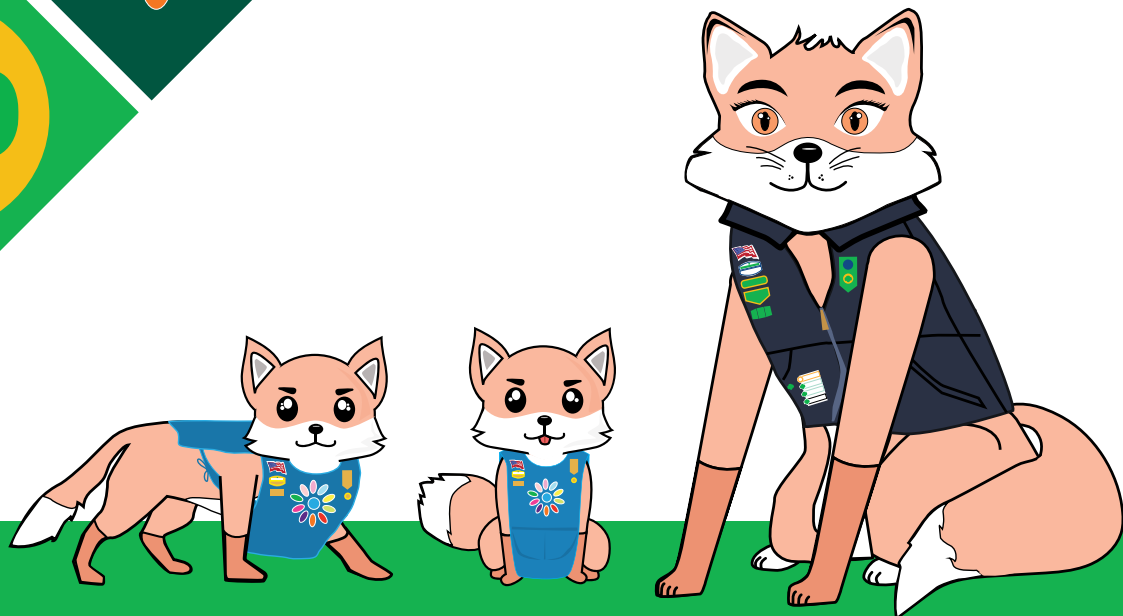


First Year Leader Guide



About Us

Since 1968, [Girl Scouts of Suffolk County](#) has been committed to building girls of courage, confidence, and character who make the world a better place. With activities designed to be girl-led, cooperative, and hands-on, Girl Scouts take on new challenges and explore their strengths regardless of background or ability. Supported by adult volunteers and mentors right here in our community, as well as millions of alums around the globe, Girl Scouts lead the way as the world-changers of tomorrow.

Social Media

Stay on top of all communication from [GSSC](#) by following us on social media:

- Facebook: [Girl Scouts of Suffolk County](#)
- Instagram: [@girlscouts_sc](#)
- YouTube: [Girl Scouts of Suffolk County](#)
- LinkedIn: [Girl Scouts of Suffolk County](#)
- Twitter: [@girlscouts_sc](#)

We also encourage all leaders to share photos and videos of their troops! Send them in at www.gssc.us/gs-photos

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(Last Updated 8/7/2025)



Welcome to Girl Scouts

Support System

Girl Scouts is all about sisterhood. As a leader, you are not alone! Your troop co-leader(s) and parents/caregivers are your primary team. Get to know them and allow them to help!

Service Unit

What is a Service Unit? It is a geographically defined area that consists of Girl Scout troops that are in the same local area. These troops are supported by a Service Unit team.

Service Unit teams consist of experienced Girl Scout volunteers who support troop volunteers throughout the Girl Scout year. The team includes a coordinator, treasurer, and more.

These volunteers work together to support you by providing local activity and event opportunities and hosting a monthly troop leader meeting. Most Service Units also have a private social media group to communicate throughout the year. Ask your Service Unit Coordinator how to join!

Council Staff

We are here for you! GSSC's Mission Delivery team will be here to get you started, connect you with your Service Unit volunteer team, and to support you throughout the year. If you have a private matter, a conflict to discuss, issues with registration or any other needs, email customercare@gssc.us or call (631) 543-6622.

Governing Structure Organization Breakdown

*Girls and Volunteers are
the HEART of Girl Scouts!*

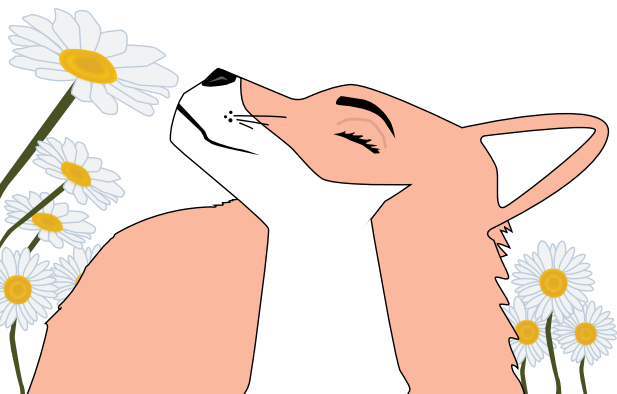


TROOP

SERVICE UNIT

**GIRL SCOUTS
OF SUFFOLK COUNTY**

GIRL SCOUTS OF USA



Girl Scout Volunteer Code of Conduct

Volunteers must review and complete the Volunteer Code of Conduct annually. The Code of Conduct reads as follows:

As a Volunteer of Girl Scouts of Suffolk County, I understand and agree to the expectations of behavior and representation defined in the Volunteer Compliance Standards and Girl Scouts of Suffolk County Code of Conduct:

VOLUNTEER COMPLIANCE STANDARDS

As a designated volunteer leader, members must adhere to the following expectations to be considered a volunteer in “good standing” with GSSC::

- Active adult membership of GSUSA & GSSC as a volunteer in an assigned ‘leadership role’ through MyGS.
- Current background check which needs to be renewed every 3 years via GSUSA/GSSC authorized background check vendor.
- Compliance with the Girl Scouts of Suffolk County Code of Conduct and Girl Scouts Promise and Law.
- Updated and completed training courses and assignments.
- Completed Volunteer Financial Agreement and proven adherence to all stated policies as outlined.
- Troop affiliation cannot be in arrears for product program and/or monies due to council for membership or program events.

GIRL SCOUTS OF SUFFOLK COUNTY CODE OF CONDUCT FOR VOLUNTEERS

GSSC is committed to the highest ethical standards and expect all volunteers to act in the best interest of the organization and its mission, embracing its values and guidelines for ethical behavior as follows:

- Affirm the Girl Scout Promise and Law.
- Comply with all policies, procedures and safety guidelines as outlined by GSUSA and GSSC.
- Promptly report any witness to or suspicion of child abuse or neglect occurring within or outside of Girl Scouting to council staff.
- Welcome girls and adults from a variety of backgrounds and create an inclusive and diverse Girl Scout experience.
- Behave in a manner that models the ideals and values of the Girl Scout Promise and Law in all verbal or written communications (telephone conversations, emails, texts, newsletters, social media and announcements), ensuring they do not contain profanity or condescending remarks.
- Refrain from inappropriate displays of anger, aggression or berating of individuals in public or private.
- Honor the leadership of the girls and support their decisions.
- Act responsibly when overseeing Girl Scout funds, maintain accurate records, and file required reports.
- Not use any volunteer position for personal, political, or monetary gain.



I understand that if I do not comply with the above standards or if I participate in illegal activities, abuse or mistreat girls, parents, volunteers or staff, or otherwise act in a way that negatively impacts the image or goals of GSSC and/or GSUSA, I may be terminated from a leadership position or from any volunteer role with GSSC. By completing and submitting this form below I agree to uphold the standards of excellence as outlined above.

To sign and agree to this policy, please fill out our online form: <https://gssc68.wufoo.com/forms/xkt8zx81ukl50r/> or tap/scan the QR code to access.

First Year Leader's Support System

Live Trainings and Support Events

First Year Leader Circle

Join council staff for our virtual “circles” throughout the first year. We will tackle topics such as: first meetings; working with parents/caregivers; badge activities; and more! Leaders will feel ready and excited to lead troops and have opportunities to share with and learn from fellow Suffolk County volunteers!

Girl Scout Cookie Program® for New Leaders

Learn how girls can earn entrepreneurship and life skills through our Girl Scout Cookie campaign. This training will give a detailed overview of the programs, how to engage parents/caregivers as volunteers, and best practices from experienced leaders.

Troop Leader Expo

New and returning leaders can walk through our expo and learn about resources and programs available in the coming year from council staff, fellow leaders, and community vendors.

Volunteer Tips Series

Volunteers lend their leader and professional expertise to tackling tricky topics such as: managing behaviors; building activity plans; handling conflict; and more.

Troop Showcase Series

Bridging ceremonies, highest awards, overnight trips, and more! Our Troop Showcase series spotlights troops from every level sharing best practices on various activities throughout the year.

Check out our [event calendar](#) to register for these events.



Council Website

First Year Leaders can find all of the information they need to manage their Girl Scout Year on our website under the [Members](#) page and the [Activities](#) page.

Members Section:

Badges & Journeys

This is where you can browse badges and journeys and obtain a snapshot of requirements.

Highest Awards, Leadership Awards & Scholarships

These pages house information for Bronze, Silver, and Gold awards as well as Leadership Awards, and more.

Plan Your Girl Scout Year

This is where you can find Troop Leader Year Plans, songs and traditions, and other resources for meetings.

Forms and Documents

All necessary forms for troop meetings can be found here as well as documents that highlight safety policies, and more.

First Year Leader Support

The one stop shop for all things to help our first year leaders get started including videos on how to access the Volunteer Toolkit, using MyGS, and more.

Training & Development

A listing of our online and in-person training opportunities to keep you inspired and educated throughout your leadership journey can be found here.

See example screenshots of website on the next page.

Activities Section

Event Calendar

This is where you can search and register for council events, programs, workshops, and trainings for girls and adults.

Program Guide

Council run programs will be featured here as a guide with information on how to register for events.

Patch Programs

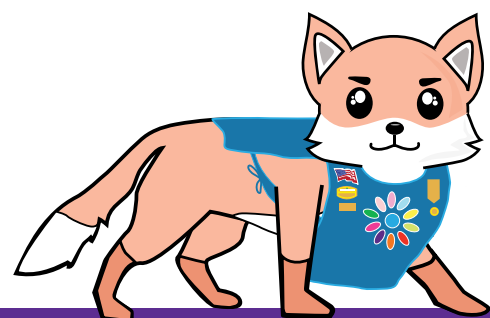
These patch programs are unique to GSSC and feature partnerships with local organizations or another troop. Girls can earn these as a troop or on their own.

Camp and Outdoors

Learn all about troop camping and activities at our camp properties.

Special Events

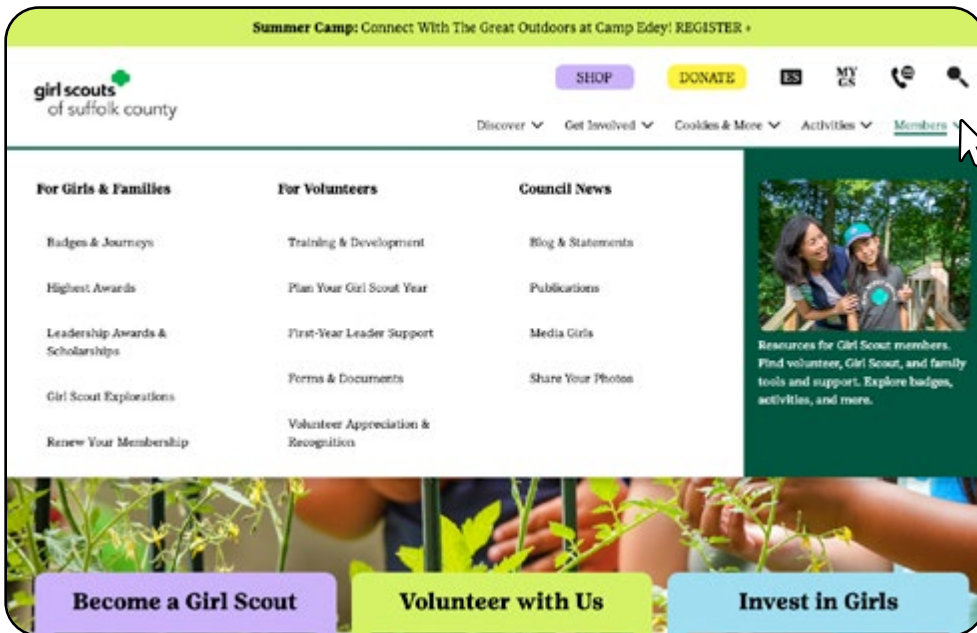
Stay connected to learn more about our special events throughout the year for troops and volunteers.



Council Website (Cont'd)

Members:

Desktop version



Hover mouse over navigation name to see secondary sections.

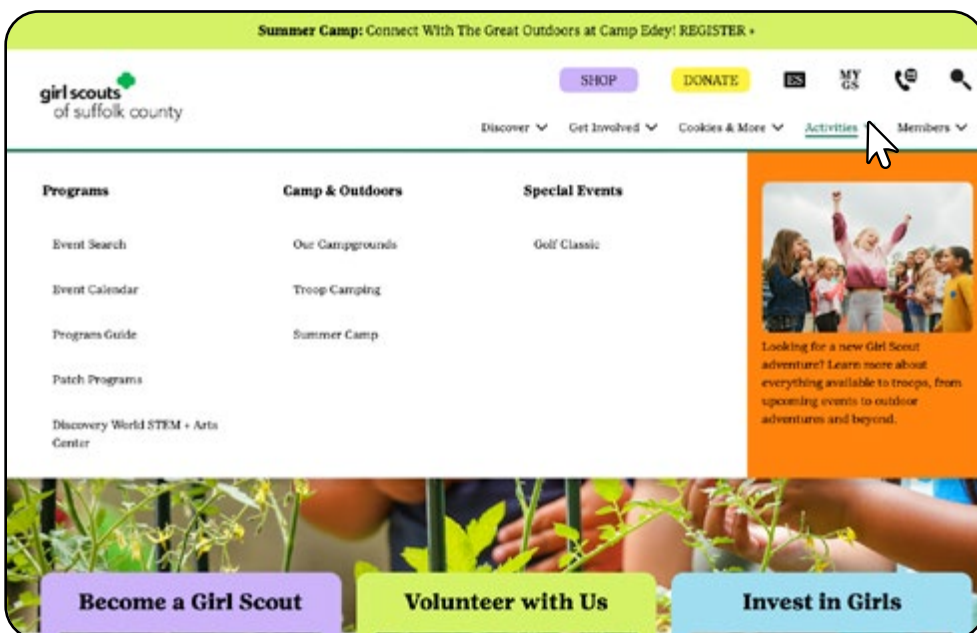
Mobile version



Tap Menu ≡ > Tap Title to see sections

Activities:

Desktop version



Hover mouse over navigation name to see secondary sections.

Mobile version

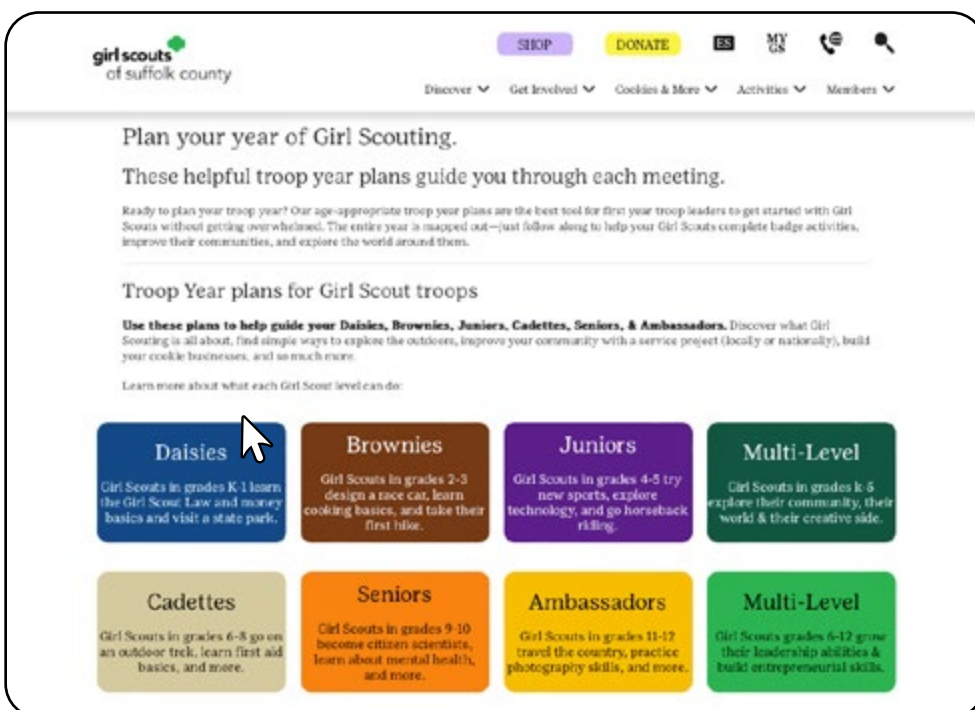
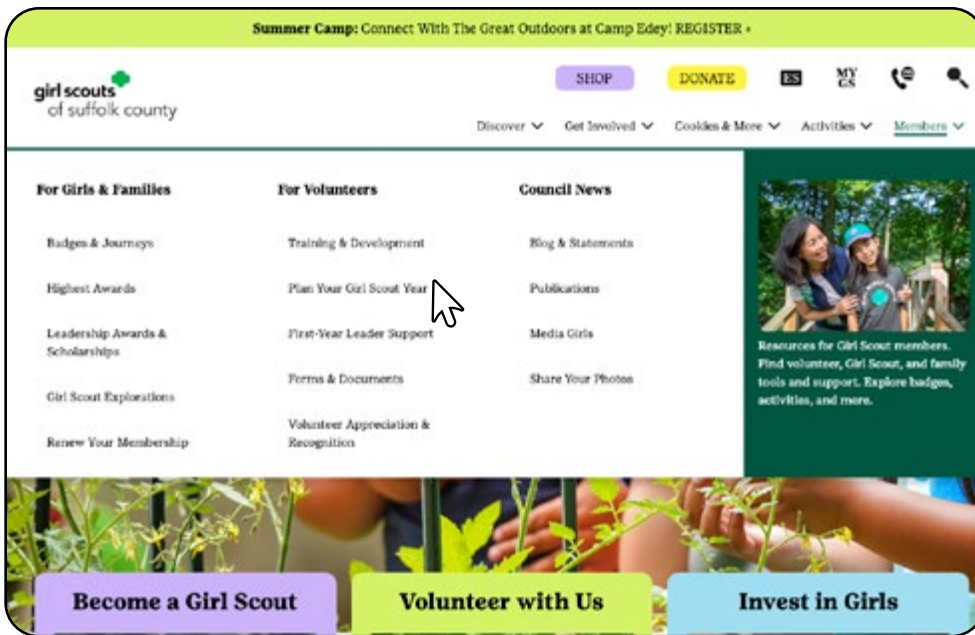


Tap Menu ≡ > Tap Title to see sections

Council Website (Cont'd)

Troop Leader Year Plan

While we encourage a “choose your own adventure” planning approach, there are easy to follow [Troop Leader Year Plans](#) on our website to inspire first year leaders. Take a look at the program level of your troop.



Troop Trip Policy

Trip Policy Per Level

- **Daisy:** Day trips within Nassau or Suffolk County. Overnight trips are only permitted with a parent/caregiver chaperone for each girl at events sponsored by Service Unit or Council, as well as camping within Nassau and Suffolk County.
- **Brownie:** Day trips anywhere within the greater New York area (Suffolk, Nassau, New York City), Connecticut, Eastern Pennsylvania, and New Jersey. Overnight trips are only permitted with proper adult troop coverage at events sponsored by Service Unit or Council, as well as camping within Nassau and Suffolk County.
- **Junior:** Day trips, overnight trips as listed above and Washington DC, Pennsylvania, and Massachusetts.
- **Cadette:** Day trips, overnight trips as listed above, as well as trips that involve extensive travel within the US.
- **Senior & Ambassador:** Day trips, overnight trips as listed above, as well as trips that involve travel to other countries.



Troop Trip Policy *(Cont'd)*

Knowing how many Volunteers you need

From troop meetings to camping weekends and cookie booths, adult volunteers must always be present to ensure Girl Scouts have fun and stay safe, no matter their grade level. If you are not sure about the number of adults you will need for your activity, the chart below breaks down the minimum number of volunteers needed to supervise a specific number of Girl Scouts.

Remember to always consult the [GSUSA Safety Activity Checkpoints](#) & [GSSC Safety Guidelines](#) for guidance when planning trips.

| Girl Scout Volunteer-to-Youth Ratios | Group Meetings | | Events, Travel, & Camping | |
|---------------------------------------|---|--|---|--|
| | Two unrelated volunteers (at least one of whom is female) for up to this number of youth: | One additional volunteer to each additional: | Two unrelated volunteers (at least one of whom is female) for up to this number of youth: | One additional volunteer to each additional: |
| Girl Scout Daises (Grades K-1) | 12 | 1-6 | 6 | 1-4 |
| Girl Scout Brownies (Grades 2-3) | 20 | 1-8 | 12 | 1-6 |
| Girl Scout Juniors (Grades 4-5) | 25 | 1-10 | 16 | 1-8 |
| Girl Scout Cadettes (Grades 6-8) | 25 | 1-12 | 20 | 1-10 |
| Girl Scout Seniors (Grades 9-10) | 30 | 1-15 | 24 | 1-12 |
| Girl Scout Ambassadors (Grades 11-12) | 30 | 1-15 | 24 | 1-12 |

Forms & Documents

These [Forms and Documents](#) can be found under the Members section of the website. Please read the following to determine what approval process is necessary for each document where applicable. *SUC = Service Unit Coordinator.*

Finances & Fundraising

| Name of Form / Document | What is it needed for? | Who approves it or collects the completed version? |
|---|--|--|
| ACH (Automated Clearing House) Form | Used by GSSC to obtain troop account information that will allow council to pull and refund over payments as they relate to the product sale programs | The form must be completed by the troop leader and then submitted to GSSC. |
| Additional Fundraising Application | Used by troops and Juliettes that are Junior level and up to request an additional fundraising activity. | Completed forms are received by service unit coordinator who approves. Once coordinator approves, it is sent to director of mission delivery at GSSC for final approval. |
| Financial Aid Application | Completed by parent/caregiver of registered or non-registered girl seeking financial assistance for girl participation. | This form is sent electronically to GSSC and reviewed for assistance. The applicant will be notified directly by GSSC if approved. |
| Girl Troop-to-Troop Transfer Form | Used by troops in the instance a Girl Scout is transferring to another troop within the Service Unit. This form must be submitted within 7-10 days of a girl transferring from one troop to another via council. | Completed forms are received by service unit treasurer who approves. Treasurer facilitates transfer of funds to new troops and maintains form for records. |
| Tag-Along Insurance | Used by troops to pay for the required Tag-Along Insurance that covers adults, boys, and girls that are not of Girl Scout age at events. | GSSC receives submitted form and money from the troop annually. |
| Troop Finance Tracker | Used by troops to track account finances. | This form is used as a troop resource and not submitted unless requested by the service unit treasurer. |
| Troop Payment Request Form | Used by troop volunteers, parents/caregivers or Girl Scouts for individual reimbursement or payment to vendors for troop activities. | Completed forms are received by the troop leader who approves. Once approved, the troop leader will disseminate funds to appropriate |
| Volunteer Financial Agreement & Troop Account Management Policy | Completed annually by troop leaders, and troop product sales managers. | Completed forms are electronically sent to the service unit coordinator and GSSC. |

Forms & Documents *(Cont'd)*

Safety/Health:

| Name of Form / Document | What is it needed for? | Who approves it or collects the completed version? |
|--------------------------------------|---|--|
| Accident/Injury Report Form | Used by troops and service units if a girl, adult, or Tag-Along is involved in an accident or gets injured during a Girl Scout event or activity. | The form must be completed by the volunteer on site and then submitted to the Director of Mission Delivery at GSSC. |
| Adult/Volunteer Media Release Form | Completed by adult and/or volunteer to give permission to GSSC to use photos or recordings for marketing purposes. | Troop leader will keep this on file at troop activities and may submit to GSSC if necessary. |
| Annual Permission Slip | Completed by parent/caregiver to allow permission of girl to participate in only scheduled and sanctioned troop activities in designated spaces and in walking trips. | Troop leader will keep this on file at troop activities. |
| Girl Health History Form | Completed annually by girl parent/caregiver. | Troop leader will keep this on file at all troop activities. |
| Immunization Exemption Waiver | Completed annually by parent/caregiver whose girl is not immunized. | Troop leader will keep this on file. <i>Please Note: While immunization isn't required to participate in Girl Scouts, a meeting or trip location may require immunization for a girl to be present.</i> |
| Permission Slip for Troop Activities | Completed by parent/caregiver to give permission to a girl to attend a specific troop activity or event. | Troop leader will keep this on file and present when the activity takes place. |

Trip & Travel

| Name of Form / Document | What is it needed for? | Who approves it or collects the completed version? |
|---|--|---|
| Certificate of Insurance (COI) for Businesses | Used by troops to locate which businesses already have a certificate of insurance on file with GSSC. | This is a resource for troop trip and travel planning. |
| Certificate of Insurance (COI) for Schools | Used by troops to locate which schools already have a certificate of insurance on file with GSSC. | This is a resource for troop trip and travel planning. |
| Certificate of Insurance (COI) Request | Used by troops in the event a business or school requests a certificate of insurance from the troop to host an event or meeting at the location. | Completed forms are received by GSSC. Council staff will then provide the troop with a certificate of insurance to give to the requesting organization. |

Forms & Documents *(Cont'd)*

Trip & Travel (Cont'd)

| Name of Form / Document | What is it needed for? | Who approves it or collects the completed version? |
|---|---|---|
| Day & Extended Trip Approval Request Form | Used by troops and Juliettes when requesting a trip that includes an overnight for 2 or more days. This form must be submitted 6-12 months prior to the date of the event. | Completed forms are electronically sent to service unit coordinator for initial approval. One reviewed, coordinator sends to director of mission delivery at GSSC to give final approval and notification to a troop that trip has been approved. |
| GSSC Safety & Activity Guidelines | Used by troops to determine what activities each program level is eligible to participate in as approved by GSSC. Used in conjunction with the GSUSA Safety & Activity Checkpoints. | This is used as a resource for troop trip and travel planning. |
| GSUSA Safety & Activity Checkpoints | Used by troops to determine what activities each program level is eligible to participate in as approved by GSUSA. Used in conjunction with the GSSC Safety & Activity Guidelines. | This is used as a resource for troop trip and travel planning. |
| Troop Roster | Used by troops to submit with trip approval forms. | The roster is sent with trip approval forms for approval. |

Troop Management

| Name of Form / Document | What is it needed for? | Who approves it or collects the completed version? |
|----------------------------------|--|---|
| Disbanding a Troop Form | Used by troops when a troop disbands due to lack of interest, relocation or other issues, including having aged out of the program. | Completed forms are given to the service unit treasurer. This form must be submitted by the end of the fiscal year or within 10 days of the troop disbanding. |
| Girl Scout Code of Conduct | Used by troops to distribute to Girl Scouts each year. Contents of this form should be reviewed with each girl and completed annually. | Completed forms are kept on file with the troop leaders. Copies are given to girls. |
| Parent/Caregiver Code of Conduct | Used by troops to distribute to Girl Scout parents and caregivers each year. Contents of this form should be reviewed with each parent/caregiver and completed annually. | Completed forms are kept on file with the troop leaders. Copies are given to parents and caregivers. |
| Space Use Request Form | Used by troops and service units to request council space for events and meetings. | Completed forms are electronically sent to GSSC for approval. Troops and service units will be notified if space is |

Forms & Documents *(Cont'd)*

Volunteer Forms

| Name of Form / Document | What is it needed for? | Who approves it or collects the completed version? |
|---|---|--|
| First Year Leader Guide | Used by first year leaders as a guide to all troop management policies and procedures | This is a resource tool. |
| GSUSA Blue Book of Documents | Used by volunteers as a resource. This document contains the constitution and bylaws, and policies of GSUSA. | This is a resource tool. |
| GSUSA Volunteer Essentials | Used by volunteers as a resource. This document contains GSUSA and GSSC policies essential to troop management. | This is a resource tool. |
| Volunteer CPR/First Aid Verification Form | Completed annually by all registered volunteers to confirm active CPR/First Aid certification. | Completed forms are electronically sent to the SU Coordinator. This list needs to be reviewed annually to ensure all active volunteers within the service unit are in compliance.. |
| Volunteer Expectations & Code of Conduct | Completed annually by all registered volunteers. | Completed forms are electronically sent to the service unit coordinator and GSSC. This list needs to be reviewed annually to ensure all active volunteers within the service unit are in compliance. |

Note: The GSSC Tax Exempt form is housed only on the Volunteer Toolkit under the Resources tab.

Volunteer Financial Agreement & Troop Account Management Policy

The Volunteer Financial Agreement & Troop Account Management Policy must be reviewed and signed by all volunteers needing to handle monies for the troop annually. The document and policies read as follows:

As a volunteer of Girl Scouts of Suffolk County, I understand and agree to the expectations of behavior and compliance standards of managing my assigned Girl Scout Troop bank account as defined in this document:

Volunteer Requirements

The volunteer assigned to manage the troop account must complete and sign this form annually at the beginning of each fiscal year. The Girl Scout fiscal year runs from October 1st to September 30th.

Bank Account Management

- All troops, at every level (Daisy-Ambassador), are required to open and use a troop checking account.
- Troop accounts can only be opened by the service unit treasurer at the designated financial institution. No changes to the account can be made by the troop leader such as: online banking, change in address, phone numbers, signers, etc.
- There will be three signers on the troop account: two troop leaders and the service unit treasurer.
- In the event a volunteer is stepping down from his/her role as a leader, notification to the service unit coordinator and treasurer must take place **within 5 days** to ensure proper steps for transition of signatures and contact information.
- Troop leaders are advised to use the **Troop Finance Tracker** to track troop finances.

Troop Debit Card & Checks

- Only two debit cards are to be issued to each troop. One card will stay with the troop for the leaders' use. The other will be kept by the service unit treasurer.
- The debit card is only used as a credit card linked to the checking account. No pin will be issued. Check and cash deposits must be made at the bank with a teller.
- If a financial institution issues a new debit card due to loss or renewal, a photocopy of the front and back of the card must be given to the service unit treasurer.
- Leaders are never permitted to withdraw cash, either at an ATM or as a "cash back" option at a retailer.
- The debit card is to be immediately returned to the service unit treasurer when the card holder is no longer active in their volunteer role.
- If for any reason the debit card is used improperly, the debit card will be canceled.
- Check books should be kept by the troop leader. All checks must be written to individuals or organizations for the purpose of deposit with notation of purpose in the memo. Checks cannot be written to "cash" in any circumstance.



Volunteer Financial Agreement & Troop Account Management Policy

Troop Debit Card & Checks (Cont'd)

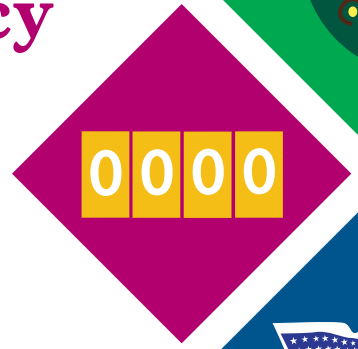
- All reimbursements and payments must be **reconciled within the same Girl Scout fiscal year in which expenses were accrued**. Sales tax will not be reimbursed or paid out.
- Reimbursements and payment to vendors, volunteers, parents or caregivers, must be issued via check using the **Troop Payment Request Form**. A troop leader needs to be reimbursed by a check signed by another account signer other than him or herself and receipts must be attained and recorded.

Troop Monies

- Troop money is earned collectively by members of the troop and is not property of individual girls.
- All decisions regarding troop monies must be made by active members of the troop under the guidance of troop leaders. This includes designation of funds to smaller groups or individual girls within the troop for highest awards projects.
- Troops are required to spend down the account balance annually unless funds are earmarked and noted for specific events/activities that will take place in the following fiscal year.
- The **GSSC Tax Exempt Form** must be presented for all purchases as troop funds cannot be used to pay tax on any items.

Income

- Funds deposited into the account should come from the following sources:
- Monies collected for intended immediate purchases and payment of Girl Scout registration fees, uniforms, badges, and awards, troop meetings/activities, trips, or events.
- Fall Product Sales and Girl Scout Cookie Campaign deposits.
- Council approved additional fundraisers (Junior level and up only).
- Donations or sponsorships (Amounts of \$250 or more in form of check or cash from a single source must be processed by council and cannot be directly deposited into the account).
- Dues if collected. Note that dues can be collected at the beginning of the year or at each meeting. Dues amount is \$1.00-\$4.00 per girl per meeting, with a maximum of \$16.00 per girl per month. This is optional for troops.
- Bank account interest.
- Girl monies transferred from other troops in the event of a girl transfer.
- Monies issued back to the account for purchase refunds.



Volunteer Financial Agreement & Troop Account Management Policy

Expenses

- Funds leaving the account are used for the following:
- Girl Scout registration fees.
- Tag-Along Insurance.
- Banking fees.
- Girl monies transferred to another troop in the event of a girl transfer.
- Fall Product Sales and Girl Scout Cookie Campaign payments to council.
- GSSC Programs, camping and volunteer trainings.
- Uniforms, badges, and awards.
- Food and non-alcoholic beverages for troop activities.
- Service project expenses related to community service, Take Action projects and highest awards.
- Troop activity expenses including outside meeting facilitators, trips, and Service Unit events.
- Troop supplies such as markers, banner, crafts, first aid kit, etc.
- Miscellaneous expenses that do not fit into the above categories and can be detailed in the account.

Funds CANNOT be used to expense the following: gifts for Girl Scouts, volunteers, or community members, such as retirement, birthday, graduation, or get well; scholarship funds; or donations to other non-profit agencies unless permitted by GSSC and GSUSA.

Account Deposits

- Any and all monies collected for the troop need to be **deposited within 7-10 days of receipt** by the leader. Troops are NOT to hold onto cash for purchases or to be used to make change at product program booth sales.
- Usage of payment applications such as Venmo or Zelle may only be used if there is a detailed description of transactions that are linked directly to the troop account. Fees for said applications may be funded by troop accounts if agreed upon by girls and/or parents/caregivers.

Product Program Finances

- Troop leaders must submit the **ACH Form** at the beginning of each Girl Scout Year to the council to participate in produce sales campaigns.
- Troops will be advised of dates of account “sweeps” of monies owed for each product sales campaign by GSSC Product Sales Department. Leaders must ensure accounts are prepared for these sweeps with adequate funds at the time indicated.
- Booth sales will require cash on hand to give change to patrons for product purchases. Leaders are advised to lay out cash and obtain reimbursement for the small amount of cash needed for these exchanges.



Volunteer Financial Agreement & Troop Account Management Policy

Additional Fundraising

- Only Girl Scouts at the junior level or above may host an additional fundraiser. Additional fundraisers are defined as monies raised by means of hosting an event such as a pancake breakfast or car wash. **Prohibited activities include:** games of chance such as selling raffle tickets for prizes or cash, and selling baked goods such as at a bake sale or lemonade stand.
- Additional fundraisers may only be considered if and when the troop and/or girl has participated in the Munchies & More (Fall Product Program) Campaign **AND** the Girl Scout Cookie Campaign for the current or previous Girl Scout year.
- Girls and troop leaders must submit the **Additional Fundraising Application** and await council approval before hosting an event and collecting monies.

Documenting and Reporting

- Service unit treasurers will receive bank statements directly. Troop leaders may use on-line banking only for the purpose of checking the troop account balance. No on-line transfers or payments of any kind are permitted.
- Bank account activity must be monitored and documented with supporting documents and/or receipts to prove expenses, reimbursements, and debit card transactions.
- Financial reports are required to be completed by the troop leader and submitted by the designated deadline. There are two reports collected annually.
 - ♦ **Mid-Year Financial Report (September 1-February 28, Due March 7):** This report is available as a hard-copy and online form and received by the service unit treasurer for the purpose of a mid-year status report of the account. This report is to be reviewed by the treasurer who can provide feedback and guidance for continued management of the account for the remaining months of the Girl Scout year.
 - ♦ **Year End Financial Report (September 1-August 31, Due September 7):** This report is submitted through the online form on the Volunteer Toolkit and received by the service unit treasurer and council. This is a complete report for the entire fiscal year, which should include information from the mid-year report.

Girl Troop-to-Troop Transfer of Funds

- If a girl transfers from one troop to another, either because of bridging or convenience, the proportion of troop funds associated with the girls may be transferred to the troop she is joining. The amount of money to be determined for transfer is based upon the account balance on the day the girl is transferred via council and is divided equally amongst the active members of the troop. (**FOR EXAMPLE:** One girl from a 15-girl troop with an account balance of \$2565 will have \$171 transfer to the new troop). The leader must submit the **Girl Troop-to-Troop Transfer of Funds Form** to the service unit treasurer to initiate this action within **7-10 days of the girl transferred via council**.
- Transfer of funds can only take place from one troop to another of the same service unit or to a troop in another service unit of Girl Scouts of Suffolk County. Council to council transfers are not permitted.



Volunteer Financial Agreement & Troop Account Management Policy

Disbanded Troops

- A disbanded troop is defined as a troop that no longer has active members due to lack of interest, re-location or other issues, including having members that have aged out of the program such as an ambassador troop bridging to adulthood.
- If a girl(s) continues with another troop, a percentage of the money may be transferred to her new troop. If no one continues, troop funds and equipment are held in trust by the service unit pending reorganization of the troop. If the troop is not reorganized within one year, the funds are absorbed by the service unit.
- **All funds must be spent on troop activities by August 31st of their disbanding/dissolving year.** No exceptions. Any funds left are absorbed into the service unit account and the treasurer will then disburse the funds.
- Troop volunteers are still responsible for submitting both the Mid-Year and Year-End Financial reports for the fiscal year in which the troop is still active.
- Leaders must submit the **Disbanding A Troop Form** to the service unit treasurer by **the end of the fiscal year or within 10 days of the troop disbanding.** The service unit treasurer will advise of the next steps upon receipt.
- Leaders are responsible for returning unused checks and debit cards to the service unit treasurer.

Reasons to Close a Bank Account

The only reason a troop bank account should be closed is if there is a bank issue that requires the account to be transferred to another establishment, fraud on the account, or if a troop is disbanding. **Bank accounts can only be closed by a service unit treasurer.**

Acknowledgement

I understand that if I do not comply with the above standards or if I participate in illegal activities, my privilege to manage my troop account will be revoked and I may face legal action. By completing and submitting this form below I agree to uphold the standards of excellence and Girl Scouts of Suffolk County policies as outlined above.



To sign and agree to this policy, please fill out our online form:
<https://gssc68.wufoo.com/forms/z1gqd3p501cy2ft/>
or tap/scan the QR code to access.

Product Programs

The [Fall Product Program \(Munchies & More\)](#) and the [Girl Scout Cookie Program®](#) are financial literacy programs where girls become entrepreneurs and learn these five important skills:

Goal Setting

Girl Scouts learn how to set goals and create a plan to reach them.

Decision Making

Girl Scouts learn to make decisions on their own and as a team.

Money Management

Girl Scouts learn how to create a budget and handle money.

People Skills

Girl Scouts find their voice and build confidence through customer interactions.

Business Ethics

Girl Scouts learn to act ethically, both in business and in life.

Each program gives girls the opportunity to earn money for their troop, rewards and badges.

The Fall Munchies & More Program takes place between September and November. Girls sell nuts, candy/chocolates, magazines, and more. The Girl Scout Cookie Program takes place between December and May. Girls sell a variety of different flavored cookies. Both programs allow girls to sell products online, individually, and as a troop at booth sales in their community.

Information about each campaign is emailed out to Service Units and communicated with leaders. Training is required by leaders and other volunteers to guide girls through the program.

As a reminder, each girl is eligible to participate in the program regardless of troop participation. Therefore, information about each campaign must be shared with parents/caregivers to give everyone an opportunity to subsidize costs with raised troop funds.

For information about each campaign and updates, visit Cookies & More at www.gssc.us

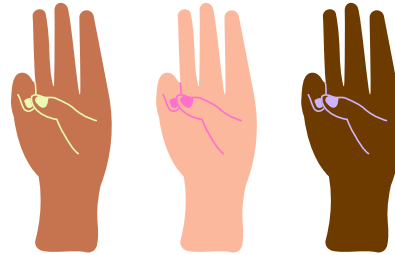


Meeting Traditions

There are many kinds of traditions in Girl Scouting. What counts in Girl Scout traditions is that they are meaningful to the participants, that the girls are involved in the planning, and that everyone participates in the way they are able.

Girl Scout Promise Sign

This is used to recite the Girl Scout Promise and to call a group to order or to ask for quiet. Made by holding up the right hand with the ring, middle, and pointer finger extended and the pinkie and thumb touching.



Friendship Circle

Girls gather in a circle and cross their right arm over their left, then link hands with the next girl. With everyone silent, the co-leader starts the “friendship squeeze” by squeezing the hand of the girl to her right. One by one, each girl passes the squeeze until it travels the full circle. A great way to end meetings.

Girl Scout Motto: “Be prepared.”

Girl Scout Slogan: “Do a good turn daily.”

SWAPS

“*Special Whatchamacallits Affectionately Pinned Somewhere*” Small, handmade tokens of friendship exchanged with other Girl Scouts.

Ideas for opening a troop meeting:

- Sit or stand in a circle and recite the Girl Scout Promise and Law
- Do a simple flag ceremony
- Sing a Girl Scout song (serious or silly!)
- Play an icebreaker game

Ideas for closing a troop meeting:

- Gather in friendship circle and sing a song (“Taps”, “Make New Friends”, etc.)
- Close your circle with the friendship squeeze, a hand squeeze (or fist/elbow bump, etc.) that travels around a friendship circle from one person to another after someone starts it
- Make an archway - Girls make two lines facing each other, then reach up making arches with their arms; the pair farthest from the door goes through under the arches, then the next pair, etc. The last two go out under the arch made by the two adult leaders.

Girl Scout Promise

On my honor, I will try:
To serve God* and my country,
To help people at all times,
And to live by the Girl Scout Law.

Girl Scout Law

I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong,
and responsible for what I say and do,
and to respect myself and others,
respect authority,
use resources wisely,
make the world a better place,
and be a sister to every Girl Scout.

**Members may substitute for the word
God in accordance with their
own spiritual beliefs.*