

FROG Handbook

Updated: Summer 2012

Frederick Older Girls and Advisors (FROG)
Girl Scout Council of the Nation's Capital
4201 Connecticut Avenue, NW
Washington, DC 20008

History and Philosophy of FROG

Who We Are

We are Cadette, Senior and Ambassador Girl Scouts and leader volunteers in Frederick County who have formed a group to:

Meet regularly to discuss local issues about Cadette, Senior and Ambassador activities.

Help new Cadette leaders through the early meetings by providing opportunities for girls to do activities and possibly earn badges.

Combine resources to provide activities for the older Girl Scouts in Frederick County.

What We Do

We provide opportunities for the Older Girls of Frederick County to participate in a wide variety of activities.

We are capable of reaching a large number of Older Girl Scouts for special activities and service projects that arise on a moment's notice and need fast action.

The events and projects supported by FROG are to benefit many girls, and are funded by the girls attending the event. Our organization is not in the position to provide funding to support an event benefitting a single troop or girl.

Why We Do It

Cadette, Senior and Ambassador Troops are often smaller in size than Daisy, Brownie and Junior, and by combining resources, the Frederick County leaders are able to provide activities for older girls that might otherwise be impossible for a leader of one small troop to accomplish. Today's girls have so many demands on their time, as well as the leaders. FROG is a vehicle to divide up the work among a few leaders required for special events and activities and eliminates duplication in effort.

Further, older girls get a chance to meet and work with other Girl Scouts in the community. New friendships are formed, both among the girls and the leaders as we meet to explore issues, find solutions, and just have fun.

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Background

FROG was established in 2007. The name FROG derives from the **FR** in Frederick and the **O** in Older and the **G** from Girls. Put them together and that spells **FROG**. The original intent and reason FROG was established was to keep older girls interested in Girl Scouts by offering diverse activities in order to bring girls together of the same ages and interests.

How We Work

Girls and leaders suggest an event or activity. A committee is then formed to research the suggestion(s). Troops then report back at the next FROG meeting. Troops interested in helping or attending the event work with the troop hosting the activity. Troops need to host one event within three years of joining FROG. Participation and representation of each troop is strongly suggested for each meeting.

Who Can Participate

Priority is given to Older Girl Scouts in Frederick County. If there is space available girls from other areas of the council would be eligible to attend functions.

Where We Meet

We meet at Trinity United Methodist Church. Meetings are typically on the third Wednesday of the month from 7:00-8:30. The church is located at 703 W. Patrick Street Frederick MD. Meeting dates are posted on the website:

<http://FrederickOlderGirls.scoutlander.com>

Primary Contacts

FROG is run as a cooperative group. The following roles are assigned to volunteers to help facilitate meetings and take responsibility for the business aspects of this group.

Meeting Facilitator – role is to keep meeting on schedule and to review the items on the agenda.

Registration – this person maintains the membership registration information for FROG.

Web Information – this individual updates the website with information and dates.

Treasurer – maintains the books and collects dues and fees for events.

Secretary – takes the meeting minutes and shares them with the Web Information person for distribution and posting.

Field Director – oversees the meetings and provides updates on Council events.

Everyone is invited to become a part of this team, filling roles as needed. Appendix A contains the current volunteer listing.

How Do I Join or Re-register with this Group

Each year troops must register with FROG by completing the FROG Registration/Information Sheet located in the FROG Forms section of this document or located on the website. Mail the completed form and your annual dues to the contact listed on the form. Attend the monthly FROG meetings, get involved with event planning and make it happen for you, your girls, and others within this group.

Juliettes are strongly encouraged to join FROG. They must complete the registration form but are not required to pay the registration fee.

FROG Website

Agendas, meeting minutes, registration flyers and event flyers are all maintained on the FROG website. The URL is <http://FrederickOlderGirls.scoutlander.com>. Access to the Private Site is granted to the leaders upon registration. General access is available on the Public Site but will not contain the details of events.

Previous Events

Events change from year to year depending on girl interest. Below is a partial list of activities FROG has previously been involved in:

New York City Trip
Toby's Dinner Theater
Way Off Broadway
Moonlight Bowling
Snow Tubing
Badge Day Events
Self-Defense Seminars
Lazer Tag Lock-In
Mall Scavenger Hunt
Halloween in the Park
Horse Event
Smooch

Sailing IP
Card Making
White Water Rafting &
Go Ape!

Planning a FROG Event – From A to Z

FROG events are typically planned by a host troop or troops, working together on an event. FROG events are inspired by the girls' interests and program needs. Leaders and girls come to FROG meetings with information about events and activities in which their girls have expressed an interest. "Interest indicator" sheets may be passed around at the FROG meeting, or by email, to determine interest in the event. FROG events only become realities when leaders and girls pitch in to plan all aspects of the event. 3-6 months (or more) prior to event

Decide on Activity (including location)

Check FROG calendar and set date(s) and times

Set details to publish (what, when, where, costs, due dates)

Troop/Event Committee should divide up tasks

Tasks:

Obtain space for the event, or make group reservations for activity

Prepare and distribute a flyer/registration form

Receive and keep records of event registration and fees (deposit checks with FROG treasurer)

Prepare event agendas and rotation schedules

Purchase, prepare, and bring supplies/food/drinks

Planning and implementing each activity the girls will do at the event, including identifying and inviting speakers/facilitators/instructors for each aspect of the event.

After event, account to FROG for all income and expenses associated with the event

Compile all information concerning the event, including a flyer, description of the event itself, and all relevant forms, and submit to the FROG secretary for future use in planning similar events

The event committee decides what will be accomplished at the event. Will the girls fulfill all of the requirements of a badge? Will the activities for the badge/patch need to be broken into two or three events, which might take place in different locations?

It is helpful to plan events three or more months in advance. This lead-time enables the committee to obtain appropriate space/make reservations and make all plans for the event. It also allows sufficient time for the event to be publicized at FROG meetings and registration to occur in an orderly fashion.

One committee member should take notes of the planning meeting and email the minutes to all committee members so that everyone is clear about (and reminded of) their responsibilities.

Remember to give registering troops ALL the information they will need not only to register for the event, but also to attend it (what to bring, what to wear, directions, contingency plans, etc.). This will save you many frantic, and last minute phone calls as you are trying to pack your car to drive to the event.

In deciding on the fee to charge for the event, remember that the event needs to at least “break even”. FROG cannot incur a loss on events. Always have a “Plan B”. We are all flexible and will be able to work through any last minute logistical crisis. However, it is very helpful to “plan” for the crises. Try to identify a leader who can handle each rotation if a particular speaker is lost on the beltway, ill, or otherwise detained. Have the emergency number for the building manager of the facility so that if the door is locked and the building is empty, you can contact someone to come and let you in. Needless to say, arrive early! Be sure to confirm (in writing and telephonically) your speakers and give them clear instructions on what you need them to do; also send them clear driving directions.

If your event is outside or in the winter months, do not forget to have a rain or snow date and plans for notifying registered troops and speakers if the event has to be postponed due to weather.

Have 2-3 copies of the activity/rotation schedule for each troop. Depending on the facility, you might consider also giving the troops a map of the building so that they can “rotate” easily.

Speakers (particularly those who are not paid for their time) should receive a token of appreciation. In the past, we have made computer generated Thank You notes, and have given little gifts of candy, a flower with a ribbon, or another small, but thoughtful item.

When planning the event, consider having the girls/leaders fill out an evaluation form, then compile and analyze the comments.

Event Registration Protocol:

Because FROG events are often over-subscribed, and because the registration process needs to be fair to all troops, registration takes place on a first come, first served basis. FROG has developed a policy concerning how FROG sponsored events will be publicized and how registration forms will be distributed. The following is the policy for registration for FROG events:

The most efficient process to distribute event flyers is through the FROG website distribution system. If you choose to distribute hardcopy flyers, you may bring them to the FROG meeting the month prior to when registration is due. An electronic version of the flyer must also be emailed to the FROG webmaster on or before the distribution of the hard copy flyers. This allows for the distribution of these flyers to the troops that didn't have representation at the FROG meeting.

All registrations will be done by US Mail or at the FROG meeting prior to the registration due date. Registrations will be accepted on a first come first served basis until an event is full. If an event reaches capacity, the date registrations are post marked or hand delivered will determine which troop's registrations will be accepted.

Registrations will not be considered complete unless full payment is included.

Checks should be made payable to GSCNC FROG.

Leaders who volunteer to help with an event get priority registration for their troops; *please limit the committee to those who make a significant contribution to the event.*

The number of girls attending from the sponsoring troops should be confirmed before open registration begins. However, those troops must meet the publicized registration deadline (including payment of registration fees for the event).

Leaders should encourage all girls who are registered for an event to attend and should contact the organizers in advance if girls in their troop will not be able to attend. This will allow placement of girls from the waiting list.

Attending an Event

As a member of FROG you have access to information on all of the activities, programs, and special events that are planned during the year.

At the monthly FROG meetings, pick up the information sheet for all activities, take it back to your girls, and decide if your troop/Juliette wants to participate. Juliettes may attend with an adult or may tag along with another troop.

Register and pay any necessary fees by the deadline indicated.

Follow the Girl Scout guidelines regarding girl/adult ratios when attending events.

A first aider will be on site for the activity/event unless otherwise noted. You may be asked to provide a First Aider to work an hour rotation for longer events.

Bring necessary paperwork for each girl (permission slip, health history). Some events will hold this information at a central location to facilitate the First Aider.

Make sure the girls come prepared with the items that they need to bring, or have done any necessary requirements in advance.

You may not be asked to attend every rotation with your girls, but please be prepared to add an extra pair of helping hands if needed at any time.

FROG Forms

Everyone hates record keeping, but it is a necessary part of our tasks. This section provides forms for your use, and instructions on how to use them where necessary.

Registration/Information Sheet

Troops must be registered with FROG to participate in FROG events. Troops must reregister each year (Oct 1 – Sept 30) with FROG. Registration includes completing the Frederick Older Girl Registration/Information Sheet and paying annual dues. Annual dues are set annually. The registration deadline is the October FROG meeting for reregistering troops. After that time, a late fee charge of \$5.00 will be required to reregister late troops. The additional charge does not apply to new troops who attend their first FROG meeting after the September meeting.

This form should be completed and submitted at the August or September FROG meeting, to ensure you are on the current roster and that your troop data is correct. As registrations are received, the roster is updated and uploaded to the FROG website.

The registration and roster are created new each year from the registrations received for the specific year, and maintained in an Excel spreadsheet.

FROG statistics are compiled from the information provided on this sheet. These statistics can be used in event planning.

Sign-In Sheet

A sign in sheet is available at each FROG meeting. Please have your troop representative sign in when attending meetings.

Interest Indicator Forms

The Event Interest Indicator form is used to collect information about leaders and girls that have an interest in forming an event committee for a particular event. These forms are passed around at FROG meetings, with usually one leader taking on the role of event coordinator. Events are not possible without committees to plan and run them. If you sign an interest indicator, this implies you are willing to help plan and/or run the event.

Event Income and Expense Tracking

Spreadsheets are used to track income and expenses for all monies received and disbursed for FROG events. Several forms have been developed to assist the treasurer as well as committee members in tracking income and expenses for special events.

Frederick Older Girls and Advisors Deposit Record

The FROG Deposit Record should be used to record all income from a specific event. This form should be completed by the event registrar or the event money manager.

The form is intended to emulate a bank deposit ticket. As checks are received, complete this form indicating whether the check was from a troop or from an individual family or leader. The "Category" field is used so funds may be assigned to the appropriate event. Indicate the amount of cash, or the amount on each check in the appropriate columns. The "Subtotal" column is used if there is money being deposited for more than one event on the form. Please try to keep all deposits for one event grouped together on the form.

The date deposited field at the bottom is to be completed by the treasurer once the deposit is made at the bank.

Please submit checks for deposit in a timely fashion. Multiple deposits can be made.

Frederick Older Girls and Advisors Expense Record

The FROG Leaders Expense Record should be used by each of the committee members to record all their individual expenses for a specific event.

This form should contain detailed information about purchases made for an event. If receipts are not available for the items listed, explain why in the “comments” field.

If a committee member has requested a deposit be made for an event directly by the treasurer, this item should be included on this list. In the “Comments” field an entry should be made reflecting the FROG check number that was issued for this payment.

Frederick Older Girls and Advisors Event Summary Record/Archives

The FROG Event Summary Record should be used by the event money manager to record a summary of all income and expenses for a specific event. This form should summarize the detailed information submitted by committee members for an event. This document should reflect how well the event managed its budget.

The “Check # Issued” column is used to record the FROG check numbers issued for deposits or reimbursements to committee members for their expenses.

Current Registration List

This registration list (roster) is maintained in an Excel Spreadsheet. As new members are added, the roster is updated. The current roster is uploaded on the website under the Private Site.

The registration deadline is the October FROG meeting to enable this list to be as complete as possible. As the roster changes, it will be updated on the website.

Event organizers should check to be sure troops registering for events are registered and listed on the roster.

Date: _____

FROG – Frederick County Older Girls Registration/Information Sheet

Association #: _____ Service Unit: _____ Troop # _____

☐ New ☐ Re-Register ☐ Independent (no fee) School Year: 2012- 2013

☐ Cadette ☐ Senior ☐ Ambassador ☐ Mixed Level (please check as appropriate)

<input type="checkbox"/> Advisor	Name:	Street:	(H)			
		City, State, Zip	(W)			
		Email:	Fax:			
		Secondary Email:	Cell:			
<input type="checkbox"/> Advisor	Name:	Street:	(H)			
		City, State, Zip	(W)			
		Email:	Fax:			
		Secondary Email:	Cell:			
<input type="checkbox"/> Advisor	Name:	Street:	(H)			
		City, State, Zip	(W)			
		Email:	Fax:			
		Secondary Email:	Cell:			
How many girls are in your troop (by grades):						
6 th	7 th	8 th	9 th	10 th	11 th	12 th
What schools are represented in your troop?						
When does your troop meet?				Where?		

Annual dues \$10.00

\$5.00 Late Fee (After October Meeting) \$ _____

Total Amount of Check \$ _____

Please make checks to **GSCNC-FROG**

Independents do not pay registration fee but do need to complete this application form.

Debbie Reichelt

9 Knoll Side Lane

Middletown, MD 21769

Check: ☐ Troop ☐ Personal Check # _____ Name on check: _____

***** DO NOT WRITE BELOW *****

Dues Paid: \$ _____ Date Recd: _____ Mailing List Updated: Date: _____

Appendix A – Contact Information for Current Meeting Facilitation

Amanda Tolbard - Meeting Facilitator – role is to keep meeting on schedule and to review the items on the agenda.

Amd64@aol.com

Debbie Reichelt - Registration – this person maintains the membership registration information for FROG.

DAR Reichelt@comcast.net

Jennie Mettert-Young - Web Information – this individual updates the website with information and dates.

FrederickOlderGirls@gmail.com

Janiece Bladen - Treasurer – maintains the books and collects dues and fees for events.

bladensix@comcast.net

Sue Ferris - Secretary – takes the meeting minutes and shares them with the Web Information person for distribution and posting.

sjferris@aol.com

Linette Wallace - Field Director – oversees the meetings and provides updates on Council events.

lwallace@gscnc.org

FROG MEETING SIGN-IN SHEET

DATE: _____

Name	Troop Number	Level	Phone	E-Mail

FROG Expense Record

Event: _____

Submitted By: _____

Item	Date	Description	Amount	Receipt (Y/N)	Comments
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
Total					

Please print clearly, this is an official record.
Staple or tape receipts to the back of this form.

FROG Event Summary Record

Event: _____

Page ____ of ____

Submitted By: _____

	Date	Description/Submitter	Income	Expense	Balance	Comments	Check # Issued
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
		Totals					

Please print clearly, this is an official record.

FROG Event Interest Indicator

Event: _____

Sheet _____ of _____

[illegible]

FROG Deposit Record

Deposit Received from: _____

Event Name: _____

Item	From (Troop # or Name & #)	Category	Cash	Check #	Subtotal
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
Total					

Date Deposited: _____

Please print clearly, this is an official record.