

Mannerly Me Patch Program

Girls will learn introduction, phone, written, e-mail and table etiquette.



To earn this patch:

Brownie Girl Scouts: complete numbers 1 and 2 and one activity in numbers 3 through 5.

Junior Girl Scouts: complete numbers 1 and 2 and two activities in numbers 3 through 5.

Cadette and Senior Girl Scouts: complete numbers 1 and 2 and three activities in numbers 3 through 5.

1. Introductions: Learn how to make introductions in a polite and caring manner. When you know how, practice making introductions.

- ◆ Introduce a friend to your mother or father.
- ◆ Introduce a younger person to an older person.
- ◆ Introduce one friend to another.
- ◆ Introduce a lady to a gentleman.

2. Discuss etiquette with your troop or what Good Manners are. Be sure to include correct manners in what you say and in what you do. Make a list of six polite common courtesies you have observed and six basic words that are often used.

3. Home and Cell Phone Etiquette:

- ◆ Learn how to politely answer your home and/or cell phone – what to say, how to respond, and how to take a message.
- ◆ With your troop, make a list of six telephone “do’s” and six telephone “don’ts.”
- ◆ When you go home, call one another and practice what you have learned.
- ◆ Make a home phone message center. Be sure to include note paper, pen or pencil, emergency phone numbers, work numbers, and other community called numbers.
- ◆ Review school policies regarding cell phone usage. Discuss the reasons for these policies.
- ◆ How do you feel when a parent or a friend answers his/her cell phone in the middle of a conversation? Act out different scenarios: first, when two friends are talking, one receives a phone call and answers the phone; second, the friend does not take the phone call. How did the friend respond to each situation?

4. Written and Email Etiquette:

- ◆ Know the parts of a letter. Write a friendly letter to a person who is sick or to an older person who lives alone or in another state.
- ◆ Learn how to write a thank you note for a gift or hospitality that has been extended to you.
- ◆ Know how to address an envelope correctly.
- ◆ Send a thank you note to someone who has done something for your troop or given you a personal gift.
- ◆ Choose your words wisely. E-mails may not read the same as in a conversation. Remember, USING ALL CAPS IS THE EQUIVALENT OF SHOUTING. Send an e-mail to your troop leader stating what you would like to do in the next troop meeting.

- ◆ Troop discussion: You have received an e-mail forwarded from one of your friends. It is a chain e-mail asking for: name, hobby, school, grade and favorite food. Do you answer? If so, what is the best way to answer?
They can answer if they reply only to their friend and not reply to all, this is personal information that can be used to track down anyone. The best rule of thumb is: Although e-mail may feel private, they aren't. Recipients can forward your private e-mail to whomever they wish. If you don't want others to see what you've written, don't e-mail it.

5. Table Etiquette:

- ◆ With your troop, make a list of table manners including posture, conversation, proper use of utensils and use of your napkin.
- ◆ List table accidents that can happen. Discuss how you think they could be appropriately handled. For instance, your child spilled milk.
- ◆ Know three fancy ways to fold a napkin.
- ◆ Find out what the following menu terms mean and what language they are from: a la Carte, a la mode, aspic, au gratin, entrée, a la king, croquette, du jour.
- ◆ Discuss table courtesies to use when you are a guest or a hostess.
- ◆ Learn the correct way to set a table, to serve and remove dishes. Have one half of your troop plan a luncheon or tea and invite the other half of the troop. If possible, choose a holiday theme for the menu and the table. Be their guest in return.

Resources:

Polite Kids 101 by Julie Hunt – to learn more refer to the program section in Leader Essentials or the website.

The Emily Post Institute: <http://www.emilypost.com/>

Email Etiquette @ Net Manners.com <http://www.netmanners.com/>

Patches may be purchased in the Girl Scout Shop.