

# Annual Troop & Caregiver Meeting

**Meeting Three**  
**Wrap Up the Year**  
Estimated length: 45 min



**Purpose:** This end-of-year meeting is an opportunity to reflect on everything your troop has accomplished this past Girl Scout year, and to check in with your families about what's in store for the upcoming year. Troop volunteers are expected to be financially transparent with girls and caregivers at all times. This meeting allows troop leadership to review the financial status of the troop with caregivers, and allows caregivers a chance to ask questions and review documents if they'd like. Please note: if caregivers or girls ask to see these documents at other times throughout the year, troop leadership is expected to produce the documents within a reasonable time-frame.

## Meeting Preparations

Materials Needed:

- Writing utensils
- Copies of current Finance Report
- Copies of current bank statements
- Print/make copies of Caregiver Meeting Agenda located at the end of this document

## Policy: Financial Responsibility

The appointed leaders are responsible for good stewardship of funds including up-to-date recordkeeping, monthly review of bank statements, responsible management of funds, and submission of timely reports to affected girls, their parents/caregivers, and GSNEO. Receipts showing how the money was spent must document all cash withdrawals.

## Troop Leader Meeting Agenda and Script

### Introduction

- Thank everyone for attending
- Give a brief overview of agenda
- Introduce new troop volunteers and caregivers

## **Troop Year Recap**

Ask girls if they'd like to share some of the awesome adventures their troop had this year. Share some of your personal troop leader highlights too!

## **Finances**

Discuss the status of your troop's funds.

- Provide copies of the current year's Finance Report and current bank statement
- Is the troop all set up financially for the next year, or are there additional expenses families should know about?
  - Example: an upcoming troop trip, troop camp, new uniforms, etc.

Provide a brief recap of how the Cookie Program went in terms of the troop's goals and proceeds.

- Troop Goal:
- Troop Proceeds:

## **Plans and Expectations**

Let families know if the troop will be taking a break before the start of another Girl Scout year, or if regular troop meetings will continue.

- Last Meeting Date
- First Meeting Date for the upcoming Girl Scout year
- If you do plan on taking a break, provide families with information about other participation options that they can take advantage of on their own.
  - Summer Camp Guides, Service Unit Camp or Day Camps, Council Programming

## **Looking Forward to Next Year**

Now is a good time to review any changes for the next Girl Scout year.

- Spring Renewal ends the second week in June:
  - Did the troop renew the girls?
  - Do the caregivers still need to renew their girl?
- Discuss any changes for the upcoming year
  - Girls returning/not returning
  - Troop Leader/Volunteer changes
  - Additional support needed
- Troop Meeting details for the upcoming Girl Scout year
  - Day:
  - Time:
  - Location:

## **Wrap-up**

Discuss the Annual Troop and Caregiver Meeting, which happens at the start of the new Girl Scout year. Discuss when caregivers are available to schedule this meeting. If it is too early to schedule, provide caregivers a time frame of when they should expect to hear from troop leadership with more information.

Thank families for attending and ask if they have any questions.

# Caregiver Meeting Agenda: Wrap Up the Year

## Caregiver Meeting Information:

Date:

Time:

Location:

## Troop Leader & Volunteer Contact Information

Troop Leader Name:

Phone:

Troop Leader Name:

Phone:

## Introductions

## Troop Year Recap

### Finances

- Current Financial Status:
- Cookie Program Outcomes:

### Plans & Expectations

- Last Meeting Date for Current Year:
- First Meeting Date of Upcoming Year:
- Events/Opportunities for girls:

### Looking Forward to Next Year

- Membership Renewal
  - Spring Renewal
- Troop Detail Changes
  - Girls returning/leaving
  - Troop Leader/Volunteer Changes
- Troop Meeting Details for Upcoming Year
  - Day:
  - Time:
  - Location:

Notes:

Troops will begin the new Girl Scout Year (October 1-September 30) by hosting a beginning of the year Troop & Caregiver meeting.

- If your troop decided on a date, record the information in notes.
- If your troop does not decide on a date, your troop leadership will provide a time frame of when you should expect to hear from them with more information. Please ensure your contact information is updated with GSNEO to ensure troop leadership is able to effectively communicate with you.