



AMERICAN HERITAGE GIRLS

Troop GA1917

Troop Handbook

Updated 2022

St. Teresa of Avila Catholic Church

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Grovetown, GA 30813

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Troop Structure

Troop Board

American Heritage Girls (AHG) Troop GA 1917 will have a Troop Board that will create and implement all Troop policies and guidelines. The Troop Handbook will be submitted to Board members for approval and changes before rechartering on an annual basis.

The Troop Board will consist of a minimum of five adult member positions: Coordinator, Vice Coordinator, Shepherd, Charter Representative and Treasurer. The Troop Board should meet at least once per quarter. The Board's responsibility will be to create and implement the Troop policy and guidelines, develop, create and manage a Troop budget, oversee all fundraising efforts of the Troop or unit, and conflict resolution and other administrative aspects of the Troop. The Troop Board will also work alongside the chartering organization to approve and recruit adult leaders. When conflict cannot be resolved in a win-win situation, the chartering organization will be asked to mediate the conflict and bring it to a conclusion.

Troop Board & Unit Leader Qualifications

All candidates for Troop Board & Leadership must be approved by the Charter Organization and the Troop Board. All candidates must be 21 years old, complete an interview questionnaire, provide two references and must be Virtus trained. All Troop volunteers must have a background check performed by the charter organization from a reputable company. Troop Board and Unit Leaders positions are a one year commitment and may continue in the position with board and charter organization approval. All Adult Volunteers are expected to model the AHG Creed at all times. Troop Board Members and Unit Leaders may be removed from duty by the Troop Board and/or the Chartering organization, if deemed necessary.

Units

The Troop will be divided into age appropriate units according to the guidelines set forth by AHG. This Troop will operate all five levels, if there is interest and leadership in all levels. Those levels are: Pathfinder (K), Tenderheart (1-3), Explorer (4-6), Pioneer (7-8) and Patriot (9-12). Each level will have two-deep leadership at all times and use the AHG guidelines for Leader to Girl ratio:

Pathfinder	1 registered leader per 6 girls
Tenderheart	1 registered leader per 6 girls
Explorer	1 registered leader per 8 girls
Pioneer	1 registered leader per 10 girls
Patriot	1 registered leader per 12 girls

Levels may be broken into squads according to size and the development states of the girl members. It is very typical that the Tenderheart level may be sub-divided into squads based on grade level, i.e. 1st, 2nd, and 3rd grade. Pioneer and Patriot levels may join together while the girls work on their age appropriate program work, depending on the number of girls in each unit.

Program Emphases

- **Life Skills** - Life Skill enhancement through multi-level merit badge program
- **Leadership** - Girl leadership opportunities at all levels of the program
- **Outdoors** - Developing teamwork, building confidence and educating girls about their natural world and the beauty God has bestowed upon them through varied outdoor experiences
- **Citizenship** - Character development through community service, patriotic events, flag ceremonies, and citizenship programs
- **Social & Emotional** - Social development through organized Special Events where girls will learn to anchor their emotions in Christ in a caring and loving environment
- **Faith** - Spiritual development through AHG Faith Award Program

Badge Program

The Troop budgets for 3 badges per girl to be implemented during Unit meetings. Each unit will make plans to complete 3 badges per year as a group. Unit leaders help the girls plan their activities to revolve around their badge requirements. If girls are absent from a Troop meeting where badge requirements are being met, it is up to the girl member and/or parent to make sure she fulfills those requirements on her own time if she wants to receive the badge along with girls of her unit. Girls may earn badges outside of the Troop setting. Summer months are a great opportunity for girls to earn badges in the outdoor skill frontier as well as the other frontiers. If the unit votes to work toward additional badges a small fee may be charged to cover the badge and necessary supplies.

If a girl earns badges or Sports Pins/discs outside of the Troop meetings, then parents will need to pay for those badges. Badges are \$3.50 each, and Sports Pins are \$4.25, with a \$1.25 charge for shipping (prices are subject to change by AHG). Badge requirements completed outside of Troop meetings must be recorded and approved by the Independent Badge/Sports Pin Counselor. Girls will be required to bring Independent Badge/Sports Pin Counselor a display specific to the badge they earned outside of the Troop meeting or make a short presentation to the large group or their unit leader at a scheduled time. Please set up this time with your Unit Leader. If there is a dispute regarding requirements, it will be brought to the attention of the Troop Board for rectification, after the Unit Leader has reviewed the situation and has sought advice for a decision. All badges are ordered tri-annually through your Unit Leader/Advancement Coordinator through the use of Badge Forms. If a parent does not turn in the badge form by the deadline (3X) on our yearly calendar, their daughter(s) will not receive the badges, patches, pins or service stars. Individuals may not purchase badges through the AHG Store.

Girl Leadership

The development of leadership skills is encouraged in all levels of AHG Troop GA1917. The Troop will offer many leadership opportunities throughout the year. Some examples are Patrol Leader, Leader in Training, Jr. Shepherd and Jr. Camp Coordinator.

Outdoor Experiences

Providing outdoor experiences to our Troop members is very important. Our Troop will sponsor or provide several opportunities annually for the girls. An overnight campout may be scheduled in the fall and/or near the end of the year, depending on interest and readiness. Parent involvement is encouraged at all levels but is most essential for Pathfinder and Tenderheart levels. Girl members who are Pathfinders or Tenderhearts may not participate in overnight camping trips unless a registered adult from their family is present, but may participate in Unit/Troop day programs.

Community Service Projects

Service is a key part of the AHG program. Our Troop participates in at least three service projects a year. Units may do additional projects if there is interest from the girls. Girls earn service stars based on the number of service hours they log. All service projects completed at the Troop level will be logged by the Service Project Coordinator. Girls may earn additional service hours outside of the Troop setting. Service Hour Tally Sheets are in the handbook. They can be reproduced as needed. Unused service hours may be carried over from year to year until used.

Each Leader will review all service hours and may question service hours that do not fit within the service guidelines of AHG. Service can't be conducted for family or Troop. Any disputes on service will first be addressed by the Unit Leader and Service Coordinator. If no resolution is obtained, it may be brought before the Troop Board for a final decision. For those older girls participating in extended mission trips, please consult with your Unit Leader as to what can be counted as service hours on the trip. Only hours "serving" may be counted. Preparation time and planning time may not be counted. Please see the Girl Handbook on guidelines for service.

Social Development

Social activities for girls are an integral and important part of AHG. The Troop offers many activities for girls and their families. These events may have a separate charge and are not included in the Troop budget. ***All financial obligations to the Troop (dues, registration, other expenses owed) must be paid in full either annually or quarterly (Sep, Nov, Jan and Mar) in order for a girl to participate in a Troop sponsored special event.*** It is important that all girls try to attend 2 events per year in order to earn their Level Award at the end of the Level.

Religious Awards

Girls at all levels are encouraged to earn their religious awards. AHG offers both Catholic and Protestant Faith Awards programs. Workbooks may be purchased by the family through our Troop Shepherd. Girls may begin working on their religious awards when they are Pathfinders. Parents are responsible for covering the cost of the program. Please see the Troop Shepherd for all questions concerning the religious awards program.

Joining Award

All new members earn the Joining Award in the first few months as a new member. For new members, most requirements can be fulfilled with the help of the Unit Leader, but parents should work alongside the Unit Leader to make sure all requirements are complete. It is strongly encouraged that all new members should earn their Joining Award within 3 months of joining.

Girls are recognized at our Dedication Ceremony in October, or at an All-Troop Meeting if joining after October. New members will need to complete the Joining Award section in the Girl Handbook and have the Unit Leader sign off on the requirements before the Joining Award may be presented. Please consult with your Unit Leader or handbook as to the procedure for this first award. All girls must present themselves in the official AHG uniform to receive the Joining Award (except the AHG polo, which can be substituted for an ordinary white polo.)

Level Awards

Level Awards are available at all levels of AHG. It is highly recommended that each girl earn her Level Award. By fulfilling her level award, she will receive the full benefit of the AHG program. This award is earned at the end of their Level (i.e. Pathfinder, Tenderheart). If girls join at the end of a Level and would like to earn their award, it will require parental help to accomplish. Please consult with your Unit Leader and the Level Award Coordinator before beginning a Level Award. Girls must sign a statement in September stating whether they wish to or don't wish to pursue their level award (if eligible). All girls earning their Level Awards (except the Fannie Crosby Pathfinder Award) must participate in a Board of Review once all requirements have been met. The Board of Review will be provided by the Troop in the last year of a girl's level. Once the girl has participated in her Board of Review and she has been approved to receive her award, she will receive this recognition at the End of the Year Court of Awards Ceremony.

Board of Review

Each girl member completing her Level Award (except for Fannie Crosby) must participate in a Board of Review prior to the final Court of Awards. The Board of Review is an opportunity to review each girl's acceptance of AHG ideals and accomplishments within the Troop before they are moved on to the next level. This is formed by the Level Award Coordinator from parent and adult volunteers. Typically the Board of Review will meet in early April before the final Court of Awards. The Board of Review will be offered during a regular Troop meeting and girls will be notified prior to the meeting of their required attendance. Girls must be dressed in full uniform (including neckerchief) with badges and insignia, complete for inspection. Girls should wear the official AHG uniform appropriate to her level. **No short shorts/skirts or untucked shirts are allowed.** Please check the girl handbook if there are any questions about the uniform.

Uniform Code

AHG is a uniformed organization. The "Class A" uniform is to be worn to all meetings and ceremonies. It should be worn to all service projects, fundraising activities and Troop activities that do not require more casual dress. While the girls are in uniform they are to be conscious of the fact that they represent AHG, our Charter Organization, and Jesus, and will make lasting impressions on those around them. Uniforms can be purchased through the AHG store (store.americanheritagegirls.org). The "Class B" uniform is worn, when appropriate (and specified), to other AHG events. These are available through our Troop.

Girl Class A Uniform

Each girl must purchase their Class A uniform prior to receiving their Joining Award.

Class A Uniforms consist of the following:

Pathfinder

Pathfinder T-shirt

Necklace Kit

Navy pants, skort, skirt or shorts (no shorter than 2" above bend in back of knee)

Closed toed shoes

Tenderheart

White polo shirt

Navy pants, skort, skirt or shorts (no shorter than 2" above bend in back of knee)

Blue neckerchief / Neckerchief Slide

Red vest

Closed toed shoes

Explorer

White polo shirt

Khaki colored pants, skort, skirt or shorts (no shorter than 2" above bend in back of knee)

Red neckerchief / Neckerchief Slide

Blue Vest

Closed Toed shoes

Pioneer

White polo shirt

Khaki colored pants, skort, skirt or shorts (no shorter than 2" above bend in back of knee)

Blue sash

Closed toed shoes

Patriot

Red polo shirt

Khaki colored pants, skort, skirt or shorts (no shorter than 2" above bend in back of knee)

Blue sash

Closed toed shoes

Leader Class A Uniform

Unit Leaders wear the official navy AHG polo, with navy or khaki bottoms (no jeans), and close-toed shoes. Assistant Unit Leaders wear any navy polo shirt (does not have to be the official AHG polo), with navy or khaki bottoms (no jeans), and close-toed shoes. The AHG membership pin is to be worn on the right lapel. Unit Leaders also may earn the Gem of A Leader Pin (at the 2, 4, 6 or 8 year of service) and the Religious Award Mentor Pin which may be placed on the AHG official polo as well (see Leader Handbook for placement). Board Members wear the official red AHG polo. A \$20 stipend to purchase the polo is offered to all Unit Leaders and Board members their first year of service if there isn't one available in the Uniform Closet. (Please see Treasurer to receive stipend, if applicable.) The lanyard (provided by the Troop) with name badge is to be worn to all meetings by all Board Members, Leaders, and Assistant Leaders.

Purchasing Uniforms

The AHG vests, neckerchiefs and sashes, as well as official AHG Leader polos and Class B t-shirts (our Troop wears blue), are available from AHG - store.americanheritagegirls.org. For placement of the badges and insignia, please refer to the AHG Girl Handbook.

We believe that requiring a girl to wear a uniform should in no way hinder her from joining the organization. If obtaining an AHG uniform for your daughter is difficult, please speak with our Uniform Bin Manager. There are many items, including used Class A uniform items, Class B shirts, and other pieces of apparel available through the Troop's Uniform Bin.

Award Ceremonies

The Troop plans three Award Ceremonies per year so those girls may receive their badges, joining awards, level awards, service stars, and religious awards. The Dedication Ceremony takes place in October. New girls will receive their Joining Award. Returning girls will receive any badges/patches/service stars they earned over the summer. Court of Awards Ceremonies take place in January and May. All award ceremonies are open to parents, friends and relatives to attend. It is important to the girls that they have at least one parent in attendance for these ceremonies. ***When scheduling your family calendar, please make sure these ceremonies have priority. In order for your daughter(s) to receive badges, patches, stars or pins, the badge order form has to be turned in to our Advancement Coordinator on time. (These dates are listed on our calendar for reference.)***

Finances

Member Costs

The following is a breakdown of initial and annual costs. *Please note, these costs are subject to change.*

Girl Registration

\$40.00 annual registration with AHG National (\$105.00 cap for 3+ sisters, must all be registered at the same time)

Adult Registration

\$40.00 – Annual registration with the AHG National (**Every** family must register **one** adult)

Girl Handbook

\$19.99 (Tenderheart/Exp handbook or Pioneer/Patriot handbook)

\$10.99 (Pathfinder handbook)

Uniform/Girl Handbook Packages (Please check AHG Store prices, as they do change.)

Pathfinder "Startup Package" (Uniform/Handbook)	\$31.71
Tenderheart "Startup Package" (Uniform/Handbook)	\$84.21
Explorer "Startup Package" (Uniform/Handbook)	\$84.21
Pioneer "Startup Package" (Uniform/Handbook)	\$65.72
Patriot "Startup Package" (Uniform/Handbook)	\$65.72

Troop Dues

\$50 annually (or \$12.50 quarterly), per girl – helps cover Troop budget

The Troop Board annually determines the amount of “dues” to be charged each girl member to operate a Troop budget. This budget includes badges, unit supplies, camping supplies and campground reservation fees, crafts supplies, girl and leader recognitions (i.e. awards, gifts), program support fee, general office supplies, etc. The Troop’s source of income is from dues and fundraising by all its members. If you should have any questions regarding the Troop budget, please contact the Troop Treasurer.

Fundraising Policy

Fundraising is a necessary activity on behalf of the Troop. Funds earned support the Troop budget, provide for the AHG program support obligation, and enable girls and their families to lessen out of pocket costs. **Because dues have been set very low, the fundraising program is particularly important.** Therefore, each family is required to participate in this effort for the vitality of the Troop and each girl’s experience in the Troop. Each year, the Troop Board reviews the Troop budget and determines the fundraising goals for the upcoming year. AHG’s fundraising guidelines allow for a Troop to conduct up to three fundraisers per year. It is the goal of the Troop Board to earn the necessary funds from the fall fundraiser, Wreaths Across America. *The spring fundraiser will be optional provided our goal has been met with the fall fundraiser.* All families will be notified of the financial standing of the Troop once the fall fundraiser and dues have been collected.

Please follow these general guidelines when engaging in fundraising activities for the Troop:

1. Girls should be in uniform and follow all AHG safety guidelines (see Girl Handbook)
2. No one wearing an AHG uniform may solicit funds for any other organization.
3. Donations help the Troop as much as wreath sponsorships and are encouraged. Donations to the AHG Troop are not tax deductible.

Special Events (optional)

Additional charges vary. Registration forms delivered through The Jump app. See Calendar.

Additional Awards

A small fee may be charged to cover the costs of awards not covered in the Troop budget.

Benevolence Fund

Benevolence Fund money may be available from time to time for badge-related special event activities, uniform costs, and other costs. It may not be used for registration. Please submit your request in writing to the Vice Coordinator for Troop Board approval. Scholarship money is available depending on funds. If granted, the Benevolence Fund money will be used for the intended purpose. A Troop member who registers in the fall must participate in the fall fundraiser to seek Benevolence monies for any reason.

Annual Family Stewardship Campaign (AFSC)

AFSC is an annual family donation drive. Each registered family receives information about this stewardship campaign by email from AHG National. Our Troop encourages our families' participation, as this campaign is crucial to the health and growth of AHG.

Direct Service Obligation

Because AHG does not accept any federal or United Way money, the national organization relies on the support of local Troops for its support. Direct service Troops (those not under a council) are required to make a donation of \$20/girl each year. This fee is paid through dues in our Troop. \$20 of the yearly \$50 dues pays for this.

Meeting Procedures

Sign-In and -Out Procedures / Release of Troop Members

AHG guidelines mandate that girls are to be signed in by a parent at the beginning of the meeting and cannot be released until they are signed out by a parent.

Our meetings begin with a Flag Ceremony that starts promptly at 6:30 in Room 3. We ask that you sign them in between 6:20 and 6:25 pm so they will be in the room and ready for the Flag Ceremony. We will close the door to that room at 6:29, and all other girls will be asked to wait in the hall until the ceremony is complete, so as not to be a distraction.

(PLEASE take your girls to the restroom BEFORE coming to the meeting or before signing them in).

At meeting's end, girls will remain in the room until their parent signs them out (at 8:00). The girls will be escorted to the sign out table to leave with their parent/guardian. If there will be others picking your daughter(s) up from the meetings, include their names on the Troop Meeting Permission Slip.

We cannot release girls to someone not included on the permission slip.

Permission Slips

When girls will be participating in a field trip or activity that requires transportation outside of the Troop meeting, they must have a permission slip. If the parent is attending and driving, they do not need to have a permission slip with them. If a child forgets the permission slip, they will not be able to attend. Troop leaders are not authorized to take children without a permission slip. Permission slips are available for parents/leaders to print from our Troop documents on The Jump App.

Code of Conduct

All AHG girl members are expected to properly conduct themselves at all AHG functions. Proper behavior includes respect for themselves and others and adherence to AHG standards as outlined in the AHG creed. Pioneers and Patriots and their parents will be expected to read and sign the AHG Girl Behavior Agreement. A girl (of any Program Level) who is out of line with her unit Code of Conduct will first be counseled by her Unit Leader on any change that must take place. A second violation will result in an interview with the Vice Coordinator concerning the incident and its relation to the AHG creed. A third violation will result in parental notification and possible termination of membership if deemed necessary. The Troop Board has the right to terminate membership if the violation is determined to be severe.

Inclement Weather Policy

A Troop meeting or event may be cancelled by the Troop Coordinator if there is inclement weather. The Troop will follow the Columbia County Public School inclement weather closing schedule. However, the final determination will be determined by the Troop Coordinator and Unit Leaders. A Troop meeting or unit meeting may also be cancelled if 50% of its members are absent due to illness or if safe girl/adult ratios cannot be maintained.

Girl Visitors

From time to time, girls may like to invite a friend to visit a Troop meeting. The following procedure should be followed when inviting a guest(s):

1. When possible, the Troop Coordinator and Unit Leader should be notified at least a week in advance of a girl visit. The visitor should be introduced to the Unit Leader and Troop Coordinator immediately upon arrival.
2. The guest's parent may choose to attend. If a parent is unable to attend, a permission slip should be submitted with vital parent information provided.
3. A new girl and their parent may visit one time before registering as a Troop member. "Bring a Friend" activities do not count.
4. All non-member "visitors" attending a "Bring a Friend" activity sponsored by the Troop must provide a completed permission slip with emergency contact information.
5. All other visitation situations must be communicated with the Troop Coordinator in advance.

Transportation for Troop Activities

All potential drivers for Troop activities must complete a "Troop Transport Form," verifying auto insurance, seat belts and driver's license. This form must be on file with the Troop Coordinator and the Unit Leader in charge of the activity. Parents choosing not to complete this form may not transport girls other than their own daughters on a Troop related activity. This form must be updated before each trip.

AHG requires drivers to adhere to the following requirements for public liability insurance on vehicles used to transport members for Troop/unit/squad related activities or on long distance trips. Drivers must maintain the following coverage unless your state requires a higher standard:

Passenger Cars, Station Wagons
\$100,000/\$300,000 public liability per accident
\$50,000 property damage
Passenger Bus
\$100,000/\$300,000 public liability per accident
\$50,000 property damage

It is AHG policy that if an adult driver has any of the following violations in the last three years they may not transport girl or adult members on any Troop activity:

- Driving under the influence
- Reckless operation
- Leaving the scene of an accident

- Two or more moving violations within the last 12 months
- Three or more moving violations within the last 3 years
- More than one accident in any one year
- Speeding over 80 MPH or 21 MPH over the posted speed limit
- Operating a motor vehicle during a time of suspension or revocation
- Operating a motor vehicle without a license
- Negligent homicide arising out of the use of a motor vehicle
- Aggravated assault with a motor vehicle

Appropriate girls/leader ratios and two-deep leadership is suggested during transportation. All drivers must be licensed and at least 21 years of age. The Troop/Leadership reserves the right to deny a driver based on automobile safety or driving record. The driver's motor vehicle record may be randomly checked.

When a unit/squad of the Troop travels for an activity for the Troop, each car will be provided with directions and contact information. Each vehicle or vehicle caravan traveling more than 75 miles will have a first-aid kit available.

Alcohol, Drug and Tobacco Policy

As the use of alcohol and drugs has been proven to be a significant health hazard, they are not permitted at any AHG function or activity. Tobacco has also been proven to pose serious health risks. Since adult leaders serve as examples for the girl members, smoking is not allowed in the presence of girls at AHG activities or events. Use of alcohol, drugs or tobacco by an AHG girl member will be reported to the girl's parents.

Troop Communication

Emergency Numbers

If you have an emergency and need to contact your daughter during a meeting, you may call one of the Board members for assistance.

The Jump App

This is our PRIMARY form of communication. We use the Jump for sharing documents, information about events, etc.

Please contact our Communications Manager for instructions on downloading The Jump App to your phone or desktop and for questions about its operation.

Remind Text Messaging Service

We also use Remind (app may be downloaded OR you can opt to just receiving text messages) for communication when posting on the Jump is not ideal. Please accept the invitations to join our Troop "Remind class," as well as your daughters' individual Unit "classes."

Health and Safety

Administration of Medication Policy

1. AHG members are discouraged from taking medication at AHG events unless necessary.
2. AHG requires a completed "Request for Medication Administration" form from a girl's parent that provides the name of the drug, the dose, the times when the medication is to be taken, and the diagnosis or reason the medicine is needed.
3. One leader will be designated the Health and Safety Lead for each event. Any needs should be first reported to her/him.
4. No AHG girl member is allowed to self-medicate while participating in an AHG event. Exceptions include inhalers and epi-pens, which must be kept on a girl's person for emergency use. *Parents must indicate in writing that the girl is in possession of this medication and possesses the knowledge and ability to self-administer.*
5. No AHG girl member may bring over the counter medications for self-administration. Over the counter medications may be administered by the Health and Safety Lead on an as-needed basis. Parents must include these over the counter medications on the "Request for Medication Administration" form. **These medications should be in original packaging, placed in a Ziploc baggie, marked with the girl's name and kept in the possession of the Health and Safety Lead for the duration of the event.**
6. Administration of all medications will be done per the instructions provided on the "Request for Medication Administration" Form.

Sick Policy

Your daughter should be free of any fever and/or COVID-19 symptoms for 24 hours in order to attend an AHG event. Any girl who has an unknown rash will be unable to stay for a meeting. If any medication must be given during an event, the request for Administration of Medication must be provided to the Unit Leader or Health and Safety Lead before the event. A First-Aid and CPR certified adult will be present at all activities. The Troop has a First-Aid kit at all meetings and activities. Each girl's health and medical information will always be readily available at all meetings and events.

Conflict Management (for adults and girls)

- L** – Look for the GOOD. It takes a special effort to look for the GOOD and not the Bad. Assume good intentions. Love is KIND. Love HOPES.
- O** – Only talk to people who are related to the problem and will be able to help solve the problem. Otherwise, it is gossip and destructive! Love ALWAYS PROTECTS.
- V** – Value one another. Christ did! He gave His life for each of us. Surely, we can hold our tongues and communicate in love with each other. Love leads to TRUST.
- E** – Enjoy the differences. God made each of us unique. We all have different talents, gifts and abilities. None of us do things the same way. Love is PATIENT.

Steps to Conflict Resolution

1. Identify the problem
2. Identify common goals, values and assumptions.

3. Keep conversations focused on issues, not personalities.
4. Use simple wording to explain your position.
5. Encourage everyone involved to listen to other points of view.
6. While discussing solutions, keep identifying points of agreement in order to reach a win-win solution.
7. Keep your attitude positive.
8. State what you want/need from the other person. Distinguish between the two.
9. Listen to what the others want /need from you.
10. Watch out for old attitudes that are interfering with your current effort.
11. Make sure your body and verbal language are in agreement.
12. Don't get sidetracked into irrelevant arguments.
13. Speak in private if a difficult issue must be addressed.
14. Do NOT discuss the situation or the person with other people.
15. Always treat each other with respect.

Suggestion Policy

Your suggestions should be hand written or typed with the situation described, the problem and your idea for a solution. Suggestions are to be submitted to your Unit Leader by mail or e-mail.

All complaints are to be signed and accompanied by suggested solutions. Thinking through the problem and coming up with a possible solution allows criticism to be constructive. Also, if you're unable to find a solution, the process may lead you to the realization that the Troop is handling the situation in the best way possible – there may not be a better way to do it.

The Troop Board will consider your suggestion and implement the changes if deemed beneficial to the entire program.

AHG's Statement of Faith

The following Statement of Faith applies to all American Heritage Girls' Charter Organizations and Adult Members:

"We believe that there is one Triune God – Father; Jesus Christ, His one and only Son; and the Holy Spirit – Creator of the universe and eternally existent. We believe the Holy Scriptures (Old and New Testaments) to be the inspired and authoritative Word of God. We believe each person is created in His image for the purpose of communing with and worshipping God. We believe in the ministry of the Holy Spirit, Who enables us to live godly lives. We believe that each individual is called to love the Lord our God with all our heart, mind, soul, and strength; and to love our neighbors as ourselves. We believe God calls us to lives of purity, service, stewardship, and integrity."

AHG and Its Christ-Centered Focus, and the Relationship between AHG and Charter Organizations

In AHG's own words:

"AHG's Christ-centered focus is protected by the AHG Code of Regulations with regard to the AHG Statement of Faith, Oath, and Creed. Spiritual Development is foundational to the AHG Program and included as one of the six Program Emphases. In addition, Christ's messages are woven throughout the AHG Program and religious recognition opportunities are provided. Each Troop is required to have a Troop Shepherd who cares for the flock, keeps Christ central to the Troop, and coordinates girls earning their religious awards.

"AHG is not a church or denomination. AHG supports the Charter Organizations (parishes and Catholic schools) that align with the AHG Statement of Faith and encourages each Charter Organization to teach its own faith traditions.

"Each AHG Troop is chartered by a church or school. The Troop operates under the auspices and authority of its Charter Organization, molding the ministry according to the faith teachings of its Charter Organization and in alignment with the AHG Statement of Faith."

Although Troop GA1917 seeks to focus on our unity in Christ, we are a predominantly Catholic Troop chartered by a Catholic Church. Families of all Christian denominations are welcome in our Troop, as long as they are in agreement with the AHG Statement of Faith (see above). No girl will be prevented from expressing her Christian faith, no matter her denomination, provided her expression does not contradict the Statement of Faith.

Parent Responsibilities

Parent Volunteers

The success of our present program, development of future activities, and progress within our Troop, is dependent on the participation of family members within our organization. The **Parent Service Pledge** is an opportunity for each family to help us accomplish our common goals in providing a healthy, safe environment, and activities for all members of AHG Troop GA1917.

Should you be interested in doing something not listed our Parent Volunteer Roles, please do not hesitate to contact our Troop Coordinator or one of the Troop Board members. We shall consider any and all new ideas.

Your participation is vital to our success. AHG Troop GA1917 thanks you for helping enhance the lives of these young girls through your participation in the **Parent Service Pledge** (next page).

American Heritage Girls Troop GA1917
Parent Service Pledge

One of the purposes of AHG is to provide opportunities to bring the family together. Parents and guardians demonstrate commitment to their daughters by encouraging them and supporting them throughout their years in AHG. Girls should arrive at meetings and events on time, in the proper uniform and with needed Girl Handbooks or supplies. Parents are encouraged to take their daughters for a bathroom break prior to the start of the meeting or event. Parents must monitor their emails for Troop information.

Providing a quality program for girl members requires a commitment from all families involved. Each family must agree to actively participate in the running of our Troop to insure the success of our Troop as a whole. We recognize everyone has different gifts and talents. We also recognize that due to various circumstances, some families may need to complete most of their service outside of regular meeting times. It is an important priority to fill position vacancies and delegate work appropriately to insure a fulfilling experience for all.

We know parents have a vast array of experiences, knowledge and skills that can help the girls complete their badge work. The Unit Leaders have a variety of skills and experience between them, but they don't know everything! It would be interesting and beneficial if someone who has knowledge or experience in an area could teach the girls whenever possible. This may be something as simple as a hobby in painting, or something more complex, like meteorology. We are not planning to do every badge in one year, but by knowing our resources, this will allow us to plan ahead. We want to offer fulfilling experiences while the girls are earning their badges. Both the girls and the presenters will be blessed!

Some parents may have a business or other resources that can be helpful to the Troop. Examples may be color printing, banners, embroidery machines, newspaper connections, hobbies, supplies, gear and equipment or more. If you have a resource that you think would benefit the Troop, please include it on this form.

Although we have been very blessed with many wonderful volunteers who have given of their time and talent, we are in need of more. Our Troop cannot exist without those who give of themselves for others. Volunteering for a position should be done with discernment. Prayer and one's circumstances in life should be weighed when considering a position within the Troop. Please read through the descriptions of volunteer roles on the accompanying pages, and pray for guidance and direction in deciding how you may best help our Troop.

Parent Service Pledge

Yes, I (we) will fulfill the obligation of the **Parent Service Pledge** during this upcoming Troop program year. I(we) am(are) interested in taking on one of the following roles, in order to complete this obligation:

1. _____ 2. _____

Girl's name _____

Parent's name _____

Parent's signature _____

Date _____

Parent Volunteer Roles

Roles	Description	Adult Volunteer
Troop Coordinator	Act as liaison between AHG National Office and Troop. Coordinate events with other Troops in area. Oversee training of all adult leaders and volunteers. Coordinate date/time/room reservations with parish office. Assist in general management of Troop activities.	
Troop Vice Coordinator	Assist Troop Coordinator with duties as necessary. Help to welcome visiting families and new families. Submit Honor Troop and HUGS paperwork and order patches in late April. Work with Continuity Binder Coordinator to keep it up to date. Assign training to adult members of the Troop as necessary and track its completion on AHGfamily.	
Troop Treasurer	Handle all monetary business of the Troop (writing and depositing checks, maintaining all financial records and sharing them with our charter, preparing reports for Troop Board and Troop meetings as needed, collecting dues and money for fundraisers and other events, badges, patches, etc. Notify families when dues are coming up (mid-Sept., mid-Nov., mid-Jan., mid-Mar.). Handle reimbursements for expenses related to Troop operation/activities.	
Troop Shepherd	Pray for the Troop. Coordinate Religious Award Program Leaders and parents (Assist them in getting signatures for medals [or sign himself, if he is a priest or deacon] and instruct in ordering materials and medals, give contact info for training, if necessary). Lead Troop in prayer at All-Troop Meetings and ceremonies. Welcome new members and follow-up on members with multiple absences. Take part in AHG Recognition Mass by reading the script of awards from the ambo.	
UNIT LEADERSHIP POSITIONS:		
Pathfinder Unit Leader	Coordinate and lead weekly Troop Meetings for Pathfinder girl members. Manage and assign duties to Assistant Unit Leader. Keep Pathfinder handbooks signed and up-to-date. Responsible for helping girls earn their Level Awards	
Pathfinder Assistant Unit Leader	Helps deliver meeting content and supports the leader.	

Tenderheart Unit Leader	<p>Coordinate and lead weekly Troop Meetings for Tenderheart girls. Manage and assign duties to Assistant Unit Leaders. Keep girl handbooks signed and up-to-date. Inform parents with a weekly email what the girls will be working on each week and what they are required to complete at home (if anything).</p> <p>Plan and execute 1 or 2 days per year of "day camping" where the girls work on badgework or beginning camping skills. Ratios of adult members to girls and CPR/First Aid trained adults is required. (3 hr minimum per day).</p>	
Tenderheart Assistant Unit Leader	Helps deliver meeting content and supports the leader.	
Tenderheart Assistant Unit Leader	Helps deliver meeting content and supports the leader.	
Tenderheart Assistant Unit Leader	Helps deliver meeting content and supports the leader.	
Explorer Unit Leader	<p>Coordinate and lead weekly Troop Meetings for Explorer girls. Manage and assign duties to Assistant Unit Leaders. Keep girl handbooks signed and up-to-date. Inform parents with a weekly email what the girls will be working on each week and what they are required to complete at home (if anything).</p> <p>Work with Camping Coordinator to plan and execute 2 campouts per year where the girls work on badgework or camping skills. Ratios of adult members to girls and CPR/First Aid trained adults is required.</p>	
Explorer Assistant Unit Leader	Helps deliver the meeting content and supports unit leader.	
Explorer Assistant Unit Leader	Helps deliver the meeting content and supports unit leader.	
Pioneer Unit Leader	<p>Coordinate and lead weekly Troop Meetings for Pioneer girls. Keep girl handbooks signed and up-to-date. Inform parents with a weekly email what the girls will be working on each week and what they are required to complete at home (if anything). Work with Camping Coordinator to plan and execute 2 campouts per year where the girls work on badgework or camping skills. Ratios of adult members to girls and CPR/First Aid trained adults is required.</p>	

Patriot Unit Leader	Coordinate and lead weekly Troop Meetings for Pioneer girls. Keep girl handbooks signed and up-to-date. Inform parents with a weekly email what the girls will be working on each week and what they are required to complete at home (if anything). Work with Camping Coordinator to plan and execute 2 campouts per year where the girls work on badgework or camping skills. Ratios of adult members to girls and CPR/First Aid trained adults is required.	
Troop ESSENTIAL POSITIONS:		
Troop Secretary	Attend all Leadership meetings (excluding Board Meetings) and write up Troop Leadership meeting minutes and distribute to applicable Troop members.	
Advancement Coordinator	Use Badge order form to review, order, and organize all badges, patches, pins, stars and awards earned by girls no later than 3 weeks before a Court of Awards or Dedication Ceremony. Order Joining and Level Awards when necessary. Submit and order AHG leader awards for leaders who qualify. Has purchasing power for the Troop from the Troop account.	
Assistant Advancement Coordinator	Work with the Advancement Coordinator to prepare all badges, patches, pins, stars and awards prior to Award Ceremonies for presentation to the girls. Write Scripts for awards ceremonies pertaining to all badges, patches, pins, service stars and awards. Takes care of the decorations and supplies needed for the PLC to match the ceremony.	
Independent Badge Counselor (This pertains only to badges earned at home)	Is available at the meetings to review the "AHG GA1917 INDEPENDENT BADGE" sheets and listen to the girls' presentations (3-5 min each), make a copy for the leaders' binder, check to make sure the leaders have checked off on them, and then transfer them to the girls' folders. Bring the folders and binder with you to each meeting.	
Communications & Calendar Coordinator	Implements our Communications platforms The Jump App and Remind. Instructs families on how to use them. Enters events on the calendar and keeps it updated.	

Fundraising Co-Coordinators	Coordinate Troop fundraising activities, primarily Wreaths Across America (WAA), and up to 2 additional fundraisers if necessary. Organize WAA "booths" after Masses at St. Teresa's (weekend of Veterans Day) and WAA Day Ceremony (held at Bellevue Memorial Gardens, Grovetown, in December) with the military sorority. Place notices in church bulletin as necessary. Communicate with WAA liaison, work with Troop Treasurer to collect money from girls and send to WAA, as well as receive checks from WAA.	
Registrar	Handle all registrations/transfers of Troop (adult/girl registrations). Keep waiting list current and handle inquiries into the Troop within one week of receiving them. Place notices in area church bulletins as necessary.	
Honor Troop/ HUGS Recorder	Tracks and ensures progress towards Honor Troop Level goal and HUGS goal set by Board. Turns in completed form for Honor Troop to Vice Coordinator at least one month before end-of-year Court of Awards.	
Girl Leadership Directors	Helps develop the girl leadership component of our Troop using the Girl Leadership guides provided in AHGfamily	
Special Event Coordinators (Choose an event from #1-#5 below)	Coordinate a Troop outing or special event. Make reservations and establish time, cost, supplies, and transportation logistics. Submit to Troop Coordinator/Vice Coordinator for approval. Track, fill in permission forms (if necessary) and make available on our Troop communication platform. Make sure they are signed and returned to you. Keep a sign-in sheet at the event and give to our Advancement Coordinator for ordering of patches.	Pi/Pa girls and parents who wish to set up a special event to include all planning and execution. Events can be added after approval from the Board.
Event #1	Kick-off Party (Aug)	
Event #2	Epiphany Party (Jan)	Girl earning Harriet Tubman Level Award (_____)
Event #3	TBD	Girl earning Harriet Tubman level award (_____)
Event #4	TBD	Girl earning Harriet Tubman or Dolley Madison level award (_____)

Event #5	St. Patrick's Day Parade (March)	Girl earning Harriet Tubman level award (_____)
Service Project Coordinators	Design and coordinate at least 3 service projects for the Troop to participate in, between August and April (one being on AHG's National Day of Service in Sept., and coordinated with our Charter Organization, St. Teresa's) Submit event details to our Troop communication platform. Carry through with the implementation of the 3 service projects. Make permission slips available beforehand and collect them before girls take part in project. Keep a sign-in sheet at each event and turn into our Honor Troop/HUGS recorder by the third Thursday in April.	Pioneer and Patriot Girls
Hospitality Coordinator	<i>For each of the 3 ceremonies throughout the year (Dedication Ceremony - Oct., Mid-Year Court-of-Awards - Jan., End-of-Year Court of Awards - May):</i> Order a sheet cake at Costco, pick it up the day of, and get it to the PLC; create a sign-up for 5 fruit and 5 veggie trays, 3 dozen brownies, 3 dozen cookies, set-up crew, and clean-up crew. Check with the flag ceremony leader to ensure the Patrol leader is prepared with the flags and her crew, on time (6:25 pm). Check with Larry Baird about sound through email (lulubaird@yahoo.com). Supervise to make sure the set-up and clean-up crews have completed their tasks before leaving the PLC.	
Troop Records/VIRTUS Manager	Make necessary Troop forms available through our Troop communication platform and assist parents with filling in of forms. Regularly review paperwork and have parents update forms once a year, or as needed. Manage Troop's necessary forms. Keep record of who is VIRTUS trained and send email notifications to tell when classes are scheduled at nearby churches or online. Ensure all are compliant with KEYS and VIRTUS in a timely manner.	
Camping Equipment Manager	Ensures camping equipment and supplies are organized and keeps an inventory. Signs it out to Units/Families as needed. Signs it back in when returned, and makes sure the person returning it has checked that it is in good condition.	

Sign-In/Out Manager	Arrives early every week (6:10). Moves small hallway table to the sign-in area, along with a chair from Room 3. Manage sign-in clipboards. Assist visitors by having parent sign permission form and wear VISITOR badge during the meeting. Put table and chair back after meeting. Opens and locks the building, if necessary. (Keeps information for this duty secure.)	
AHG Recognition Mass Coordinator	Coordinate with Charter Organization for AHG Recognition Mass (late March) and recruit volunteers for all positions (in February), collect religious medals beforehand (in early March), write script, place notice in bulletins of Deanery churches, set up tables in the narthex to display the work the girls have completed to earn their religious awards, attend Mass and make sure all runs smoothly. Inform all parents in the Troop of AHG Recognition Mass and encourage parents of other denominations to have their pastors recognize their daughters at their churches.	
Build Your Own Faith Program Mentor (new AHG program)	Gives additional help to parents whose children are completing the new Protestant and Non-denominational AHG Faith programs (in addition to our Shepherd) as the need arises. Coordinates with the Advancement Coordinator for purchase of religious awards.	
Trained Leader for AHG Catholic Faith Awards Program	Attend training (can be online) to become a mentor for the program. Order the books for the girls. Guide the girls/parents through completion of the program. Set up a meeting with a priest and girls who have earned the medal, in order for them to present it to him. Order the medals and make sure of their reception at the AHG Recognition Mass or a Court of Awards. (Usually 7-8 girls)	
Level Award Coordinator	Identifies girls who will be leveling up at the end of the program year, conducts meetings to go over the expectations from their Level Tracking Sheets and have girls complete Level Award intention forms by third week of Sept. If girls are interested in pursuing their LA, make sure their Level Tracking Sheets are complete and signed 2 weeks prior to the Board of Review, schedule the girls and insure they get to their BOR on time, and give the completed Level Tracking Sheet to the Advancement Coordinator. Request 6-9 registered adults (preferably not Board Members, Unit Leaders or Assistant Leaders) to serve on the BOR, instruct them on the expectations (supply them with the suggested questions), and ensure there are enough on the day of the BOR to hold it.	

Used Uniform Bin Coordinator	Maintain uniform bin (kept in Room 10 closet), keeping a current inventory on the Jump. Bring items to Kickoff Party in August. Collect used uniforms from girls who have outgrown them and want to donate to the Troop.	
New Family Liaison	When new families join after our Dedication Ceremony, this person helps new families settle into the Troop, also guiding them in helping their daughter to earn the Joining Award.	
Cabela's Liaison	Apply for Cabela's Outdoor Fund grant each year. Write a brief report with photos for Cabela's about how the Troop is using the equipment. Be the POC with Cabela's about our Troop volunteering there.	
Troop Stars & Stripes Mentor	Assist potential S & S candidates in the discerning process, and mentor them through the process at the Troop level (with the National Mentor to guide them and you)	When needed

If all positions are taken, please note some way in which you would be able to help our Troop:

_____	_____
_____	_____
_____	_____

Girls' Name(s) _____

Date Submitted _____

American Heritage Girls Troop GA1917
Troop Handbook Parent Acknowledgement

I have read and agree with all the policies stated within the AHG Troop GA1917 Handbook.

Parent's Printed Name

Parent's Signature