activities they would like to do throughout the year.
- The girls should write their ideas on sticky notes (one idea per note) and place it in "the attic."
- As a troop, discuss the ideas and sort them into "rooms" based on the most practical month of the year to do the activity. As you decide, move the sticky notes from the attic to the rooms.
- After all the ideas have been placed, ask each girl to choose an activity or two to research. In time for the next meeting, they should research what the activities entail – cost, time, location, needs, etc.

Journey Awards

The Cadette, Senior, and Ambassador Journey Books include award systems. Start working on the first award appropriate for your troop, so that they may (hopefully) be able to receive a fully-earned recognition at the Investiture and Rededication Ceremony.

5

Clean Up

Discuss the Kaper Chart and what jobs it should include. Elect a girl or group of girls to create the Kaper Chart in time to use at the next meeting.

6

Closing

As a group, decide upon an appropriate closing for the meetings. Whatever you decide should be able to carry you through the year. (They can even decide to do something different each meeting). Girls should lead the Closing Ceremony.

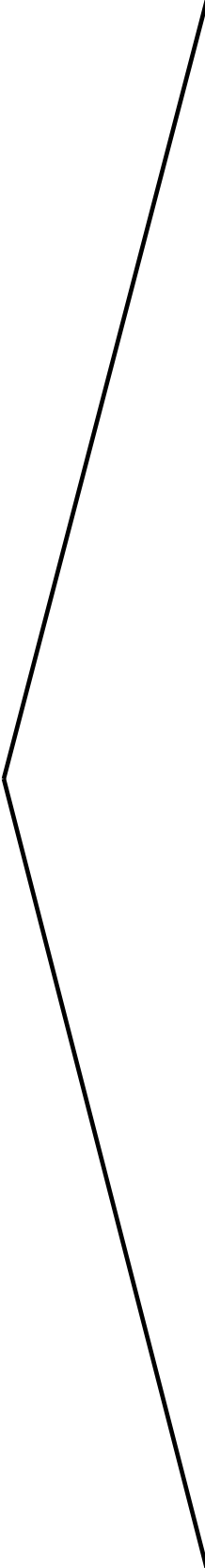
Week One (cont.)

INTRO BINGO TEMPLATE

I	N	T	R	O
Has a brother	Has braces	Likes to dance	Has a pet that's not a cat or dog	Recycles
Wears glasses	Has a sister	Enjoys camping	Likes to cook	Likes to sing
Loves ice cream	Enjoys reading	FREE!	Conserves energy and/or water	Has a dog
Likes to swim	Wants to earn her Gold Award	Likes to write	Has a cat	Wants to go to college
Plays a sport	Volunteers or does community service	Is afraid of bugs	Likes to shop	Likes vegetables

Week One (cont.)

CLEANING OUT THE ATTIC TEMPLATE



JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
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Week Two

1

Pre-Meeting Activity: Girl Scout History Quiz

- As girls arrive, give each of them a quiz and access to the resources you brought
- Have them work on the quiz (they can work with friends too)
- When all the girls have arrived and the quizzes are completed, discuss the answers

Elect girls to choose and lead a Start-Up Activity for the next meeting.

2

Opening Activity

Explain the structure and purpose of a flag ceremony, a traditional part of most Girl Scout events. Then put on your own flag ceremony [Ceremony Resource included].

3

Troop Business: Troop Budget

- Girls report on the cost of the activities they researched. Enter the figures into a tentative troop budget, which also includes the cost of recognitions, supplies, service unit or council events or programs, and cushion for unexpected expenses.
- Discuss potential sources of troop income – fall product sale, cookie sale, troop dues, etc. Estimate potential income.
- Determine an appropriate amount for Troop Dues and how it should be collected.

4

Major Activity: What Comes Next & Journey Activity

What Comes Next?

Using the poster from “Clean Out the Attic,” vote on an activity for the current month. Ask for a committee of girls to start planning the activity. (If necessary, the leaders can help). During the course of the year, be sure that every girl has a chance to be on an activity leadership committee.

Journey Activity

Please see the appropriate Journey Book for specific activities.

5

Clean Up

Use the Kaper Chart to clean up.

6

Closing Activity

Close the meeting based on last meeting’s decision.



Helpful Hints

- Keep track of girls’ comments and ideas from throughout the meetings – they have good ideas!
- Work with the adults in your troop; get them involved.
- Let the girls take the lead as much as it is appropriate.

Girl Scout History Quiz Answers

1, B; 2, A; 3, B; 4, C; 5, A; 6, C; 7, A; 8, B; 9, A; 10, A; 11, C; 12, B; 13, A; 14, C; 15, B; 16, A

Week Two (cont.)

Girl Scout History Quiz

1. Juliette Gordon Low (JGL) first learned about a program just for girls in:
 - A. Scotland
 - B. England
 - C. Ireland
2. JGL sold these to raise money to start the first troop:
 - A. Her pearls
 - B. Her paintings
 - C. Her needlework
3. The first organization started by JGL was called:
 - A. Girl Scouts
 - B. Girl Guides
 - C. Scouting
4. The first Girl Scout was:
 - A. Juliette's best friend's daughter, Betsy Pape
 - B. Juliette's cousin, Judith Low
 - C. Juliette's niece, Daisy Gordon
5. The first national office of the Girl Scouts was located in:
 - A. Washington, D.C.
 - B. Savannah, GA
 - C. New York City
6. The first uniforms for girls were:
 - A. Green
 - B. Khaki
 - C. Blue
7. To play basketball outside, Girl Scouts had to:
 - A. Draw curtains around the court so the public couldn't see their bloomers
 - B. Make their own court so that wouldn't be in the boys' way
 - C. Get permission from the city to play in public
8. Adults in charge of the first Girl Scout troops were called:
 - A. Leaders
 - B. Captains
 - C. Commissioners
9. The first handbook was called:
 - A. *How Girls Can Help Their Country*
 - B. *Girl Scout Handbook*
 - C. *Worlds to Explore*
10. The first Brownie Girl Scout were ages:
 - A. 7 – 9
 - B. 6 – 9
 - C. 6 – 10
11. A special interest group created in 1934 for girls who sailed boats was called:
 - A. Sea Scouts
 - B. Mermaids
 - C. Mariners
12. The first commercially-made Girl Scout cookies were sold in:
 - A. Savannah, GA
 - B. Philadelphia, PA
 - C. New York City
13. In 1919, girls 18 years and older were known as:
 - A. Citizen Scouts
 - B. Senior Scouts
 - C. Older Scouts
14. The only U.S. First Lady to also be the official president of Girl Scouts was:
 - A. Eleanor Roosevelt
 - B. Bess Truman
 - C. Lou Henry Hoover
15. GSUSA made the first motion picture produced by a public service organization, which was originally called:
 - A. Follow Me Girls
 - B. The Golden Eaglet
 - C. The Little Sisters of Uncle Sam
16. One requirement to earn the Girl Scout War Service Award in 1918 was to:
 - A. Knit 2 pounds of wool for the Red Cross
 - B. Roll bandages
 - C. Practice air raid drills with younger girls

Week Three

1

Pre-Meeting Activity

Elected girls lead activity. Elect girls to choose and lead a Start-Up Activity for the next meeting

2

Opening Activity

Open the meeting as usual.

3

Troop Business: Investiture & Rededication

Take attendance and collect dues.

Investiture and Rededication Ceremony

It is time to start thinking about this ceremony. Explain to the girls what it is and what it involves.

- Decide on decorations (you should make them at the next meeting)
- Discuss who to invite and what the invitations should include; also decide HOW to invite people
- Brainstorm about songs, games, activities, or poems to include

Check In Questions:

Are the girls taking on more responsibility within the troop?

Are they mixing with girls whom they do not know as well?

4

Major Activity: Journey Activity

Keep working on the activity you all voted on during the last meeting.

Journey Activity

Please see the appropriate Journey Book for specific activities.

5

Clean Up

Use the Kaper Chart to clean up.

6

Closing

Close the meeting as usual.



Week Four

1 **Pre-Meeting Activity**

Elected girls lead activity. Elect girls to choose and lead a Start-Up Activity for the next meeting

2 **Opening Activity**

Open the meeting as usual.

3 **Troop Business: Planning the Investiture & Rededication Ceremony**

Planning the Investiture and Rededication Ceremony

Explain that you'll use this meeting to get ready for the investiture and rededication ceremony. Choose songs, poems, or other activities to use at the ceremony. Choose a snack to serve at the ceremony. Simple refreshments should be served at the ceremony's end. Teach the girls that they will serve their guests before they serve themselves.

Explain what will happen at the ceremony.

- Flag Ceremony with Pledge of Allegiance and Girl Scout Promise
- Sing song(s) and/or read/recite poem(s)

Recognition

- Leader explains to guests that the girls have been learning about the Girl Scout Promise and Law, and explains the earned recognition
- Leader presents each girl with her first recognition, The Power of One Award

Investiture and Rededication

- New Girl Scouts will receive their Girl Scout pin; Girl Scout handshake
- Returning Girl Scouts will receive their (optional) rededication patch; Girl Scout handshake
- Refreshments
- Clean-Up
- Closing Activity; invite guests to join



4 **Major Activity: Practice Ceremony, Make Invitations & Journey Activity**

Practice the Ceremony

Do a quick "dry run" of the ceremony, so that everyone is familiar with how the ceremony will work.

Invitations and Decorations

Make these for the Ceremony.

Journey Activity

Please see the appropriate Journey Book for specific activities.

5 **Clean Up**

Use the Kaper Chart to clean up.

6 **Closing**

Close the meeting as usual.

Supplies

Week One

BINGO sheets for each girl
Markers, pens, and pencils
Small prizes for BINGO winners
Large poster board for Cleaning Out the Attic activity
Sticky notes
Journey books and Girl's Guide to Girl Scouting

Week Two

Copies of Girl Scout History Quiz for each girl
Resources related to Girl Scout History
Markers, pens, and pencils
Journey books and Girl's Guide to Girl Scouting
Kaper Chart

Week Three

Journey books and Girl's Guide to Girl Scouting
Investiture and Rededication information
Kaper chart

Week Four

Materials for flag ceremony and Investiture & Rededication ceremony
Song lyrics or poems for ceremony
Journey books and Girl's Guide to Girl Scouting
Kaper Chart



Girl Scout Ceremonies

Flag Ceremony

Honoring the American Flag

A flag ceremony honors the American flag as the symbol of our country and all the hopes, dreams, and people it consists of. If your group includes girls from other countries, girls can honor their flags. Your troop may want to conduct an international flag ceremony. Flag ceremonies may be used for:

- Opening or closing meetings
- Opening or closing special events
- Beginning or closing a day
- Honoring a special occasion or special person
- Retiring a worn flag

Flag ceremonies may take place in meeting rooms, outdoor settings, large auditoriums, on stage, even on horseback. All flag ceremonies share one thing—respect for the flag.

Flag Ceremony Guidelines

Keep it simple. Emphasis needs to be on respect for the flag rather than on the commands or techniques. Adults can ask girls these questions when planning:

Who will carry the flag?

Who will be the color guards?

Who will give the directions for the ceremony?

What song will be sung? Who will sound the pitch and start the song?

Will a poem or quotation be included? Who will say or read it?

After the Pledge of Allegiance, will the Girl Scout Promise and the Law be said?

In what order will the parts of the ceremony take place?

When will the group practice?

Where will the flags be placed at the end of the ceremony?

Terms Used in a Flag Ceremony

The **color bearer** (or flag bearer) is the person who carries the flag. There is one color bearer for each flag used in the ceremony.

The **color guard** is a team that guards the flags. Any even number of guards may be used, but usually four or six girls are sufficient.

The **Girl Scout in charge** (or caller) is a designated Girl Scout who announces, or calls, each part of the ceremony.

Possible Commands for a Flag Ceremony (Opening)

“Girl Scouts, attention.” Used to announce that the flag ceremony is to begin.

“Color guard, advance.” This signals the color guard to advance with the flags, or advance to pick up the flags.

“Color guard, post the colors.” This directs the color guard to place the flag in flag standards, or to attach the grommets to a flag pole rope.

“Color guard, honor your flag.” The color guard salutes the American flag.

“Please join us in saying the Pledge of Allegiance.” (Followed by an appropriate song, quotation, or poem, if so desired.)

Flag Ceremony

Possible Commands for a Flag Ceremony (Closing)

“Color guard, honor your flag.” The color guard salutes the American flag.

“Color guard, retire the colors.” This asks the color guard to remove the flag from standards, or to lower the flag, detach from the rope, and fold prior to being dismissed.

“Color guard, dismissed.” The color guard leaves in formation, with or without the flag.

“Girl Scouts, dismissed.” Girls may leave in formation or be at ease where they have been standing.

Handling the American Flag

Display of the American flag is governed by law to ensure that it will be treated with the respect due the flag of a great nation. This is known as the United States Flag Code. Some of the rules most useful for Girl Scouts are:

- The American flag must be placed in the center, and higher, when displayed with a group of state, local, or organizational flags flown from staffs. It may also be positioned to the right of other flags. (If girls were to hold the flag while facing their audience, their right side would be the flag's own right.)
- When displayed from a staff in a house of worship or public auditorium, the flag of the United States must hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergy's or speaker's right as he or she faces the audience. Any other flag so displayed should be placed on the left of the clergy or speaker or to the right of the audience.
- The flag is to be hoisted briskly and lowered slowly with dignity.
- The flag should never be allowed to touch anything beneath it, nor should it ever be carried flat or horizontally—always aloft and free.
- Never use the flag as a cover or place anything on top of it.
- No disrespect of any kind should be shown to the flag of the United States. It should be kept clean.
- The flag, when carried in a procession with other flags, should be either on the marching right or, if there is a line of other flags, in front of the center of that line.
- When you display the flag on a wall or in a window where people see it from the street, it should be displayed flat with the blue part at the top and on the flag's own right (which is the observer's left).
- When displayed after dark, the flag should be illuminated.

Investiture/ Rededication Ceremonies

An investiture is a ceremony to welcome new girls or adults into Girl Scouting. It is a very meaningful step in the life of each person as she becomes active in Girl Scouts for the first time.

A rededication is a ceremony for girls and adults who have already been invested. It is a time for them to reaffirm their belief in the Girl Scout Promise and Law and to reflect upon the meaning of Girl Scouting in their lives. Usually it is held at the beginning of each Girl Scout year (October), or shortly after the troop forms.

Tips for Holding Ceremonies

- Devote sufficient time to planning the ceremony. Good ceremonies have a clear purpose and enrich the meaning and mood of the ceremony.
- Use Journey adult guides and The Girl's Guide to Girl Scouting to help girls plan their ceremonies.
- Take safety precautions when using candles or fires, or when the girls construct bridges or platforms.
- Refer to Volunteer Essentials and the Safety Activity Checkpoints (available through your council) for specific advice.
- Add personal elements to traditional ceremonies. Use favorite poems, songs, stories, and sayings, or have the girls write something new.
- Consider the role of colors and symbols that the girls might use in their ceremony.
- Observe flag etiquette when the girls hold flag ceremonies.

Troop Government

- Every grade level of Girl Scouting uses some form of troop government.
- Troop government is a way for girls to learn responsibility, independence and how to become leaders!
- Troop government is designed to be progressive, building on the skills learned in previous years.
- When the girls reach Girl Scout Juniors and on through Girl Scout Ambassadors, the girls take on more responsibility of running the troop and thus should decide which form of troop government they will use.
- You may want to try all three out before the girls make a final decision. And, if the system they chose is not working for the troop, the troop can then decide on another form of government for themselves.

Girl Scout Daisy Circle

Girl Scout Daisies can help make some of the decisions about their troop through the Girl Scout Daisy Circle. It is the business part of a Girl Scout Daisy meeting. This stage lasts only 5 to 10 minutes. This part of the meeting is led by the Troop Leader. It is best for the Leader to give girls two or three choices to pick from at this age. Decisions could include things such as where to go on a field trip or what kind of service project the girls would like to participate in. Simplicity is the key here.

Girl Scout Brownie Ring

The Girl Scout Brownie Ring is very similar to the Girl Scout Daisy Circle but expands to the abilities of these now somewhat “older” girls. Girls can now begin to lead discussions and “brainstorm” ideas. A Ring “Leader” may be designated to lead discussions, but make sure that all girls are given this leadership opportunity. When someone wishes to speak, a special “Talking Signal” is used in the Girl Scout Brownie Ring. This is indicated by the girl placing the two fingers of her right hand on the floor (or table, if you are seated at a table instead of the floor). The Girl Scout Brownie Ring is a good way to make all of the major decisions in your troop from how to spend cookie profits to which Badge to work on next.

Town Meeting (Brownie and above)

In a Town Meeting, the entire troop makes its decisions together. A Moderator is generally needed to lead group discussions. Officers such as Secretary and Treasurer may be elected if the troop feels that there is a need. This generally only works well in small groups but can work in large groups if the girls can stay on task.

Executive Board (Juniors and above)

The Executive Board consists of the “officers” of the troop. They generally include a President, Vice-President, Secretary, and Treasurer. Job descriptions should be agreed upon as well as the duration of office. It is important, especially at the beginning of self-government, that everyone has the opportunity to participate at some time throughout the year. These “board” members meet on a regular basis to decide matters for the troop. Some method needs to be devised for the troop members to give input to the Executive Board. This could be a simple suggestion box at a troop meeting. This system tends to work well with smaller troops.

Patrol System (Juniors and above)

The Patrol System is the most versatile of the systems of government. The troop is divided into smaller units called patrols. The ideal patrol size is about 5-8 girls. Each Patrol elects a Patrol Leader responsible for running their patrol meetings. An Assistant Patrol Leader is also a good idea in the event that the Patrol Leader cannot make a meeting. All troop business can be handled in these patrols. Attendance and dues can be recorded by the patrols. For any given outing, chores may be divided up with each patrol responsible for its own task. In order for the troop to run smoothly and as a group, Patrol Leaders should come together periodically (at least once a month) to discuss troop issues and make group decisions. This is called the “Court of Honor.” Each patrol gives their input to the Patrol Leader who presents their viewpoint at the Court of Honor. Also included in the Court of Honor are any other troop officers such as Secretary and Treasurer. The Patrol System can be very successful, but only if the girls are given skills with which to succeed.

Troop Government (cont.)

Court of Honor (Juniors and above)

Generally consisting of the Troop Officers and the Patrol Leaders, the Court of Honor meets on a regular basis to plan troop activities. Monthly meetings can be used to plan events to occur the following month. A long meeting once or twice a year can be used for long-term planning of troop events and planning the troop yearly calendar. If you have a troop Moderator or President, this person generally presides over the Court of Honor meetings.

Kaper Charts

Dividing Responsibilities & Opportunities

A Kaper is a job or chore that must be done. In Girl Scouting, a Kaper Chart is prepared which indicates all the jobs available and who is responsible for each one. In other words, a Kaper Chart is a way of dividing the jobs so that each girl has a part.

To make a Kaper Chart, first decide:

- Which kapers should be divided
- Whether the kapers should be handled by groups or individuals
- If groups, group size
- What type or style to use
- How to rotate the girls

Keep in mind that kaper groups allow leaders to mix the girls in different ways. Typically, groups would stay together for a few times and then are mixed up again. Sometimes, however, girls are rotated more often to give them an opportunity to meet different girls. Sometimes, groups use a combination of Kaper Charts for different functions: one for groups, splitting major jobs, one for flag ceremony job etc..

Kapers for Individuals

Choose the kapers that work for your troop, perhaps combine some.

Opening Kapers: Promise leader, Law leader, flag holder, flag ceremony caller, Color guards, Good Deed Roll Call, Bridge of Silence (2) -These girls make a bridge prior to the flag ceremony and everyone files through underneath, when the girl passes under she stops talking.

Business Kapers: Secretary-attendance, treasurer—dues

Misc. Kapers: Line leader— hand out craft supplies, Game Girl— chooses a game, Song Singer— chooses a song, Share Bear— gets to tell a story on the topic of their choice, Historian— takes 3-4 photos at each meeting, Floater— fill in in case someone is absent, Free— no job this time

Snacks Kapers: Bring/pass Snack, bring/pass drinks, table wipers, lead grace

Clean Up Kapers: Push in chairs, or stack them, Queen of Clean-cleans up after snack, Kaper Keeper moves kaper assignments at the end of the meeting

Closing Kapers: Friendship Fairy-starts the friendship squeeze



Kaper Charts (cont.)

Kapers for Groups

You probably wouldn't have all these jobs—choose the ones that work for your troop size and needs—

Opening Kapers: Choose and lead the opening. Will it be a flag ceremony, a favorite game or song, the Promise?

Business Assistants: Pass out and collect papers, take attendance, collect dues

Passers: Pass out any supplies during the meeting

Hostesses: Prepare and pass out snack, lead grace (optional)

Clean Up: Everyone cleans, but these girls make sure it gets done

Closing: Choose and lead the closing. Will it be a song, talking about living the Promise, Friendship Circle?

Out: Large troops might need to rotate groups out

Traditional Songs

Make New Friends

Make new friends, but keep the old.
One is silver and the other's gold.
A circle is round; it has no end.
That's how long I want to be your friend.

Girl Scouts Together

Girl Scouts together that is our song
Winding the old trails, rocky and long
Learning our motto, living our creed
Girl Scouts together in every good deed.

Girl Scouts together happy are we
Friendly to neighbors far o're the sea
Faithful to country loyal to home
Girl Scouts together wherever we roam.

Girl Scouts together onward we go
Joining as sisters stronger we grow
Mothers and lawyers, women in space
We know no boundaries, the future's our place.

'G' Is For Generosity

She wears a G for generosity.
She wears an I for interest, too.
She wears an R for real sportsmanship.
She wears an L for loyalty, for loyalty!
She wears an S for her sincerity.
She wears a C for courtesy.
She wears an O-U-T for outdoor life,
outdoor life.
And that Girl Scout is Me!.

Taps

Day is done, gone the sun, From the lake,
from the hill, from the sky;
All is well, safely rest, God is nigh.

Fading light, dims the sight, And a star
gems the sky, gleaming bright.
From afar, drawing nigh, falls the night.