

## Mannerly Me Patch Program

### Girl Scouts of Middle Tennessee

Girls will learn etiquette techniques, such as phone and table etiquette.  
Patches may be purchased at the Nashville Girl Scout Shop.

To earn this patch:

- Brownie Girl Scouts must complete 3 out of 6 activities
- Junior Girl Scouts must complete 4 out of 6 activities
- Cadette, Senior and Ambassador Girl Scouts must complete 5 out of 6 activities

1. Introductions: (Complete all five activities).

- 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 with your troop "Etiquette" 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 common basic words that are often used.

3. Telephone Etiquette: (Do two of the four listed activities). Learn how to politely answer your home phone – what to say, how to respond, and how to take a message.

- With your troop or patrol, make a list of six telephone "do's" and six telephone "don'ts."
- With a partner, or in patrols, practice answering your home phone.
- 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.

4. Written Etiquette: (Do three of the five activities listed below).

- 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 you.
- Know how to address an envelope correctly.
- Discuss different kinds of stationary with your troop. If possible, have a "show and tell" of stationary during a troop meeting. Tell what kinds of stationary you think would be appropriate for three different kinds of letters.
- Send a thank you note to someone who has done something for your troop or given you a personal gift.

## 5. Table Etiquette – (complete for of the six listed activities):

- With your troop, make a list of table manners including posture, conversation, proper use of utensils and use of your napkin!”
- List table “emergencies” or “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.

6. Discuss “what is a friend?” Write a short paragraph or poem to explain your personal ideas. Talk over with your patrol different ways to make new friends and to keep old friends, and how good manners might be involved in good friendships.

## 7. Cell Phone Etiquette-

- If you need to use a cell phone publicly, keep your conversation short and your voice low. Try to limit cell phone conversations to private areas.
- Review school policies regarding cell phone usage. Discuss the reasons for these policies.
- Be sensitive to “quiet” situations. When entering a movie, classroom, church or library, always, power down, silence or set your phone's ringer to vibrate.
- Ask your child how she feels when she is talking face to face to you and you answer your cell phone. Is she frustrated or think you're being rude? Explain that others can feel the same when she answers a call.
- Sometimes taking a quick call is necessary. The best rule of thumb is answer the caller's specific question and then hang-up.

## 8. Email Etiquette-

- Check your email often so you can answer your email as soon as possible.
- Choose your words wisely. Emails may not read the same as if they were in a conversation.
- Don't assume others use email as frequently as you. If you don't get a reply to your email in a reasonable amount of time, check to see if it was actually received. Some items get lost in cyber-world.
- Stay away from chain emails. They are silly, untrue and could be a scam. When forwarding someone's email, don't send all the email addresses with it. Send only what you want the person to read and delete the unnecessary information.
- USING ALL CAPS IS THE EQUIVALENT OF SHOUTING. Unless you want to yell at the person, use upper and lower case in emails.
- Although email may feel private, they aren't. Recipients can forward your private email to them to whomever they wish. If you don't want others to see what you've written, don't email it.
- When you have an email account it is possible for your email address to get to a person with bad intentions. If you get any email that is disturbing, scary or rude, show the adult in your home immediately.