

Teen Mentor Leadership Guide

CADETTES



Leader in Action (LiA)



Cadette Program Aide

SENIORS



Counselor in Training



Volunteer in Training

AMBASSADORS



Counselor in Training



Counselor in Training II



Volunteer in Training

Teen Mentoring Awards

When girls guide or teach others, they act as mentors. Teen Mentoring is an exciting part of a Girl Scout's development and is a win-win proposition! As teen mentors, Girl Scout Cadettes, Seniors, and Ambassadors gain experience by sharing skills, testing knowledge, and trying out new leadership roles. For the girls being mentored, it means a chance to be with and learn from teens – some of their favorite people!

Teen Mentoring Awards include Leader in Action, Cadette Program Aide, Counselor-in-Training I & II, and Volunteer-in-Training. By earning these awards, girls from sixth grade up can deepen their understanding of what leadership development means and get excited about guiding others.

- Cadettes earn Leader in Action and Cadette Program Aide
- Seniors earn Counselor-in-Training and Volunteer-in-Training
- Ambassadors earn Counselor-in-Training, Counselor-in-Training II, and Volunteer-in-Training

Teens who earn mentoring awards are given a special opportunity to serve as champions for the Girl Scout Leadership Experience. As mentors, Cadettes, Seniors, and Ambassadors exemplify Girl Scout's aim to deliver fun with purpose.



Leader in Action (LiA)

Cadettes can earn a Leader in Action (LiA) award by assisting a Brownie group on the National Leadership Journey that correlates with the Journey they are working on. Some examples would be *World of Girls* and *MEdia* or the Brownie and Cadette *Think Like an Engineer Journey*. There are specific LiA award requirements for the three original Journey series: *It's Your World—Change It!*, *It's Your Planet—Love It!*, and *It's Your Story—Tell It!*. Complete requirements for these can be found in their Brownie Leadership Journey Adult Guides. Girls will earn the new LiA award, following the requirements in the back of this guide, for all Journeys developed since that time.

To earn a LiA, girls will share their organizational skills, use one of their special talents, teach Brownies something important from their Journey, and reflect upon their own experience. For more information about each LiA, network with the adult volunteers guiding Brownie groups in your Girl Scout community.



Cadette Program Aide (PA)

To earn the Cadette Program Aide (PA), a sixth-grade, seventh-grade, or eighth-grade girl:

- Earns one LiA Award
- Completes GSNI Program Aide Basic Training
- Works directly with younger girls a minimum of 25-hours OR a minimum of 6 separate activity sessions. This might be assisting girls on journey activities (in addition to what she did for her LiA badge), badge activities, or other sessions. She might work with a group at their meetings, day camp, or during a special council event or training.
- Complete and submit Cadette Program Aide Time Log



Counselor-in-Training (CIT)

Seniors and Ambassadors interested in mentoring younger girls in a camp setting can earn the Counselor-in-Training (CIT) Award. As girls earn this award, they build skills that can help them become camp counselors. To earn the Counselor-in-Training Award, a girl:

- Attends a Counselor-in-Training camp session held at a GSNI Resident camp (special camp session designed to combine outdoor and leadership experience)
- Works with younger girls over the course of a camp session



Counselor-in-Training II (CIT II)

Ambassadors interested in mentoring younger girls in a specific area of camp as they build skills toward becoming camp counselors should consider pursuing this award. Girl Scouts who earn this award will be eligible for paid employment at GSNI resident camps. To earn the Counselor-in-Training II (CIT II) Award, a girl:

- Earns her CIT Award
- Works with younger girls over the course of at least one camp session while focusing on increasing her skills in one specific area – such as lifeguarding or the arts



Volunteer-in-Training (VIT)

The Volunteer-in-Training (VIT) Award is for Girl Scout Seniors and Ambassadors who would like to mentor a Girl Scout Daisy, Brownie, Junior, or Cadette group outside of the camp experience. If a girl has completed ninth grade, she is eligible to earn this award. A Volunteer-in-Training project needs to span a three (3) to six (6) month period. To earn the Volunteer-in-Training Award, a girl:

- Finds an adult volunteer mentor who is currently the volunteer for a group of girls at the level she'd like to work with. This volunteer will help her through her training and internship, and she'll help the volunteer with her group of girls for a three (3) to six (6) month period.
- Completes level appropriate GSNI Leadership Course
- Creates and implements a thoughtful journey or badge project that lasts over four (4) or more sessions. Volunteers-in-Training might also help younger girls with a Take Action project. The Volunteer-in-Training is responsible for designing, planning, and evaluating the activities. If a girl is passionate about a topic such as art or STEM she could design the activities around this topic.
- Complete and submit VIT Girl Leader Feedback Form and Time Log

Responsibilities of a Teen Mentor

1. Complete council leadership training prior to seeking out Teen Mentor opportunities. Teen Mentor roles are positions of responsibility. It is expected that every Teen Mentor arrives with the basic knowledge, skills, and experiences that the council leadership trainings provide.
2. Read and sign the **Girl and Parent/Guardian Agreement for Participation in Leadership Project** form. Please return this form to: customercare@girlscoutsni.org
3. Complete the amount of service required by your particular award.
4. Arrange mutually convenient meeting times when partnering with adult volunteers to plan and discuss how they will be integrating you into the function of their group. This includes determining if they will need any special materials for the activities you will be presenting and deciding who will supply them.
5. Create an activity file or notebook in your chosen area of specialization. Your adult volunteer mentor or council adviser can help you determine the nature and scope of the file.
6. Attend the meetings of your assigned group. If you are unable to attend due to an emergency or extenuating circumstance, you must make every effort to notify the leader in advance.
7. Maintain a record of the time you spend serving as a Cadette Program Aide, Counselor-in-Training, or Volunteer-in-Training. This includes prep-time and clean-up.
8. Girl Scouts are NEVER to drive peers or girls.
9. Provide your adult volunteer mentor with a signed parent/guardian permission slip and Health History form when you plan to travel with a group.
10. Verify your adult volunteer mentor has met required girl/adult ratios for all activities. You should never be left alone with girls or counted as an adult.

Aides are not Maids!

Girl Scout Teen Mentors are providing service in a Leadership Experience capacity. Make sure that your adult volunteer mentor knows you are there to actively learn by doing.

Teen Mentors can assist the Adult Volunteer Mentor with leading and teaching girls the following activities (but are not limited to the list, as to mentor's discretion):

- Ice Breaker and other games to support badge/journey requirements
- Girl Scout songs
- Girl Scout ceremonies, including Flag Ceremony, Meeting Opening and Closing ceremonies, etc.
- Activities with girls to learn the Girl Scout Promise & Law

As time goes on, Adult Volunteer Mentors may assign Teen Mentors to:

- Research ideas of activities and community outreach that girls in the troop have indicated an interest in.
- Research games or activities that the mentor deems appropriate for badge/journey.
- After Adult Volunteer Mentor approval of above activities, they may teach the girls, or introduce the proposed activity to the girls in the troop.

Responsibilities of the Adult Volunteer Mentor

- 1. Read and sign the **Adult Volunteer Mentor Agreement for Participation in Leadership Project** form. Please return this form to: customercare@girlscoutsni.org
- 2. Arrange planning time prior to the session in which your PA/VIT will be working with you.
- 3. Inform your PA/VIT in advance of a change or cancellation of a meeting time.
- 4. Give your PA/VIT opportunities for leadership within your group.
- 5. I will not ask my PA/VIT, or allow her to: Be left alone with younger girls, be counted as an adult in girl/adult ratios, drive girls or peers, serve as a first aider or lifeguard.
- 6. Give feedback on an ongoing basis to my PA/VIT.
- 7. Participate in an evaluation process at the end of each session with my PA/VIT.
- 8. Adult Volunteer Mentors will be expected to sign off on hours of girl leader volunteering. This should include any training, planning and troop meeting/field trip/event time. Girls are expected to keep time logs current.

NOTES

The Leader in YOU!

Think of a leader you have had in your life that made a lasting impression. What were some of their qualities? Were they...

Sensitive	Fun	Optimistic
Caring	Creative	Organized
Observant	Positive	Knowledgeable
Relaxed	Flexible	Safety-conscious

There are many characteristics of a good leader. The person you recalled earlier? ...you will be that person for a younger Girl Scout someday. Keep that in mind!

Some friendly advice for leaders to remember...

1. Be a real person. Don't be phony. Be sincere and have a positive attitude.
2. Like people. Accept them into your group. Like them all. Every person has some likable qualities or potential. If you need to, find it!
3. Know your job. Review what you need to know and BE PREPARED.
4. Have fun! Enjoy your work and the caring that is involved. Never get so caught up in the details that you forget why you started in the first place.

The Successful Leader...

- Gives clear work instructions
- Praises others when they deserve it
- Is willing to take time to listen to others
- Is cool and calm most of the time
- Has confidence and self-assurance
- Has appropriate technical knowledge of the work being supervised
- Understands the group's problems
- Gains the group's respect
- Is fair to everyone
- Goes to bat for the group
- Is humble
- Is easy to talk to

Girl Scout Basics



The First “Daisy”

Girl Scout Daisies might like knowing that their Girl Scout grade level is named for the founder of Girl Scouts, Juliette “Daisy” Gordon Low. Called “Daisy” by her family and friends, Low was well ahead of her time and known for her boldness and humor. She put no limits on girls’ lives. Her nickname came from her uncle who, seeing her as a baby, said, “I’ll bet she is going to be a ‘Daisy!’”

The Girl Scout Law

Since its start, Girl Scouts has followed a set of values called the Girl Scout Law (or Laws). The original Laws were written in 1912. They were modified and updated in 1913, 1916, 1917, and 1920. A modern version of the Law was written in 1972 and the current Law was adopted in 1996.



Girl Scouts and the World

Girl Scouts of the USA is a member of the World Association of Girl Guides and Girl Scouts (WAGGGS), which was formed in 1928. Girl Scouts receive the World Trefoil Pin, which symbolizes that they are members of WAGGGS. The pin is often given to girls on World Thinking Day. Its placement – above the Girl Scout membership pin – helps girls understand that WAGGGS is larger than Girl Scouts of the USA.

Girl Scout Sign

Girl Scouts make the Girl Scout sign when they say the Girl Scout Promise. The sign is formed by holding down the thumb and little finger on the right hand, leaving the three middle fingers extended (these three fingers represent the three parts of the Promise).



Girl Scout Handshake

The Girl Scout handshake is the way many Girl Guides and Girl Scouts greet one another. They shake their left hands while making the Girl Scout sign with their right hand. The left-handed handshake – in contrast to the standard American right-handed handshake – represents friendship, because the left hand is closer to the heart than the right.

Friendship Circle and Friendship Squeeze



The Friendship Circle is often formed at the end of meetings or campfires as a closing ceremony. Everyone gathers in a circle; each girl crosses her right arm over her left and then holds hands with the person on each side of her. Once everyone is silent, one girl starts the friendship squeeze by thinking something positive and squeezing the hand of the person to her left. One by one, each girl passes on the squeeze until it travels clockwise around the full circle. This process can be aided by also having the girl put her right foot out further into the circle to give younger girls a visual cue.

Girl Scout Promise

On my honor, I will try:

To serve God and my country,

To help people at all times,

And to live by the Girl Scout Law.

The Girl Scout Law

I will do my best to be

Honest & Fair,

Friendly & Helpful,

Considerate & Caring,

Courageous & Strong, and

Responsible for what I say and do,

And to

Respect myself and others,

Respect authority,

Use resources wisely,

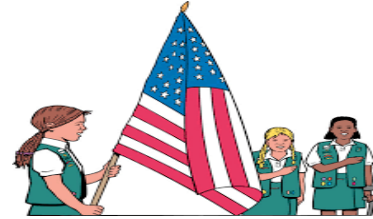
Make the world a better place, and

Be a sister to every Girl Scout.

Flag Ceremony

A flag ceremony honors the American flag as the symbol of our country and all the hopes, dreams, and people it represents. If your group includes girls from other countries, they can honor their flags, too, and conduct an international flag ceremony. Flag ceremonies may be used for:

- Opening or closing meetings
- Opening or closing special events
- Beginning or closing a day
- Honoring a special occasion or special person
- Retiring a worn flag



Flag ceremonies may take place in meeting rooms, outdoor settings, large auditoriums, onstage, or even on horseback. The American flag is carried by a color guard for protection during a flag ceremony. All flag ceremonies share one thing—respect for the flag.

Terms Used in a Flag Ceremony

The **color bearer** (or **flag bearer**) is the person who carries the flag. There is one color bearer for each flag used in the ceremony.

The **color guard** is a team that guards the flags. Any even number of guards may be used, but usually four or six girls are sufficient.

The **Girl Scout in charge** (or **caller**) is a designated Girl Scout who announces or calls each part of the ceremony.

Possible Commands for a Flag Ceremony

"**Girl Scouts, attention.**" Used to announce that the flag ceremony is to begin.

"**Color guard, advance.**" Signals the color guard to advance with the flags, or advance to pick up the flags.

"**Color guard, post the colors.**" Directs the color guard to place the flag in flag standards, or to attach the grommets to a flag pole rope.

"**Color guard, honor your flag.**" Signals the color guard to salute the American flag.

"**Please join us in the Pledge of Allegiance.**" (Followed by an appropriate song, quotation, or poem, if so desired.)

"**Please join us in the Girl Scout Promise**"

"**Color guard, retire the colors.**" Prompts the color guard to remove the flag from standards, or to lower the flag, detach it from the rope, and fold it prior to being dismissed.

"**Color guard, dismissed.**" Prompts the color guard to leave in formation, with or without the flag.

"**Girl Scouts, dismissed.**" Indicates girls may leave in formation or be at ease where they have been standing.

Meeting Planner

As a Teen Mentor you may be asked to help plan an activity, part or all of a meeting, a ceremony, or troop camp out. Your GSNI Leadership Training has given you some tools and ideas you may use in planning for the troop.

Things to consider: Paperwork, Safety Activity Checkpoints, Program Emphasis, Age Appropriateness, Supplies, and Evaluations.

Opening	Supplies Needed:
Business	Supplies Needed:
Program	Supplies Needed:
Snack	Supplies Needed:
Clean-up	Supplies Needed:
Closing	Supplies Needed:

Activity Planner

Estimated Time	
Subject/ Activity	
Activity Leader	
Resources, Materials, Equipment	
Girl-Led, Learn by Doing, Cooperative Learning	



Girl and Parent/Guardian Agreement for Participation in Leadership Project

Instructions: Please read and sign the following agreement.

I will...follow policies and procedures as outlined in the Safety-Activity Checkpoints as well as council policies and standards.

I will...complete the training provided by GSNI for my leadership project.

I will...complete the girl activity part of my leadership project.

I will...submit documentation and evaluation of my experience as required for the project.

I will...try to contact the adult with whom I am working in advance should extenuating circumstances or an emergency prevent me from attending a meeting or event.

I recognize...that as part of my internship commitment, I can be asked to do the following:

- Assist girls in planning and carrying out activities
- Assist with record-keeping
- Help plan end of year activities, bridging, etc.
- Assist with Product Sales but NOT handle troop money

I will not...assume adult responsibilities. This means that I cannot:

- Be left alone with younger girls
- Be counted as an adult for required girl/adult safety ratios
- Drive girls or peers
- Serve as a first-aid or lifeguard.

Girl's Name (printed) _____

Girl's Signature _____ **Date** _____

Email _____ **Phone #** _____

Parent/Guardian: *I have read the agreement above. I give* _____
permission to participate in a leadership project.

Adult's Name (printed) _____

Adult's Signature _____ **Date** _____

Email _____ **Phone #** _____

Please return this form to: customercare@girlscoutsni.org



Adult Volunteer Mentor Agreement for Participation in Leadership Project

Instructions: Please read and sign the following agreement.

I will...arrange for planning time for the older girl who is working with me.

I will...inform her in advance of a change or cancellation of meeting time.

I will...give her opportunities for leadership within my troop/group/camp.

I understand...that I can ask the follow things of a Teen Mentor:

- To assist girls in planning and carrying out activities.
- Assist with record keeping.
- Help plan end-of-the-year activities, bridging, etc.
- Assist with Product Sales but NOT handle troop money.

I will not...allow her to assume adult responsibilities. This means that she cannot:

- Be left alone with younger girls.
- Be counted as an adult for required girl/adult safety ratios.
- Drive girls or peers.
- Serve as a first-aider or lifeguard.

I will...give feedback on an ongoing basis to the girl working with me.

I will...participate in the evaluation process.

Adult's name (printed) _____

Position _____ SU/Troop # _____

Adult's Signature _____ Date _____

Email _____ Phone # _____

Please return this form to: customercare@girlscoutsni.org

Volunteer-in-Training (VIT)

Girl Leader Feedback Form & Time Log



The Volunteer-in-Training (VIT) award is for Girl Scout Seniors and Ambassadors who would like to mentor a Girl Scout Daisy, Brownie, Junior, or Cadette group outside of the camp experience. If a girl has completed ninth grade, she is eligible to earn this award. A Volunteer-in-Training project needs to span a three (3) to six (6) month period. To earn the Volunteer-in-Training award, a girl:

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- Completes level appropriate GSNI Leadership Course.
- Creates and implements a thoughtful journey or badge project that lasts over four (4) or more sessions. Volunteers-in-Training might also help younger girls with a Take Action project. The Volunteer-in-Training is responsible for designing, planning, and evaluating the activities. If a girl is passionate about a topic such as art or STEM she could design the activities around this topic.
- Complete and submit VIT Girl Leader Feedback Form and VIT Girl Leader Time Log.

VIT Girl Leader Feedback Form

Name of Girl Leader: _____

Level of GSNI Leadership Course taken: _____

Date GSNI Leadership Course complete: _____

Name of Adult Mentor: _____

Troop or Group you worked with: _____

What was your Leadership Role with this group? _____

Adult Mentor Comments on your Leadership (This could also be an attached letter):

Adult Signature (or signed letter): _____

Girl Leader Self-Reflection

What did you enjoy most about being a Girl Leader?

What was the most challenging part of being a Girl Leader?

What was the most successful part of the activities you planned?

What was the least successful part of the activities you planned?

Please return this form to: customer care@girlscoutsni.org

Earning the LiA Award

Cadettes can earn a Leader in Action (LiA) award by assisting a Brownie group on the National Leadership Journey that correlates with the Journey they are working on. (Some examples would be *World of Girls* and *MEdia* or the Brownie and Cadette Think Like an Engineer Journey.) There are specific LiA award requirements for the three original Journey series: It's Your World—Change It!, It's Your Planet—Love It!, and It's Your Story—Tell It!. Girls will earn the new LiA award, following the requirements on the next page, for all Journeys developed since that time.

To earn a LiA, Cadettes share their organizational skills, use one of their special talents, teach Brownies something important from their Journey, and reflect on the experience. For more information about each LiA, Cadettes can network with the adult volunteers guiding Brownie groups in their Girl Scout community.

On the next page, you can find a letter to Cadette Girl Scouts about the LiA award.

(continued)

Earning the LiA Award

Dear Girl Scout Cadette,

Here is your chance to show your leadership skills and assist your Brownie sisters in completing their National Leadership Journey! You can demonstrate your commitment by actively assisting during Journey sessions, using your organizational skills, helping the Brownies complete their requirements, and—most importantly—helping them reflect on their experience.

So get set to earn the LiA (Leader in Action) award by using your leadership skills and sharing your experience with a team of Brownies in your community.

Here's how:

1. Find a team of Girl Scout Brownies on (or about to begin) their National Leadership Journey. Ask the adults who volunteer with your group, or ask your Girl Scout council for tips on how to locate a Brownie troop or group.
2. From their volunteer, find out what the Brownies are doing. Talk with her about what they enjoy and what she herself finds challenging. Read the Journey that they are working on.
3. Arrange to be at some of the Brownies' gatherings. Coordinate with the volunteer so you'll have time to do each of these:
 - Inspire the Brownies to talk about the ways they engage with their Journey topic in everyday life. Encourage them to tell stories about the ways they've connected with their Journey topic. Help them ask questions to which they'd like to find the answers. Ask what made them curious or interested about this Journey in particular.

Date accomplished: _____

- Guide the Brownies in an activity to develop their teamwork skills. The girls are planning to create a change in their community through a Take Action project. They'll need to work together to make this happen. Maybe you've participated in team-building activities with Cadettes or with other girls in your world. If you have, share some tips with the Brownies. If not, get ideas from other Girl Scouts in your area. You might use a team-building activity to open or close a session, or introduce it when it best fits for the Brownies and their Journey.

Date accomplished: _____

- Inspire the girls to embrace the idea of their Journey. How can they encourage other people to effect change as it relates to their Journey topic? Develop an activity or lesson the Brownies can share with others to pass on the message.

Date accomplished: _____

(continued)

- Encourage the Brownies to review the Girl Scout Law. Work together and pick one line of the Law that relates to your Journey the best. If they can't decide on just one, have them explain why more than one might be related. Remind them to think about the skills they've learned by working on this Journey together when they say those lines in the Girl Scout Law.

Date accomplished: _____

4. After you've completed your activities with the Brownies, ask their volunteer for feedback on your work with them. What worked well? What might you change next time?
5. Now that you've led all of your activities and exchanged ideas with the Brownies, think about and answer these questions:
 - What did you DISCOVER about yourself as you guided the Brownies?
 - In what ways did you CONNECT with the younger girls?
 - How did your leadership encourage the Brownies to TAKE ACTION to create a change in their community?

CONGRATULATIONS! Wear your LiA award with pride!



Program Aide Basic Training completed on (date): _____

Please return this form to: customercare@girlscoutsni.org



Service to Girl Scouting Bar: For service inside Girl Scouting. Examples: assisting at younger girl troop meetings, helping at camporee, volunteering at council programs, etc.

***If Community Service, name of approved organization: _____**

[illegible]

Date _____

Please return this form to: customercare@girlscoutsni.org