

# Basic Troop Management Self-Study Course

## *Girl Scout Council of Mount Magazine Area*

**Welcome to Girl Scouting!** We are pleased that you are willing to give your time and talents to providing fun and learning for girls.

This self-study course is designed for you to do at home. To complete this course, you will need *Safety-Wise*, *Leader Resource Guide*, and your Council Forms for Leaders packet.

Follow the instructions and fill in all the answers. After the completed course has been received you will be notified by letter if you have successfully completed the course and will receive all the handouts that are provided if you had attended a scheduled training.

Please return the completed course by \_\_\_\_\_

to: Adult Development Director  
Girl Scout Council of Mount Magazine Area  
P.O. Box 3267  
Fort Smith, Arkansas 72913

Please call 1-479-452-1290 OR 1-800-848-9662 if you have any questions.

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_  
street city state zip

Troop # \_\_\_\_\_ Date completed \_\_\_\_\_



## Leadership

(Refer to *Safety-Wise* to answer the following questions)

1. What are the five major functions that a leader performs to manage a group of girls?

- |    |    |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. |    |

2. List three behaviors of adults that threaten the health and welfare of girls and will be grounds for dismissal from leadership:

- 1.
- 2.
- 3.

3. The leader, along with the parents or guardians, is responsible for the safety of girls. List four ways to accomplish this:

- 1.
- 2.
- 3.
- 4.

## Behavior Management

1. What would be some examples of behavior problems that could occur in troop meetings?

2. List five techniques for resolving conflict.

- |    |    |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. |    |

3. Read the behavioral problems below and explain how you would resolve the conflict. What technique could you use from the list above? What part of the Promise and Law would apply to the situation?

At a troop meeting, girls are disruptive and interrupt during a visit by the local nurse. What do you do?

The girls in your troop are always bickering with each other and calling each other names. What should you do?

### **Girl/Adult Partnership**

Read Chapter 3 – Group Planning and Budgeting p. 24-29 in *Safety-Wise* and answer the following questions.

1. How does the leader's role in planning with girls change as the girls progress to different age levels?
2. What are the benefits for the girls when the girl/adult partnership is used?

## **Budgeting, Forms and Reports**

Using *Safety-Wise*, the *Leader Resource Guide* and your Council Forms Packet, answer the questions below.

1. What money-earning activities are not appropriate for Girl Scout groups?
  
2. What five Girl Scout Program Standards address Money Earning/Group Financing?

3. List two money earning activities appropriate for your age group.

1.

2.

4. Who must be listed as signatories on troop bank accounts?

How many signatures should be on all checks written on the account? \_\_\_\_\_

5. What form must be used for ALL troop/group activities away from the meeting place?

6. Who approves an application for Travel/Camping?

7. How far in advance must a troop get permission to hold a money-earning project?

\_\_\_\_\_ Who approves the application? \_\_\_\_\_

8. What form is completed that gives an accounting of troop funds? \_\_\_\_\_

When does it need to be completed and sent in? \_\_\_\_\_

9. What do you think is the purpose of the Star Troop patch?

## Diversity and Inclusion

Refer to *Safety-Wise*, Standard 19)

1. Girl Scout groups reflect the diversity of the community. List three types of diversity.

- 1.
- 2.
- 3.

2. Read the situations below and describe how you would handle the situation.

Finances in Valerie's household are tight. Her mother lost her job. Valerie's parents have not yet paid the membership dues or the troop activity fee. Valerie confided in you that her parents aren't able to buy her a Girl Scout uniform, but the girls have said they want to be in uniform to march in the community parade.

What do you do?

The girls are excited about presenting a performance at the council pre-Thanksgiving banquet. The group has decided to wear their Girl Scout uniforms. Sarina, who is Muslim, mentions that she is so excited that she has already ironed her blouse and has purchased a new *hijab* (scarf) for her head. The girls do not want Sarina to wear her *hijab* to the parade. In loud voices the girls begin to complain, "Why doesn't she just stay home?" Thanksgiving isn't her holiday, anyway".

How might you answer? What do you do?

## **Health and Safety**

(Refer to *Safety-Wise*, Chapter 4 & Chapter 7 and answer the questions below concerning safety.

1. What are some natural disasters that troops should be prepared for?
2. Can any medication be given without parent permission?
3. What activities ARE NOT permitted in Girl Scouts?
4. Suppose you are planning a troop/group hayride. What pages would you review before planning the activity?
5. Suppose you are planning a troop/group swim party. How many lifeguards and watchers are required for 20 girls?
6. When should you have a troop first-aid kit on hand?

## **Ceremonies**

Refer to the *Leader Resource Guide* to answer the questions below.

1. Explain the purpose of opening and closing ceremonies.
2. What is an Investiture Ceremony?
3. What are the four essentials to include in an Investiture Ceremony?

