

## First Parent Meeting Tips

1

**Use time-saving resources.** Search [sdgirlscouts.org/forms](http://sdgirlscouts.org/forms) for the “Parent Meeting Packet,” “4Her Leader Sheet,” “4Her Promise Flyer,” and “Family Guide.” Email the Girl Health History and Annual Permission Form and the Family Information Sheet to families in advance, when possible, so that they have time to complete them.

2

**Make it an adult event.** Arrange for older Girl Scouts or extra helpers to oversee an activity to keep girls engaged. Or, let parents know in advance that the meeting is an “adult only” event.

3

**Pick a good time.** Poll parents to find a meeting date and time that works for the most people.

4

**Bring supplies.** Extra copies of required forms and other items are helpful to have on hand.

- Sign-in sheet and name tags
- Meeting Agenda
- 4Her Promise Flyers
- Extra paper and pens
- Receipt book (if collecting membership forms and dues)
- Insignia guide (to show uniform options and patch placement)
- Extra Girl and Adult Membership forms (for those who don't enroll online)
- Extra copies of the Girl Health History and Annual Permission Form and Family Information Sheet

5

**Get results.** Accomplish these outcomes to get your troop off to a great start.

By the end of the meeting, parents should:

- Have membership enrollment and forms completed for each girl (Girl Health History and Annual Permission Form and Family Information Sheet)
- Understand Girl Scout basics (Promise, Law, and how Girl Scouts benefits girls)
- Show ways they'll support the troop (4Her Promise Flyer)
- Know what the troop pays for and what families pay for
- Know how you'll communicate and how they can reach you
- Know which uniform pieces and books the troop will use and where to get them
- Know about the Opportunity Fund and how to request financial help
- Know how excited you are to start the Girl Scout journey with your troop!

6

**Do it again.** Hold parent meetings occasionally to keep communication strong and families invested in the troop. These are good times to meet: at the beginning and end of a Girl Scout year, around the holidays (family celebration), just before the cookie program begins, before a camping trip or before working on highest awards, or anytime a meeting makes sense.

# Sample: First Parent Meeting Agenda

## Introduction

- Introduce yourselves (leader and co-leader).
- Ask parents to introduce themselves.
- Tell parents how they can contact you and the times you will be available.

## Registration and forms

- Pass out the Family Information Sheet and the Girl Health History and Annual Permission Form (or collect them if you emailed them to parents in advance).
- Help register any girls who have not yet registered as a member.
- Collect the \$25 national membership dues from those completing paper registration forms.

## Meeting information

- Let parents know the time and place your troop will meet—discuss options if you haven't decided.
- Give parents the troop number and service unit name.
- Discuss your attendance expectations (what parents need to do if their child isn't going to attend a meeting).
- Discuss the uniform girls will wear to meetings (Daisies wear a vest or tunic, older girls wear a vest or sash).

## Program information

Let parents know about key elements of Girl Scouting (found in the Family Guide).

- The Girl Scout Mission, Promise, and Law (review them together).
- The Girl Scout Leadership Experience (Discover, Connect, and Take Action).

## Build Your Support Team

- Let parents know that you'll need family support in order for their daughters to have a great Girl Scout experience. Tip: Read the 4Her Leader's Sheet before your parent meeting to learn how to ask for help.
- Give parents the 4Her Flyer and give them time to complete it during the meeting—collect them at meeting's end.
- Help parents register as volunteers (if they will be working directly with girls, driving, or handling troop finances).
- Let registered volunteers know that they will receive an email to start the background check process.

## Troop Plans

- Let parents know about troop plans and discuss the concept of "girl-led" activities.
- Decide if your troop will participate in the Fall Sale and Girl Scout Cookie Program. Let parents know the skills their daughters will learn through these programs: goal setting, decision making, money management, and people skills.

## Finances

- Discuss what girls and parents will pay for (like books, uniform pieces, troop dues and annual membership dues).
- Discuss what the troop will pay for (like supplies, equipment, and activities like service projects and field trips).
- Let parents know that financial assistance is available through the Opportunity Fund.

## Wrap Up

Ask parents if they have questions and let them know that you're looking forward to a great year of working *together* to help their girls gain courage, confidence, and character. Give parents a big "thank you" for their support!

## Sample: Parent Letter

Dear **Parent**:

We're super excited to have your daughter join us in **[Troop type] [Troop number]**. You'll find lots of information about the troop below. Please feel free to contact us if you have questions.

### Contact information

Leader: **Leader's Name** Co-leader: **Co-Leader's Name**

Email: Email:

Phone: Phone:

### About our meetings

Our troop meetings are held at **[add location]** on **[day of the week]** from **0:00 to 0:00**. At each meeting, your Girl Scout will enjoy activities that help her discover the world around her, connect with her Girl Scout sisters and her community, take action to make the world a better place, and have fun! If your Girl Scout can't attend a meeting, please let us know in advance.

### Forms to get started

Please complete the **[attached, included]** Family Information Sheet (both sides) and the Girl Health History and Annual Permission Form (both sides), so that we can learn more about your Girl Scout and set up permission to participate in routine Girl Scout activities.

### Uniforms and handbooks

Our troop has chosen the **[uniform type: tunic, sash, etc.]** as our uniform. Your Girl Scout should wear this uniform to meetings and outings. We will also be using the **[handbook type]** handbook. You can purchase uniforms and books online at [sdgirlscouts.org](http://sdgirlscouts.org) or at these locations:

#### Balboa Shop

1231 Upas St.  
San Diego, CA 92103-5199  
(619) 610-0760  
(800) 643-4798

#### Escondido Shop

3050 Las Palmas  
Escondido, CA 92025  
(760) 739-0860 ext. 524

#### North Coastal (Carlsbad) Shop

5315 Avenida Encinas, Suite 100  
Carlsbad, CA 92008  
(760) 444-9011 ext. 596/598

### Troop dues

This year, our troop dues are **[amount]**. We will collect them **[how often: each meeting, monthly, annually]**. Dues are used to cover the cost of supplies, crafts, activities, and other similar expenses. Dues do not cover field trip expenses.

### Financial help

Help may be available to cover the cost of your Girl Scout's membership, uniform, book, and/or dues. Please ask us about the Opportunity Fund.

### Volunteers

Yes! We need your help. We are dedicated to giving your Girl Scout a great experience. But, the troop will run more smoothly and we'll be able to do more with help from our troop families. Please complete the 4Her Promise Flyer to show your support. And if you have a hobby to share or a field trip idea, let's talk about it!

Thank you! We're looking forward to a great year!