



**Just
-in-
Time**

Parent-Caregiver Meeting Guide

The Troop Family Meeting

Whether you're greeting a group of old friends or friendly new faces, the first troop family meeting of the year is your opportunity to deepen the bonds among all members of your troop.

It takes a village to lift up the next generation of leaders, and to set the stage for a successful troop year for your girls, you need to set the tone for parents and caregivers. By helping the adults understand the roles they play in the troop, you'll empower them to stay engaged and enhance the entire group's Girl Scout experience.

Preparing for the Meeting

- ☑ Reserve a meeting space. Check out the "[Reserving a Dakota Horizons' Property or Equipment](#)" guide to view available meeting spaces.
- ☑ Plan some activities if the girls will be present. One Co-Leader could run activities with the girls while the other co-leader meets with the adults. Or recruit some older girls to work with the girls.
- ☑ Invite all families. You can find your troop members' contact information in the My Troop tab of the [Volunteer Toolkit](#). Be sure to include the date, time and location.
- ☑ Prepare a meeting agenda and copies of forms ([Health and Permission Card](#), [Meet My Girl Form](#) and [Parent/Caregiver Involvement Form](#)) for each family.

Holding the Meeting

Give a Girl Scout Welcome

Kick off your meeting by introducing yourself and any co-leaders you'll be working with, and have each family introduce themselves.

Introduce the World of Girl Scouts

Provide an overview of [What Girl Scouts Do](#) and the breadth of experiences the girls will enjoy helps to get all of the adults on the same page. Encourage parents to stay connected with the council by joining the [Members Connected Facebook group](#), checking the website, opting-in to receive council communications, and contacting Member Services if they have any questions or need assistance.

Set Expectations and Build your Troop Committee

Teamwork makes the dream work, and your girls' caregivers can help your troop dream big! Use the Parent/Caregiver Involvement Form to gather their availability, skills, and interests, and share specifics on how they can contribute and join the fun! Explain that adults who will be volunteering with the troop must become Girl Scout members and pass a criminal background check.

Discuss and agree upon some parent and caregiver and/or girl expectations that will help ensure all troop members have a great experience, such as troop meeting drop off and pick-up etiquette, communications, behavior, etc.

Share Troop Specifics

Share/discuss the regular troop meeting information and plans for the year. Explain how they can stay aware and engaged with the troop's plans with the Parent View in the Volunteer Toolkit.

Discuss the troop's financial plans. Consider what expenses the troop will cover and what families will provide for their girl.

Typical Girl Scout Expenses	
Girl Uniforms	Girl Books
Fun Patches	Community Service Projects
Meeting Supplies	Badges/Awards
Council and Service Unit Events	Annual Membership Renewal

Troop Proceeds

Explain that the council sponsored Product Programs, the Fall Product Program and Cookie Program, earn money for the troop while the girls are also learning important business skills! Visit the website for details about each of these programs.

[Fall Product Program](#)
(October)

[Cookie Program](#)
(February)

Council also offers financial assistance to girls for membership, uniforms, and programs if needed. Parents and caregivers can visit the [scholarship page](#) for more information and to apply online.

Close your Meeting, with Intention

Leave time for any questions before you officially close the meeting, and let parents and caregivers know how you'll stay in touch and when the next meeting will be.

Send a timely email after the meeting to thank everyone for attending and let them know how they can get in contact with you if they have any questions. Keeping the lines of communication open between troop volunteers and families is key to a troop's success! A quick reminder, troops should hold three meetings with families to discuss troop finances and plans for the year. You should hold these at the start of the year, before the cookie program and in the spring to wrap up your troop year.

Find even more tips for holding family meetings from volunteer experts at girlscouts.org.