



Junior Age Level Training



Training For Adults Who Work With Girls
Girl Scouts of Middle Tennessee



Junior Age Level Learning Objectives

By the end of this session, the leader will be able to:

1. Transfer to the Junior Girl Scout an increasing amount of responsibility within the troop.
2. Explain the characteristics of Junior Girl Scouts.
3. Identify safety/health issues as they relate to Junior Girl Scouts
4. Plan the troop year with confidence, being flexible to meet the changing needs and interests of troop members.
5. Understand Girl Scout funding at various levels, the importance of troop financial records, the role of product sales in troop planning.
6. Properly display and assist Juniors in receiving recognitions of various types.

Junior Girl Profile Sheet

Brownies 6 to 8 years old	Juniors 8 to 11 years old
Can be inconsistent in behavior and moody	Aware of themselves as an individual
Need lots of praise	Self conscious and wonder how others see them
May react negatively to direction	Strive for recognition
Like working in groups	Compare themselves to others
May like to help others	Reach to achieve
May be concerned about being accepted	Develop relationships
Enjoy playing in groups	Games are imaginative and complex-should help girls develop more demanding skills
Very active	On the brink of adolescence
Eager to learn and become independent	Looking forward to greater freedom and responsibility
Developing language and vocabulary	New friendships
Learning to read	Reading to learn
Can attend to an adult directed action activity for 20-30 minutes	Discovering both the outside world and inner selves
	Family is important but friends and outside interests are assuming more importance
	Use of language is growing complex- enjoy codes, riddles and jokes

Reference: Junior Girl Scout Leader Guide Book, pp 32-57, 50-51

GIRL/ADULT PARTNERSHIP: A PATH TO SUCCESSFUL GIRL SCOUT ACTIVITIES

When girls and adults work together to plan activities and make decisions, girls:

- learn by making progressively more difficult and complex choices
- choose the activities and opportunities that they want to do in the Girl Scout program.

Recent research has shown that girls at the Junior Girl Scout age level are spending increasingly less time with adults and more time with girls their own age. Adult examples provide girls with opportunities to learn important life lessons. Lack of adult involvement can hinder the development of girls' social and communication skills.

Girls can take on many roles. They need to move beyond performing the opening and closing ceremonies or singing a Girl Scout favorite at events. Girl members should be included in long- and short-range planning, have a role in helping the troop, service unit, and Girl Scouts of Middle Tennessee formulate its goals, and be given increasingly more complex and active tasks.

Benefits for Girls:

- *Self-esteem increases.* When girls are trusted to make decisions, they not only feel more capable and competent, but also become so.
- *Retention increases.* When girls have a say in what activities they will be doing in Girl Scouting, they are more committed to Girl Scouting.
- *Girls enjoy their experiences more.* Girls have more fun when they have an active decision-making role than when activities are planned solely by adults.
- *Troop management is easier.* Girls will be more willing to manage their own behavior and the behavior of others when they have selected the troop activities.
- *Activities will be more successful.* When behavior is not an issue, everything runs smoother.
- *Girls learn more.* Active learners gain more than passive learners.

***The opportunity for girls to plan their activities
in partnership with adults is one of the most vital aspects
of the Girl Scout program.***

CHECKLIST FOR GIRL/ADULT PARTNERSHIPS

How would a leader know that a successful girl/adult partnership is happening in Girl Scouting? The following checklist should provide some answers:

- _____ *Activities do not always run smoothly or turn out successfully.* If girls are choosing most of the activities, they will occasionally make mistakes as a part of their learning process. They may pick an activity that is too time-consuming to complete within their troop/group meeting time. Maybe an idea that sounded great in a discussion turned out to be more work than fun. Leaders help girls see what they can do differently the next time to get the outcome they want.
- _____ *Girls are enthusiastic about their meetings and activities.* The attendance is high and girls are eager to be involved in different activities.
- _____ *As the Girl Scout year progresses, the leader is spending less time* planning and setting up activities and more time facilitating the flow of activities and problem-solving.
- _____ *Girls are familiar with the range of Girl Scout program resources available for their age level and choose activities from more than one source.*
- _____ *Girls work on activities in a variety of ways.* Girls work individually, in pairs, in small groups, as a whole group, or with other troops/groups depending upon the activity and their own needs and interests.
- _____ *As the Girl Scout year progresses, girls are able to make decisions more smoothly and effectively.* As they continue to practice active decision-making, they complete a larger number of activities or choose more sophisticated and complex ones to do.
- _____ *Girls show more respect for each other.* Individual strengths and talents are more visible when girls are active and girls learn to value these in each other.
- _____ *Girls show pride in being members of Girl Scouting.* They tell girls outside of Girl Scouting about their experiences and are eager to share their accomplishments with friends and family members.

Throughout the Girl Scout year, leaders and other adults who work with girls should *review* this checklist and *count* the number of "yes" answers they receive. *A perfect score of eight is the goal* Girl Scouting is striving to attain at the Junior Girl Scout program age level.

MAKING PLANS WITH GIRLS

1. Share Ideas

- a. Brainstorm
- b. Dream Box
- c. Planning meeting

2. Make Decisions

- a. Everyone has a chance to speak
- b. One girl speaks at a time
- c. Everyone should listen and not interrupt
- d. Make points quickly, don't talk too much
- e. Consider all comments
- f. Discuss one topic at a time

To limit topics, try this:

- 1. Consolidate your list of activities to what the group really wants to do.
- 2. Collect information on activities that little is know about.
- 3. Discuss good vs. bad points of activities.
- 4. Which cost money and how much?
- 5. Decide after careful consideration - by voting.

3. Planning

- a. Time needed
- b. Sequence of activities
- c. Cost
- d. Who has what jobs (KAPER CHART)

4. Execute

- a. Girls need to know what is expected of them
- b. Have FUN

5. Evaluate

- a. Was it fun?
- b. Was anything learned?
- c. What changes would you make next time?
- d. Would they do it again?

BRAINSTORMING GUIDELINES

The object of brainstorming is to gather as many ideas as possible on a subject. First, select the topic to brainstorm. Give the participants a few minutes to collect their thoughts. Next, allow the members of the group to call out any ideas that come to mind. There is no specific order - just list ideas on a flip chart until no one has another suggestion.

- Encourage everyone to contribute any idea, no matter how ridiculous it sounds.
- Do not discuss the items contributed during the brainstorming session.
- Do not judge any ideas.
- Feel free to piggy-back the ideas of others.
- Write all ideas on newsprint for easy reference.

GROUPS vs. TEAMS

GROUPS	TEAMS
Individuals work independently, sometimes at cross purposes with others.	Members recognize their interdependence and understand both personal and team goals are best achieved by teamwork.
Members tend to be inwardly focused because they are not part of the organization's planning.	Members feel a sense of ownership in their jobs because they contribute to organizational plans.
Members are told what to do.	Members have the opportunity to apply their unique talents.
Members distrust the motives of colleagues because they do not understand the roles of other members.	Members work in a climate of trust where questions are welcome.
Members are cautious about what they say.	Members practice open and honest communication.
Members do not get the opportunity to apply new training on the job.	Members are encouraged to develop and use new skills.
Members find themselves in conflicts they do not know how to resolve.	Members understand that conflict is natural and see these situations as opportunities for new ideas.
Members may or may not participate in decisions affecting the group.	Members participate in decisions affecting the team.

Adapted from *Team Building*, Robert B. Maddux

Junior Badge and Sign Record

Name: _____ Troop #: _____ Leader: _____

Girl Scout Basics												
Badge	1	2	3	4	5	6	7	8	9	10	Date Completed	Date Awarded
G.S. Around the World												
G.S. In My Future												
G.S. In the U.S.A.												
Cookie Connections												
Adventures in Girl Scouting												
Business-Wise												
Careers												
Global Awareness												
Humans and Habitats												
Lead On												
Model Citizen												
Money Sense												
On My Way												
Traveler												
World Neighbors												
It's Great to Be a Girl Scout												
Becoming a Teen												
Being My Best												
Consumer Power												
It's Important to Me												
Looking Your Best												
Family and Friends												
Across Generations												
Caring for Children												
Celebrating People												
Communication												
Healthy Relationships												
Local Lore												
My Community												
My Heritage												
Pet Care												
How to Stay Safe												
Car Care												
The Choice is Yours												
First Aid												
High on Life												
Safety First!												

Be Healthy, Be Fit

Badge	1	2	3	4	5	6	7	8	9	10	Date Complete	Date Awarded
Adventure Sports												
Court Sports												
Environmental Health												
Field Sports												
Food Power												
Fun and Fit												
A Healthier You												
Highway to Health												
Sports Sampler												
Stress Less												
Walking For Fitness												
Winter Sports												

Let's get Outdoors

Camp Together												
Earth Connections												
Eco-Action												
Finding Your Way												
Frosty Fun												
Hiker												
Horse Fan												
Horse Rider												
Outdoor Cook												
Outdoor Creativity												
Outdoor Fun												
Outdoors in the City												
Plants and Animals												
Small Craft												
Swimming												
Water Fun												
Wildlife												
Your Outdoor Surroundings												

*Note: * indicates required activities- must be completed to earn badge*

Create and Invent

Architecture												
Art in the Home												
Art in 3-D												
Art to Wear												
Books												
Camera Shots												

Badge	1	2	3	4	5	6	7	8	9	10	Date Complete	Date Awarded
Ceramics and Clays												
“Collecting” Hobbies												
Creative Solutions												
Dance												
Discovering Technology												
“Doing” Hobbies												
Drawing and Painting												
Folk Arts												
Jeweler												
“Making” Hobbies												
Math Whiz												
Ms. Fix-It												
Prints and Graphics												
Puzzlers												
Sew Simple												
Theater												
Toy Maker												
Visual Arts												
Write All About It												
Yarn and Fabric Arts												
Explore and Discover												
Aerospace												
Computer Fun												
Globe-Trotting												
Let’s Get Cooking												
Making It Matter												
Making Music												
Music Fan												
Oil Up												
Rocks Rock												
Science Discovery												
Science in Everyday Life												
Science Sleuth												
Sky Search												
Water Wonders												
Weather Watch												

*Note: * indicates required activities- must be completed to earn badge*

You must complete **six** activities to earn a badge. Required activities are indicated by *. To complete activities you will need to produce an item, interview someone, make a game, demonstrate a skill, instruct others, create a work of art, or document work.

Junior Signs and Other Awards

Sign of the Star

Requirements	Activities completed	Dates completed	Date Awarded	
1. Earn a Badge- new activity or new skill	Badge Earned:			
2. Do four badge activities from A Healthier You, Being My Best, Looking Your Best.	1	2	3	4
3. Demonstrate Talento to a group, troop, or others.	Talent:			
4. Complete two activities from Junior Girl Scout Handbook Ch.3.	1	2		
5. Complete activity from other Girl Scout resources.	Activity: Resource used:			

Sign of the Rainbow

1. Complete one of these badges: World Neighbors, Global Awareness, Humans and Habitats.	Badge Earned:		
2. Do an activity from: Connections for Girl Scout Go Global or Participate in a Girl Scouts of Middle Tennessee Event.	Activity:		
3. Do an activity from Junior Girl Scout Handbook Ch.4.	Activity:		
4. Do an activity to help others or that teaches them a skill.	Activity:		
5. Do two activities from: My Community, Celebrating People, or Local Lore.	1	2	

Sign of the Sun

1. Live the Girl Scout Promise. Do an activity that serves God, Your Country or other people.	Activity:		
2. Live the Girl Scout Law. Choose a part of the Girl Scout Law and do an activity to help you to practice it.	Law: Activity:		
3. Earn one of these badges: It's Important to Me, The Choice is Yours, or High on Life, Or earn the Religious Recognition of your choice.	Badge: Religious Recognition:		
4. Do an activity from Junior Girl Scout Handbook chapter 1 or 2	Activity:		
5. Read Junior Girl Scout Handbook p. 44-45 on values and answer the Test Yourself Questions p. 45	Value Activity:		

Sign of the World

Requirements	Activity	Date Completed	Date Awarded
1. Read about service projects in the Junior Girl Scout Handbook, p. 38-39. Discuss projects your community needs.	Read section: Project Ideas:		
2. Complete one of these badges: Model Citizen or Lead On.	Badge Earned:		
3. Learn about protecting the world. Do activities from: Earth Connections, Eco Action, or Your Outdoor Surroundings.	Badge: Activities:		
4. Try an activity using one: Fun & Easy Nature and Science Investigations, Read to Lead, Media Know How, Girl Scouts Against Smoking OR participate in a project that helps make the world a better place.	Resource: Activities: Project:		
5. Read Junior Girl Scout Handbook chapter 8 and 9. Now, find a way to make or do something to improve the community and DO IT!	Read Section: Activity to improve community:		

Junior Aid

1. Locate a younger troop or group to work with.	Troop Number Leader's Name:		
2. Using the Action Plan, decide on activities to do with younger girls.	Activities planned:		
3. Meet with younger troop and teach them something about Girl Scouts	Met with troop: Activities completed:		

Leadership Award

1. Read about Leadership (Junior Girl Scout Handbook p. 24-25) and Decide what leadership qualities you need to develop.	Read Section: Leadership Qualities:		
2. Do 6 hours of service to help develop leadership.	Service Experience: Hours of Service:		
3. Serve a Leadership position for at least one month.	Leadership position held:		
4. Mentor others. Share what you learned in steps 2 and 3. Tell how these activities developed the leadership qualities listed in step 1.	Mentored who: Learned what:		

Bridge to Cadettes

Requirements	Activities			Date Completed	Date Awarded
1. Find out about Cadette Girl Scout. Look in the <i>Cadette Girl Scout Handbook</i> or <i>Interest Projects for Girls 11-17</i> and pick Three activities that interest you.	1	2	3		
2. Participate in a Girl Scouts of Middle Tennessee sponsored Cadette Girl Scout activity.	Activity:				
3. Do one of the activities chosen in step 1.	Activity:				
4. Participate in a Service Project or participate in a camping or hiking activity with Cadette Girl Scouts.	Service Project: Camping/Hiking:				
5. Do some other activity with a Cadette Girl Scout or Troop.					
6. Help plan your bridging ceremony, and participate in ceremony you helped plan.	Bridging Ceremony:				

The Girl Scout Bronze Award

1. Choose a Bronze Award service Project. The project should be new and can be done as a group. Use action plan to devise steps.	Project:			
2. Earn two badges related to the project you plan to complete. Tell how these badges relate to the chosen project.	Badge:	Badge:		
3. Complete one of the Girl Scout Signs. Tell what you learned by doing this sign.	Sign Earned:			
4. Earn <i>Junior Aide Patch</i> , or the <i>Junior Leadership Award</i> , or complete two of these badges: <i>G.S. in the USA</i> , <i>G.S. Around the World</i> , <i>G.S. in my Future</i> , or <i>Lead on</i> .	Item(s) Earned:			
5. Do the chosen Girl Scout Bronze Award Service Project that shows you understand and live by the Girl Scout Promise and Law.	Project: _____ Hours to complete: ____ (15) Service to: _____			

Comments about awards/ service projects:

The Girl Scout Bronze Award

This is the highest award a Junior Girl Scout can earn. It shows that the girl has set goals to be the best she can be, to help others, and to improve her community. The service project is selected first, and then requirements 1, 2, and 3 are completed before starting the project.

Use the handout to show the steps to receiving approval for the Bronze Award. A sample ceremony is located in the *Junior Girl Scout Leader Guide Book*, page 20-21.

There are four requirements for earning the Bronze Award. The first three can be done in any order, but must all be completed before beginning the 4th requirement, the Bronze Award project.

Requirements for earning the Bronze Award:

- 1) Earn two badges that are related to the project you will do for your Bronze Award.
- 2) Complete one of the Girl Scout Signs.
- 3) Earn the *Junior Aide* patch OR the Junior Girl Scout Leadership Award OR two of the following badges: *Girl Scouting in the USA*, *Girl Scouting Around the World*, *Girl Scouting in My Future*, and *Lead On*.
- 4) Do a Girl Scout Bronze Award project.

Guidelines for the Bronze Award project:

- ◆ Takes approximately 15 hours to plan and complete.
- ◆ Doing the project should take at least seven to eight hours (implementation).
- ◆ Provides community service, but can be done in or outside of Girl Scouting.
- ◆ Follows the Action Plan in the "Adventures in Girl Scouting" chapter of the *Junior Girl Scout Handbook* (page 39). This should be a new service project that you and your troop or group have decided to do to earn this award. It should not be something you have already done.
- ◆ Follows safety rules. Check with your leader or Girl Scout advisor about which safety rules apply to your project.

Process for obtaining the Bronze Award pin from the Girl Scouts of Middle Tennessee:

- ◆ To receive the Bronze Award, Juniors should (after completing all 4 requirements) make a copy of page 203 of the *Junior Handbook* and complete the information, including their signatures and leader's signatures.
- ◆ On a separate piece of paper, the Juniors should describe what they did for their Bronze Award project. Include the answers to the questions who, what, when, where, why, and how.
- ◆ Juniors should then mail in: 1) the completed page 203 from the *Junior Girl Scout Handbook*, 2) the description of what they did for their Bronze Award project, 3) individual log of hours, and 4) at least one picture of the project. These items should be mailed to the attention of the Program Registrar at the main office. (GIRL SCOUTS OF MIDDLE TENNESSEE, PO BOX 40466, Nashville, TN 37204).
- ◆ The paperwork will be reviewed. Upon approval, the Juniors will receive a letter indicating they have earned the Bronze Award.
- ◆ The girl(s) or the leader can then bring the letter to the Girl Scout Shop to purchase the Bronze Award. The cost of the pin is \$6.75.

There is a sample Bronze Award ceremony on pages 20-21 in the *Junior Girl Scout Leader Guide Book* that can be used or modified to present the awards.

Become, Belong, Believe, Build

Studio 2B



For Girls 11-18

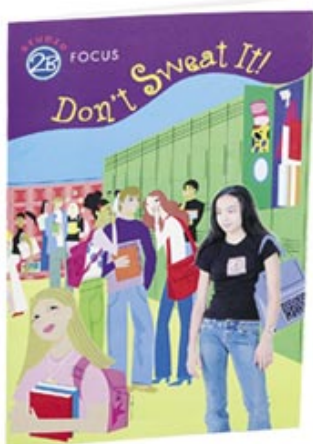
Resources: *Studio 2B Guide for Advisors*, *Studio 2B Collections*, Studio 2B Focus books

Consider that by the time they are 11 years old, girls who started Girl Scouts when they were five have already been involved for six years! That's a long time. No wonder girls might be feeling restless when it comes to handbooks and badges.

Now's the time to involve girls in the new STUDIO 2B resource line. For example, *STUDIO 2B Collection 11-13* is packed with articles that speak directly to girls. From tips on coping with bullies in school to fighting feelings of "growing up ugly," *STUDIO 2B Collection 11-13* is a great jumping off point for group conversations and activities.

Studio 2B Focus books give girls new options to explore. Girls, along with their leader or advisor choose which activities they'll complete to earn their charm.

Girls can visit STUDIO 2B online (www.studio2b.org) for monthly quizzes and polls, advice and all the latest news from the By Girls, For Girls National Advisory Committee.



Faith Based Initiative/Religious Awards

The Faith Based program is designed to create Partnerships between Girl Scouts and local faith-based organizations. The aim of the program is to have faith based organizations develop Girl Scouts as a Ministry of their institution; no longer just a meeting place. The program is organized to benefit both organizations: Outreach (reaching more families) for the organizations and more girls benefiting from the Girl Scout experience. As a Ministry, the faith based organization develops a service team to administer the program in conjunction with the church's spiritual emphasis.

Religious Awards, programs created by the various religious and faith based groups, have been created to encourage girls to grow stronger in their faith. These programs have been created by the religious groups themselves, not by the Girl Scouts. The programs are recognized by the GSUSA and the recognitions may be worn on the official uniform. Each faith based organization develops and administers its own program.

For more information contact: Katie Kendall, Faith Partnership Manager, at 615.383.0490 x256 or e-mail: kkendall@gsmidtn.org.

Safety Wise Award

See Safety Awards to pp. 11-13 in Safety Wise.

TROOP FINANCIAL RECORD

This form is due to your service unit manager by May 28th. You must retain all records for a period of no less than 3 years. Use this form to keep a record of all cash received or paid out of the troop treasury.

Year: _____ Troop #: _____ Service unit #: _____ Age level: Daisy Brownie Junior Cadette/Studio 2B Senior/Studio 2B
 Leader's name: _____ Service unit manager: _____ Date of first meeting: _____
 Troop funds are deposited in _____ bank. Account name: _____ Account #: _____
 Signature: _____ Date: _____

	June	July	August	September	October	November	December	January	February	March	April	May	Totals
Cash Beginning Balance*	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Income *Your beginning cash balance will be the ending cash balance from the prior month.

National Membership dues	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Troop dues													
Cookie sale													
Cookie sale bonus													
QSP (magazine sale)													
Family Contributions													
FRP (candy, nuts, candle)													
Sponsorships													
Extra parental support													
Other													
Total Income	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Expenses

National Membership dues	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Program supplies													
Council events													
Troop trips													
Service projects													
Family Contributions													
Juliette Low World Fund													
Insignia (badges, patches, pins)													
Cookies (payment to Council)													
Magazines (payment to Council)													
Candy & Nuts (payment to Council)													
Other													
Total Expenses	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
*Ending Cash Balance	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

*Subtract your total expenses from your total income to get your ending cash balance.

Information Sheet for GIRL SCOUTS OF MIDDLE TENNESSEE Money-Earning Opportunities

Fall Product Program

Guidelines for participation in the Fall Product Sale are available each August from the Service Unit Fall Product Sales Manager who will attend training at the main office. This sale enables families and friends to help their Girl Scout Troops earn money by renewing or subscribing to their favorite magazines, purchasing books, music selections, or purchasing candy, nut, candles, and cookbooks.

Every year, QSP provides Troops with the *Be a Reader* activities booklet. Girls can earn a patch from this booklet.

While participating in the Candy/Nut Product Sale, girls will: Learn about setting and achieving goals; Learn about business concepts; Learn about products, selling, distribution and promotion; and Learn the value of team work.

All girls participating will receive a Participation Patch, which is provided by the Girl Scouts of Middle Tennessee.

Cookie Program

The Service Unit Cookie Sale Manager conducts training for the Troop Cookie Managers in November and December. Troops must be registered with GSUSA by November 30 to participate in the cookie program. Troops receive some money per package at the time of the sale and additional money per package if all paperwork and deadlines are met at the end of the sale.

After paying for direct costs of cookies, proceeds are used for development and maintenance of the Girl Scouts of Middle Tennessee's campsites. In addition, it represents approximately 50% of the operation budget which provides program supplies; equipment and training for volunteers; program scholarships for girls; and expansion of Girl Scouting into areas where girls are not being served.

GSUSA membership is a requirement of the Troop Cookie Manager. This person should not be the troop leader. Before the troop and service unit cookie orders can be accepted, a signed Troop Cookie Manager's Agreement Form must be on file in the Product Sales office at the Nashville Service Center.

All troop leaders are encouraged to attend the SU cookie training along with the Troop Cookie Manager. The troop leader will need to work closely with the troop cookie manager to ensure a smooth sale. Allocate troop time to train the girls and any needed follow-up activity.

Note: Each year Little Brownie Bakery provides excellent program materials for use by the troops. Please encourage their use and display if possible.

THE PROGRESSION OF TRIPS FOR JUNIOR GIRL SCOUTS

MEETING TIME TRIPS are trips of interest in the neighborhood. For example, consider a walk to see a nearby garden. Perhaps just a short ride by car or public transportation to visit a civic building, such as the firehouse or courthouse might be considered. These are the simplest and start the progression.

DAY TRIPS are the next step. These are daytime excursions away from the troop meeting place and outside the regular meeting time. Girls might plan a day visit to a point of historical or natural interest, bringing their own lunches. After doing this, they might go to a nearby city, scheduling time for a meal in a restaurant. Day trips are appropriate for Junior Girl Scouts.

SIMPLE OVERNIGHT TRIPS involve one to two nights away to a *nearby* destination. The destination may be a nearby state or National Park, a historical site, or a city for sightseeing. The group may stay in a hostel, a hotel or motel, or they may camp at a Girl Scout campsite or nearby campground. Simple overnights are appropriate once the leaders have taken training appropriate for the type of lodging accommodations. Additional insurance is required for any overnight lasting more than two nights.

EXTENDED TRIPS can range from two or more nights spent at camp to extensive travel within the continental United States. The group might use several different accommodations and modes of transportation throughout the trip. For further information about travel camping facilities at Girl Scout sites across the country, Girl Scouts of the USA compiles a Trekking Network Directory, which can be obtained from the main office. Extended trips are appropriate for older Junior Girl Scouts.

PROGRESSION BY AGE LEVEL

Troop members vary in their abilities according to the experiences they have had in family or group travel. However, it is still possible to make some generalizations about trips and travel preparations appropriate to each age level.

Safety-Wise describes a Girl Scout trip as "an opportunity for girls to have fun, to experience adventure, and to enrich on-going programs." It goes on to say that "learning how to plan a trip should be a progressive experience for a Girl Scout, one that starts with an outing she is ready to handle." There is a progression in the type and length of trips troops may go on as girls progress through Girl Scout program levels.

JUNIOR GIRL SCOUTS - Junior Girl Scouts should read the sections in the *Junior Girl Scout Handbook* that deal with planning trips and safety procedures.

With adult help, the girls choose the place they want to go. The girls do the planning in patrols or small groups, keeping the purpose of the trip in mind. Their planning should include budgeting, pretrial skills, and tips for personal conduct and safety. The leaders advise the girls as needed and, when necessary, help scale down their ideas into what is possible and fun for girls of this age.

Badge activities suggest trips to all kinds of places in the community, as well as hikes, walks, and camp outs. Junior Girl Scouts go on day trips in their own communities and to places of interest that are nearby. As they become experienced in planning and evaluating their adventures, their plans will include longer trips with stays in hotels or motels as well as camps.

Note: A parent permission form must be completed for ANY activity that takes place away from the regularly scheduled troop meeting time or location. The service unit manager must be informed of all trips. Girl Scouts of Middle Tennessee approval may also be required based on the criteria listed on page 51 of the *Leader Essentials*.

Have the proper forms been completed in a timely manner?
Have the proper representatives been notified?

TRIP PLANNING

Whether it is a trip across town, across your state, across the country, or across an ocean, basic trip planning is an important skill for the girls to learn. Remember that the most memorable trips are those in which the girls are the major decision-makers for the trip. The current Junior Girl Scout Handbook has a good piece called T.A.P (Travel Action Plan) which can be utilized for any type of trip. The basic steps are outlined below:

Brainstorm where you would like to go

- Decide where you will go
- Find out more about the place that you would like to visit
- Prepare a trip budget
- Review Safety-Wise
- Develop a packing list for clothing and equipment needed
- Study maps of the area and develop a more detailed itinerary of how to get where and when
- Put your plans into action!

An important step: Evaluate your trip to help you on future trips!

Our organization has guidelines of who can travel where. This reflects the fact that progression is also a part of travel. For example, the Girl Scouts of Middle Tennessee may allow a Junior Girl Scout troop to travel say, across the state, but if these girls have never even been away from home before for even a simple overnight, this would not be a good plan. A typical progression for troop trips might be as follows (note that program levels are indicated but girls new to travel should start at the beginning regardless of what program level they are in):

- A meeting time trip within your town
- An all day trip within your town
- A one night overnight trip within your town.
- A day trip to a location outside your town but within a couple of hours of home
- A local weekend camping trip
- A long weekend trip (3-4 days) within your state boundaries
- Extended trips (1-2 weeks) within the continental U.S.
- Extended length trips including International travel

Check your Leader essentials for restrictions before approaching the girls with any travel plans. The Girl Scouts of Middle Tennessee also has a process in place for approving travel for troops so make sure you know what forms, permissions, etc. need to be obtained before attempting to travel. Submit the Intent to Travel form when appropriate.

To ensure a girl's readiness to participate in a long trip, some form of a signed commitment form by the parent and the girl can be used. This should detail your expectations regarding the trip, finances, cancellations, as well as the girl's behavior.

1. Brainstorm where you want to go:

The first step in any trip is figuring out what the girls are interested in doing. The easiest means to do this, and one, in which everyone's ideas are included, is called brainstorming. It is a common technique to

accumulate many ideas in a short amount of time. One person is chosen as recorder (to record the items on paper or a board). One person is chosen as moderator (this is often the leader for younger girls). Once the topic is chosen to brainstorm (such as ideas of places to go), the moderator asks for ideas. Following are some guidelines:

- One person speaks at a time
- All ideas are included and written down
- No judgmental statements are made about anyone's idea.
- Everyone has a chance to contribute one or more ideas.
- After all ideas have been offered, ideas are evaluated for their feasibility (such as, "We don't have enough money in our troop treasury at this time to go to Hawaii") but they are never judged ("That's a stupid idea!") This leaves reasonable ideas from which to choose.

2. Decide where you will go:

Before deciding where to go, it is important to come up with a purpose for the trip. Is it just a fun day out? Are you working toward any awards that the trip would help you with? Are the girls interested in expanding their horizons with a new activity? Do they want to get a feeling for the Girl Scout roots? Any of these (and there are many more) would be appropriate purposes for going on a troop trip.

From the ideas arrived at through brainstorming, the girls are ready to make their decision. Sometimes it is helpful to list the pros and cons of each location to help the girls evaluate which they would like to do. Ask questions such as the following:

- How much will the trip cost?
- How far away is the destination?
- How long will it take to get there?
- What type of transportation is required?
- What activities are available at the destination?

This might require some extra research before the final decision is made. Try inviting someone who has been to the places you are contemplating to a troop meeting to tell about her trip. This is especially helpful if you are contemplating an extended trip to visit perhaps a World Center or even Juliette Low's Birthplace. There is nothing that builds enthusiasm like other girls who have done what it is you are thinking about doing. When all of the data is compiled, discuss the choices and then vote.

3. Find out more about the place that you would like to visit:

Some research may be done in the decision making process but after a location is agreed upon it is important for the girls to learn about the place they will visit. Girls can write to the local visitor's bureau or a Chamber of Commerce if they are visiting a city. National and State parks many times will send brochures if requested. Commercial tour books may also prove useful. And again, don't forget the ever-important personal experience - if you haven't had someone in to talk yet, invite someone who knows about your destination! Obtain maps of the areas you would like to visit.

The advantage of this is twofold:

- Girls can learn valuable skills like navigation and map reading
- You are able to plan your itinerary better if you have a general idea of where things are located in relation to each other.

4. Review *Safety-Wise*:

As early as Junior age, the girls can start researching *Safety-Wise* themselves. All levels should be aware that permission slips are required of everyone for any trip. Sections are also provided in *Safety-Wise* for extended travel including trip camping and international travel. These sections should be reviewed where appropriate.

5. Budget:

Remember that budgeting is a very important part of your plans. Take everything into consideration when planning your budget.

TROOP # _____ ACTIVITY CONTRACT

For the good of this activity, as well as, for fellow group members, and myself I agree to abide by the following:

1. I will remember at all times that I am a Girl Scout and my behavior should reflect the high values and expectations for conduct described in the Girl Scout Promise and Law.
2. I will observe all safety regulations established for program, recreational and personal activities. My registration information is correct, including all known allergies, dietary considerations, and routine medicines. I will immediately report any changes and all injuries or illness to the adult(s) in charge of the activity.
3. I will cooperate with the adult(s) in charge.
4. I will respect the people and places I encounter.
5. I will be sensitive to the needs of each participant and treat all members of the Troop, as I would wish to be treated.
6. I will be on time and participate in all scheduled activities. I will inform the adult(s) in charge of my whereabouts at all times, and return to and remain in my assigned area. I will always take a buddy with me wherever I go.
7. I will label and be responsible for my personal belongings/equipment.
8. I understand that my attitude and behavior are central to the success of this Girl Scout activity and I agree to abide by this Activity Contract.

Scout's Signature _____

Date _____

My daughter and I have discussed and agree to the principles outlined in this Activity Covenant.

Parent's Signature _____

Date _____

Girl Scout Courtesy

As Girl Scouts, your girls and you are representatives of the largest voluntary organization for women and girls in the world. The name "Girl Scouts" and your uniform can open many doors for you. But it is the responsibility of you and your girls to maintain the good image of the organization and to learn and practice good manners.

- ❖ Call or write ahead to make reservations. Whenever you go, it is nice to let people know that a troop is coming, how many there will be and what you would like to accomplish.
- ❖ If you must cancel or arrive late, call and let your destination know.
- ❖ Be prompt. Arrive and depart on time.
- ❖ Pay attention. Keep noises to a minimum and don't touch without permission.
- ❖ Girl Scouts always leave a place cleaner than they found it.
- ❖ Be sensitive to other's needs habits and customs.
- ❖ When you see someone or something that looks different to you, don't point or giggle.
- ❖ Remember to say "Thank you"
- ❖ Remember T.I.P.S.

Review these with you girls and ask if they have other items to add to the list.

A Word to Adults

Girl Scout adults should think of themselves as role models for their girls. Although most leaders are sensitive to this, there are some guidelines you may want to share with adult chaperones.

- ❖ Treat all girls the same. Do not do things for your daughter that you would or can not do for all the other girls.
- ❖ Use appropriate language. Cursing, foul or derogatory language should never be used around the girls.
- ❖ Be positive. Do not make the girls feel inferior, stupid, or bad if things don't go well.
- ❖ Do not drink alcohol in front of the Girls or while on a Girl Scout Trip.
- ❖ Smoking should not take place where girls can see you.
- ❖ Do not carry firearms or other weapons. If you feel that standard safety precautions are not sufficient---DO NOT GO!
- ❖ Troop discipline should follow the Girl Scout Law, do not yell or strike the girls.

It is a good idea for all adults going on a trip in a Girl Scout Troop sign an agreement form that states they understand and will follow the guidelines set by GSUSA, GIRL SCOUTS OF MIDDLE TENNESSEE and your troop.

TO INSURE PROMPT SERVICE

Tipping (also called a gratuity) is very important when you are traveling. This is not only common courtesy, but most people who provide these services usually work for less than minimum wage and their tips make up the difference in salary

Tipping is done in all areas. Not only do you need to tip your waitress but you also need to tip others who offer a service to you. Some of the areas that need to be considered for a tip and the proper amount have been listed for you. Remember that you are representing Girl Scouts when you travel and proper tipping is very important to that image. Plan tips into your budget so you will not be caught short.

WHO'S WHO IN TIPPING

Listed below are some of the people who need to be tipped during your travels. The minimum amount to be tipped is listed beside the person.

- \$ Waitresses15% of your total bill. Sometimes this has been added if you are in a large group. In the case of the gratuity being added you do not need to add an additional 15%.
- \$ Sky Caps (person who takes your luggage at airports) \$1.00 per bag
- \$ Cab driver5% of the fare
- \$ House keeping (at hotels)..... \$2.00 per day this can be left with a note. If no note is attached and you give the tip daily the housekeeper will not pick up the tip since they are not to remove anything from the rooms.
- \$ Bell Hop\$1.00 per bag or 15% of room service food.
- \$ Driver in private car\$3.00 - 5.00 depending on the length of the trip.

These are just a few of the most common people to tip. You can however tip any one who offers you a service. Just remember that a tip needs to be no less than \$1.00.