



NOTEBOOK of the

PATROL

Girl Scout Troop _____

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Dear Girl Scouts,

Your patrol is a team that works, plays, plans and has fun together. You take turns using your leadership skills as Patrol Leader (PL) and Assistant Patrol Leader (APL.)

This is YOUR patrol's notebook. Put it in a binder or folder and add extra paper - and your PL is ready to do her job:

- Write down patrol ideas and plans to share at Court of Honor planning sessions
- Write down Court of Honor decisions to share at patrol meetings
- Make a list of things to do at patrol meetings. Write down who will do What at events and activities.

There is also a page where all the girls in your patrol can write their name, address, and phone number. If you add photographs, drawings, and souvenirs like event tickets, you will have a record of your patrol's time together.



OUR PATROL ROSTER FROM (DATE) _____ to _____

1) NAME _____ PHONE _____

ADDRESS _____

2) NAME _____ PHONE _____

ADDRESS _____

3) NAME _____ PHONE _____

ADDRESS _____

4) NAME _____ PHONE _____

ADDRESS _____

5) NAME _____ PHONE _____

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6) NAME _____ PHONE _____

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7) NAME _____ PHONE _____

ADDRESS _____

8) NAME _____ PHONE _____

ADDRESS _____

TROOP LEADER'S NAME _____

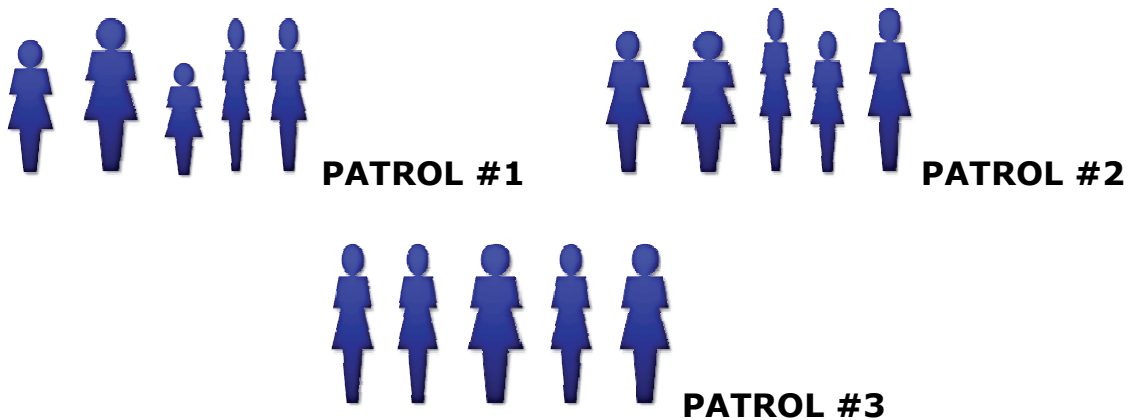
PHONE(S) _____

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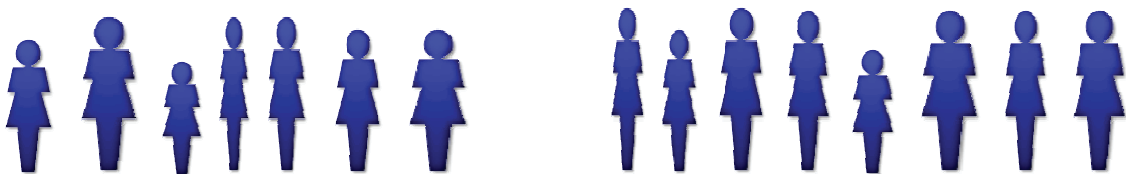
What *is* the Patrol System? How does it work?

All over the world, Girl Guides and Girl Scouts use the Patrol System to manage their troop or group. It is a *representative* form of troop government, like our own United States government. That means that girls take turns representing, or speaking for, their patrol at a troop planning session called Court of Honor. The patrols and Court of Honor working together make up the Patrol System.

To use this system, your troop divides up into groups of 4 to 8 girls. These groups are called *patrols*. Suppose your troop has 15 girls. You could have 3 patrols, each with 5 girls:



Or you could have 2 patrols, one with 7 girls and one with 8 girls:



Each patrol can choose a name for itself. The first Girl Scout patrols were named after birds and flowers, but you can choose a name that suits your group. If you like, create a symbol for your patrol that goes with your name. For example, the Nature Nuts Patrol might have an acorn for its symbol!

Each patrol has its own girl leaders: a Patrol Leader (PL) and Assistant Patrol Leader (APL). You can either **elect** your PL, who then chooses her assistant,

or you can use a Kaper Chart and **take turns** being the PL or APL. Being the PL or APL for at least 4 meetings will give you a chance to learn how to do the job and help the patrol make plans and carry them out. Some troops decide to keep the same PL and APL for even longer!

What Is the *Court of Honor*?

The Court of Honor is your troop's planning team. It is made up of all the patrol leaders, the troop treasurer, the troop secretary and an adult troop leader. If your troop has three patrols, the Court of Honor would look like this:



The Court of Honor is a little like the United States' Legislature: there are so many people in the United States that we don't all go to Washington, DC to make plans and decisions for the whole country. Instead, we divide the states into smaller groups and each group elects someone to represent, or speak for them in the House of Representatives – like patrol leaders at Court of Honor. The whole state elects two people to represent them in the Senate – like the Troop Secretary and Troop Treasurer at Court of Honor.

Patrols have regular meetings where the patrol members tell their patrol leader what they would like to do, and the patrol leader shares their ideas in Court of Honor. The patrol leader is their *representative* because she is speaking for all of the patrol and not just herself. All of the patrol leaders, plus the adult troop leader, listen to each patrol's ideas and suggestions. Then they decide what the troop will do.

You can read more below about what a Patrol Leader does, what a Troop Treasurer does, what a Troop Secretary does, and what the adult troop does. But first...



What does the Court of Honor Do?

The Court of Honor chooses troop activities. They plan troop meetings. They divide up jobs (kapers) to be done. The Court of Honor makes things happen!

- They are *Idea Investigators!* They collect ideas from all the patrols.
- They are *Decision-Makers.* They decide which ideas to use. They decide on the “who, what, when, where, and how” of activities.
- They are *Problem-Solvers.* They work together to find solutions to troop or patrol problems. They help resolve conflicts in the troop.

One of your troop leaders is also part of the Court of Honor; she doesn't tell the girl members what to do, but she does help them learn how to do their jobs. She helps out when her help is needed! The troop leader also shares ideas and information from your Girl Scout Service Unit and Council.

There are two kinds of Court of Honor meetings:

1) About every two to three months – probably whenever you choose new Patrol Leaders and a new Troop Secretary and Treasurer – the Court of Honor gets together for **planning session**. They might meet for an hour or more, at the troop leader's house or at their regular meeting place. They choose the troop activities for the next two or three months and make the troop activity calendar. They also make the troop meeting kaper chart. They work on the troop *budget*. (A budget is a plan for saving and spending money.)

2) The Court of Honor *also* meets right before or right after each troop meeting. That's their time to get ready for the **next** troop meeting and to talk about any troop problems. The Court of Honor members look at the troop's calendar and kaper chart and take care of any business that needs to be done. The patrol leaders make their *agenda*, or list of things to do, for their patrol meeting.

When a Court of Honor is able to meet before or after meetings (maybe everyone has to catch the school bus!) they meet *during* the troop meeting. They might meet together separate from the rest of the troop during snack time, or towards the end of the meeting while the other girls play a game. If the games are played in patrols, the Assistant Patrol Leader is in charge of the patrol. Some Courts of Honor are able to “meet” and discuss things electronically, through e-mail, texting or IM – *if it's OK with parents!*



What Does the Patrol Leader Do? (It's a BIG Job!!!)

1. She **leads discussions** at patrol meetings:
 - She tells the other girls what the topic of discussion is.
 - She listens to the other girls' ideas.
 - She makes sure everyone has a chance to speak. She asks shy girls what they think.
 - She writes down everyone's ideas (or has the patrol secretary write them down.)
 - She shares all the ideas at Court of Honor.
2. She **represents**, or speaks for, her patrol at Court of Honor, the troop planning meeting. She shares the ideas and opinions of her patrol. She helps make decisions about troop activities. She helps decide what part of the activity her patrol will be responsible for.
3. She makes an **agenda**, or list of things to do, at her next patrol meeting. She **reports back** from the Court of Honor to her patrol.
4. She helps her patrol **organize** to get jobs done. The job might be a troop meeting Kaper (being in charge of the opening or closing or cleanup,) part of a badge activity, or getting ready for a trip, campout, or service project.
5. She **welcomes** new girls to her patrol and helps them learn about being a Girl Scout.
6. If she has learned a new skill or activity at Court of Honor, she **teaches** it to her patrol.

HOW DOES A GOOD PATROL LEADER ACT?

- She gets things done without being bossy.
- She is fair. She listens to everyone's ideas.
- At Court of Honor, she speaks for the whole patrol, not just for herself.
- She shares the work with her assistant patrol Leader.
- She helps the other girls in her patrol, especially the new ones.
- She tries to live by the Girl Scout Promise and Law

What Does the *Assistant* Patrol Leader Do?

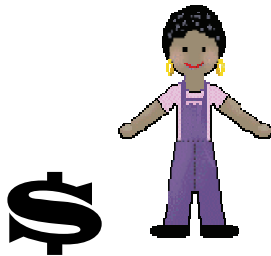
The APL is like a Vice President: she helps the PL at patrol meetings and fills in for her if she (the PL) has to miss a meeting. The PL and the APL work together as partners.



CELEBRATE! Patrol Leader Installation

While a girl is serving as a PL she is entitled to wear a **Patrol Leader Cord**. This is a green tab with two gold cords. The tab is pinned to the PL's left shoulder; the cords are loops that go around the PL's left arm. The larger cord stands for the troop; the smaller cord stands for the patrol. A good patrol leader puts her patrol before herself and her troop before her patrol. The PL Cord can be presented during an opening or closing ceremony at your troop meeting. You take money from your troop's treasury or bank account to buy the PL cords.

When a girl finishes her turn as Patrol Leader, she pins the cord on the new PL.



What Does the Troop Treasurer Do?

The Troop Treasurer is the money recorder! If the girls in your troop or group bring dues to each meeting, the Treasurer collects the dues and keeps a record of who has paid their dues and who owes the troop money. She adds up the dues collected and writes the amount down on a record sheet for the troop leader. She tells the Court of Honor how much money is in the troop's bank account.

The Troop Treasurer is also the money planner. She helps the Court of Honor (the troop planning team) make a budget for activities. She helps find out

how much items or activities cost and how much money the troop will have to earn or save to buy what they need. She keeps a record of all the money spent on an activity. She may even help with the Cookie Sale Program.

What Does the Troop Secretary Do?

The Troop Secretary is a note-taker and a letter-writer! At Court of Honor she writes down all the ideas shared and the decisions made. She keeps a record of what each Patrol Leader reported, and a record of what each patrol's job or activity will be. She writes down what the Troop Treasurer reports about troop finances. If anyone has a question about what happened at a Court of Honor meeting, the Secretary should be able to look at her notes and tell them. *The troop needs to purchase a notebook just for the secretary to use.*

If the troop needs to send a thank-you note to someone who has helped them, the Troop Secretary writes the note. If the troop needs to send a letter requesting help from someone, the secretary writes the letter. She also helps the troop leader make Kaper Charts for troop meetings and troop events or camping trips. She helps make the troop planning or events calendar.



What Do the Adult Troop Leaders Do?

Girl Scout troop leaders have four big parts to their job:

1. They help you keep safe.
2. They help you have fun.
3. They help you learn to do things for yourself.
4. They help you understand and live by the Girl Scout Promise and Law.

Troop leaders are part of the group! As adult friends, they listen to you, makes suggestions, shares ideas, support you and help you turn your ideas into actions. When it comes to safety and behavior, a good leader is strict but fair. She (or he) is like a coach: she helps you learn and practice new skills, then she moves to the sidelines and lets you put your skills to work. She feels good when **you** play a good "game" of Girl Scouts!

Unless the troop leader is your mom or dad (or other family member) you probably don't know about all the work she (or he) does to get ready for troop meetings. She has to take classes, go to meetings, fill out forms, collect money, go shopping, and talk to people about helping the troop. And remember: troop leaders are *volunteers* – they don't get paid to be a leader!

When the girls – that's you! – like and respect the troop leader, troop meetings and activities are the most fun part of her job. Then she doesn't mind working hard and not getting paid for it! Try and keep a smile on your troop leaders' faces at every meeting, trip, and campout.



How Often Do Patrols Meet?

Your patrol usually meets during each troop meeting, unless you are taking a field trip or doing a special activity. Patrol meetings are your time to take care of business, make plans, and get ready for an event or trip. Sometimes you work with your patrol during troop activity time, or play a game together – like a team.

How Long Do Patrol Meetings Last?

It depends on what you are doing! If you only have a little business to take care of, your meeting might last 10 minutes. If you need to talk things over and make a plan, it might take 30 minutes. Your troop leader will help you decide at Court of Honor how long to allow for your patrol meeting.

Where Do Patrol Meetings Fit Into Troop Meetings?

Here's one way:

1. Opening ceremony or activity – led by a patrol (Kaper Chart job)
2. Patrol Meeting
 - Business: mark attendance, collect dues and give to Troop Treasurer; make any announcements; other business
 - Planning: share ideas or decisions from Court of Honor; discuss and choose new activities; get ready for upcoming activity
3. Troop activity time (work on badges, Journeys, projects, etc.)
4. Clean up - led by a patrol (Kaper Chart job) and get ready for closing
5. Closing ceremony – led by a patrol (Kaper Chart job)
6. Court of Honor

Some troops might have a snack or a game as part of their meeting. That's one of the things you can talk over in your patrol meeting, then send your ideas to Court of Honor for them to decide.

What Is An Agenda?

An agenda is a list of things to do at a patrol meeting or Court of Honor meeting. Having an agenda helps a patrol leader be a good discussion leader. She looks at her agenda and knows what to talk about!

Don't worry if you've never made or used an agenda before – your troop leader will show you how! She may even make a "fill-in" agenda like the one below for you to use.

Suppose your troop is working on the Your Outdoor Surroundings badge. Each patrol is getting ready for a day at camp where you will go on a hike and cook lunch. Your patrol leader's agenda for the next meeting might look like this:

PATROL MEETING FOR Oct. 4

1. Our Troop Meeting Kaper is: **opening ceremony**
2. At business and planning time: **vote on which hike to do (p. 131 in handbook.) Make a list of what to pack (pages 132-133 for ideas)**
3. At activity time: **Make pillow case back packs. CALL GIRLS TUES. & remind to bring pillowcase!!!**
4. At next Court of Honor: **Tell which hike we voted for.**

Can Patrols Be In Charge of Things Besides Troop Meeting Kapers?

Sure! If your troop is planning a ceremony, one patrol could be in charge of the opening, one the main part, and one the closing. If you're having a party, one patrol could be in charge of the decorations, one the refreshments, and one the games. If you are going to camp, there will be lots of things for each patrol to be in charge of! At Court of Honor the patrol leaders talk things over and decide who will be in charge of what. The troop secretary writes it down and makes a kaper chart if you need one. The troop treasurer works on the *budget*, or plan for spending money, for the event or activity.

In your own patrol, different girls can be in charge of jobs, too. If your patrol is in charge of refreshments for the party, two girls might shop for the food, two girls might bake the cookies, and two girls might make the fruit punch. Or you could all work together – it's up to you!

HOW IS YOUR PATROL DOING? TAKE THE QUIZ BELOW TO FIND OUT!

If you have more "No" and "Sometimes" than "Yes," come up with a plan to make things better!

PATROL SYSTEM QUIZ: the ones that best describe your troop.

Are We Organized to Make Things Happen? Yes Sometimes No

Our troop secretary, treasurer, patrol leaders and troop leader attend Court of Honor meetings () () ()

We meet briefly before or after most meetings to clear plans and get ready for our next activities. () () ()

About every 2 or 3 months, we have a longer Court of Honor meeting to plan ahead and make our troop calendar and kaper chart. () () ()

Sometimes ideas for things to do come from patrols to the Court of Honor; sometimes ideas go from Court of Honor to patrols. () () ()

Patrol leaders take notes in patrol and Court of Honor meetings. They use these for reports and discussions. () () ()

Our Treasurer tells us how much money we have and how much we have spent. () () ()

We usually have an agenda, or list of things to be discussed and decided, in Court of Honor. () () ()

How Are We At Choosing & Planning Troop Activities?

Court of Honor sorts out ideas from patrols and decides what the troop will do. () () ()

If we are not sure how many girls want to do an activity, we ask patrols to vote on it. () () ()

We try to plan some things for everybody to do together, and some things for interest groups. () () ()

The Court of Honor decides if troop rules are needed, and makes them if they are. () () ()

The Court of Honor talks over and helps solves problems that affect the troop. () () ()

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