

Parent Meeting 101

A volunteer's guide to a successful parent meeting!

What is a parent meeting?

A parent meeting is a chance for you to meet and inform the families of the girls in your troop, have them complete paperwork and identify those willing to help you throughout the year.

Before the parent meeting:

1. Plan with all the leaders in the troop.
2. Set the date, time and location: _____
3. Call the parents...tips for first contact:
 - A. Introduce yourself as one of the leaders of Troop# _____
 - B. Invite them to the parent meeting! Give the date, time and location of meeting.
 - C. If they are unable to attend, tell them that you will follow-up through email or at the end of the first troop meeting.
4. Create a troop information sheet or an agenda. (Tip: For the parents who are unable to attend, you can attach your information sheet in an email. Also, keep copies with you throughout the year to give anyone who joins later.)
5. Plan a girl activity. If girls will be attending this meeting too, arrange for someone to do activities with them while you conduct the meeting.

What to bring to the parent meeting?

- Sign in sheet
- Uniform/Starter Kit Flyers
- Forms
- Paper & pens
- Troop Information Sheet/Agenda
- Activity for girls (optional, but a good idea)

What forms will the parents need to complete?

Here is a list of forms to discuss with parents and have them complete. Take time to review and understand the forms prior to the parent meeting. These forms can be found on our website at:

www.gslpg.org (Forms found at the top right corner.)

- Girl & Adult Health History Form
 - ⇒ All active participants in the troop (girls or adults) will need to complete this form. Note: Keep these with you when your troop meets, whether at your regular meeting location or elsewhere.
- Troop Contract-Expectations for Girls, Adults and Leaders Form
 - ⇒ This Form discusses the expectations for everyone who is involved in the troop. It gives a great outline of the importance of attendance, parent involvement and communication.
- Parent Involvement Form
 - ⇒ Use this form to show parents all the roles that are available to them to actively participate in the troop.
 - ⇒ OR, create your own parent involvement form with specific roles you would like parents to help with.
- Girl and Adult Membership is available online at www.gslpg.org click to join now.
 - ⇒ All girls are required to register and any adults who actively participate in the troop are encouraged to register.

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Our website:

It is recommended that you ask parents to take out their smartphones during your parent meeting and visit our website together. Show them where to find forms, the VTK and other council important information. The more parents are using the website the better informed they will be with events, council news, and more. Use of the MY GS tab and the Volunteer Tool Kit are a must for parents to stay updated and involved in their daughter's experience. As a volunteer, you are busy planning troop activities and learning new things. Getting parents connected with us will help you tremendously. Parents will be able to renew membership, register for events, and keep up with your troop's schedule. Our website and the VTK are the best place to keep everyone connected. Other forms of communication can be inconsistent and unreliable. We recommend using the VTK for all troop communications.

Troop Participation and Individual Participation:

It is important that parents understand with their daughter's membership they have access to the Girl Scout Program and all events and activities. Parents and girls are encouraged to visit our events calendar, register and participate in events or activities throughout the council. If the troop is not participating as a group, parents are encouraged to join us for the fun with their daughter. Rarely are events for troop participation only. Please read event details on the calendar for specific requirements.

Sample Troop Information Sheet/Agenda:

Use the following sheet as an example of how to create an information sheet/agenda. This is great to keep your meeting organized and on track. This can also be used to welcome new girls anytime of the year.

Welcome to Girl Scout Troop # _____

We are happy to have you join us tonight and we're excited to begin this journey with you and your girls.

Leaders of Troops:

Leader Name: _____
Contact #: _____
Email: _____

Leader Name: _____
Contact #: _____
Email: _____

Meeting Information

Date: _____ Time: _____

Location: _____

Registration:

Cost is \$25 per year.

You will need to register your daughter by visiting www.gslpg.org. If you will be actively involved in the troop, please register yourself also. If you plan on attending meetings and trips it is recommended that you register.

Troop Dues:

Our troop will collect troop dues from each girl. Troop dues are used to provide supplies for troop activities and purchase all earned awards, patches and badges.

Cost of dues per month \$ _____ or per year \$ _____ .

Make check payable to Troop# _____

Uniforms, Journey Book and Girls' Guide to Girl Scouting:

You have been given a Uniform/Starter Kit flyer. You can purchase all girl scout uniform pieces and books at one of the two shop locations or online at www.gslpg.org/shop.

Lafayette Service Center 1720 Kaliste Saloom Rd., C-1 Lafayette, LA 70508

Shreveport Service Center 3921 Southern Avenue Shreveport, LA 71106

Volunteer Tool Kit:

The Volunteer Tool Kit (VTK) is a digital tool where, as parents, you will have access to your troop's meeting plans, calendar, and is where you will receive troop communications. Each parent will only see their daughter's information and be able to access your account for edits, like a new address or email.

Your troop volunteers will use the VTK to plan the troop's calendar, email troop, customize troop meetings to include badge earnings and field trips, record girl's attendance and achievements and manage the troop's finances.

The VTK is a new tool for all members and is updating often. Visit our website, click on the MY GS tab in the top ribbon bar, and select the VTK dropdown option. You are now in the loop, ready to actively participate in your daughter's girl scout experience and support your troop volunteers.