

Frontier Girls Troop Start Up Instructions

The Frontier Girls motto is, "If you see a need, take the lead!" By starting a Frontier Girls troop in your community, you are doing just that. Take the lead and rally others in your community to help you make a difference in the lives of young girls

Step One: Review Charter Information

Download the Charter Packet from the website and read through each document so that you fully understand what is involved in setting up a troop. The Frontier Girls organization does not directly operate Frontier Girls troops. Frontier Girls charters organizations to use the program as a resource for girls and families in their community. While Frontier Girls provides the programming, these charter organizations provide the facilities and the financial and human resources necessary to operate a successful troop. The success of Frontier Girls impact on young girls and women can only be assured when both the chartered organization and Frontier Girls cooperate and meet their respective obligations.

Requirements for a Charter Organization:

- The charter organization must be a 501(c)3 non-profit organization
- The charter organization must agree to abide by the Frontier Girls motto, promise and creed, as well as all policies and procedures.
- A charter organization owns the local troop and provides both financial and non-financial support to the troop.
- The charter organization must provide \$1 million in general liability and list Frontier Girls, Inc. as an "additional insured". Because this is a youth program, insurance coverage against sexual misconduct/molestation must also be provided.
- The charter organization must nominate a Charter Representative who is authorized to sign as a legal representative of the organization to serve as a contact person for both the troop leader and the Frontier Girls main office.

Step Two: Finding a Charter Organization

Once you understand the role and responsibilities of a charter organization, it is time to start the search for one that will fit the goals you have for your troop. Remember, a charter organization owns their troop and can mold it to their own principles and goals, so make sure that you choose an organization that you can fully support. Possible charter organizations, as well as some of the benefits to each of chartering a Frontier Girls troop, is listed below.

★ Local Churches

- Unlike other scouting style programs, Frontier Girls encourages prayer at their meetings and activities.
- Frontier Girls requires a belief in God, and while churches may not force girls to participate in religious activities, they are welcome to mold the troop to their own principles and goals. Girls are welcome to sit/stand in polite silence during any religious activity the troop participates in that does not fit within their own religious beliefs.
- The church is responsible for approving all leaders and volunteers, which means they control the role models that the girls are exposed to.
- Frontier Girls is an opportunity for churches to have an outreach program that allows families to experience a church setting in a non-threatening atmosphere.
- Frontier Girls is a wonderful complement to existing youth programs and character development curriculum.

- Frontier Girls encourages girls to participate in the spiritual award programs offered through organizations such as P.R.A.Y. (Programs of Religious Activities with Youth).
- Frontier Girls offers a variety of badges on desirable character traits as well the Fruits of the Spirit Award.
- Frontier Girls promotes community service which will also make the chartering church more visible within the community.
- Frontier Girls troops are required to perform a minimum of three service projects each year and one must be for the organization that charters them, providing service to the church.

★ **Schools**

- Frontier Girls is a wonderful supplement to a school's extra-curricular program. We offer more than 1200 badges in 9 different Areas of Discovery, so there is something for everyone regardless of their abilities or interests.
- The Frontier Girls badges complement what the girls are already learning within the classroom. Badges such as American History, Math, Classical Literature, Writing, Poetry, Chemistry, and Magnetics encourage girls to take what they learn in the classroom one step further and apply it to their own lives.
- Frontier Girls promotion of community service provides a way for schools to generate positive publicity and to become more visible within their community.
- Frontier Girls troops are required to perform a minimum of three service projects each year and one must be for the organization that charters them, providing service to the school.
- A school that charters a Frontier Girls troop "owns" that troop and may mold it according to their principles and goals.
- The school is responsible for approving all leaders and volunteers, which means they control the role models that the girls are exposed to.
- As an extra curricular activity, Frontier Girls provides a positive peer group for the girls to participate in and teaches them leadership and teamwork.

★ **Veteran's Organizations such as VFW Posts or American Legion**

- Frontier Girls not only focuses on patriotism as a key character trait to teach the girls, but are also strong supporters of our county's military, both present and past.
- Frontier Girls promotes community service, providing visibility within the community and positive publicity for the veteran's organization.
- Frontier Girls troops are required to perform a minimum of three service projects each year and one must be for the organization that charters them, providing service to the veterans in the organization.
- Frontier Girls offers veteran organizations an opportunity to work with youth and educate both them, and the community, about veteran affairs and the history and importance of our military.
- Frontier Girls offers more than 1200 badges in 9 Areas of Discovery including badges directly relating to veterans such as the WWI badge, WWII badge, Korean War badge, Army badge, Air Force badge, and many more. Badge work in these areas provides local veterans an avenue to share their experiences and expertise.
- A veterans organization that charters a Frontier Girls troop "owns" that troop and may mold it according to their principles and goals.
- The veterans organization is responsible for approving all leaders and volunteers, which means they control the role models that the girls are exposed to.

★ **Moose Lodge, Elks Lodge, Kiwanis and Other Community Organizations**

- The Frontier Girls program fits very well into the mission of community organizations such as the Moose and Elks lodges and their goal to serve local youth and their community.
- Frontier Girls troops are required to perform a minimum of three service projects each year and one must be for the organization that charters them, providing service to the organization itself.
- Frontier Girls promotes community service, providing visibility within the community and

- positive publicity for the organization.
- An organization that chartered a Frontier Girls troop “owns” that troop and may mold it according to their principles and goals.
- The organization is responsible for approving all leaders and volunteers, which means they control the role models that the girls are exposed to.

Step Three: Making the Presentation

When you think that you have found a charter organization that will work for you, it is time to make a presentation, and convince them to help you start a local Frontier Girls troop. Before approaching the organization, it is best to have a few things organized.

1. Find enough volunteers willing to help with your troop. You will need approximately one adult for every 8 girls, depending on age, with a minimum of two adults regardless of the number of girls in your troop. By having volunteers ready, you show the organization that you are serious about this proposition and ready to get to work.
2. Have a list of girls who are interested in joining your troop. The larger the number, the more of a need in the community you can show the organization. Some organizations may not wish to go through the trouble and expense for only 3 or 4 girls, but are more than willing if there are 10-15 girls interested. Keep in mind that our troops are set up to handle all ages in one troop, but this is not required. Set up your troop with the ages and the number of girls that you, and the other volunteers, are comfortable with. We have troops as small as 5 girls, and others that have 40. Some are all about the same age, and others have girls from age 5-18.
3. If possible, pre-purchase the complete troop start up kit for \$60. If you start a troop within one year of purchasing the kit, the \$60 will be deducted from your first year’s charter fee as this kit is included as part of the charter. The kit includes:

Complete Leader Handbook
Record Keeping Binder
Financial Binder
Girl/Parent Handbook CD
Badge Requirements CD
50 brochures
Marketing CD with both color and black and white flyers that can be printed out.
Songs CD
Flag Ceremony Instructional DVD
Promotional DVD

Purchasing this kit in advance will give you the advantage having actual marketing and media materials to show to your prospective organization. Full color brochures, a handbook they can look through, and the other materials included will answer their questions more fully, and help them to appreciate every aspect of the program.

4. If you are unable to purchase the start up kit, download as much information off of our website as you can and bring it with you.
5. Make sure to cover the following topics in your presentation:
 - Program Goals for the Girls:

1. Develop Moral Character

Develop a strong moral character that will help them make sound and ethical decisions throughout their lives.

To love their neighbor as themselves and think of others first.

To give back to their communities and make their world a better place to live.

2. Develop Interpersonal Skills

Develop the ability to communicate and interact well with others.

Learn to respect others opinions and beliefs.

Understand and respect individual, cultural, religious, and racial differences.

Learn the importance of teamwork as well as how to be an effective leader.

3. Foster a Love of Learning

Seek a variety of new experiences and challenges

Seek opportunities to learn new skills

Develop a life long love of learning.

4. Develop Confidence and Strength

Demonstrate competence and responsibility

Feel comfortable in a leadership position

Develop the strength to stand up for their convictions and what they believe.

5. Promote Patriotism

Learn a proper respect for flag and country

Support our military veterans as well as those currently serving

- The benefits to the organization of chartering a Frontier Girls troop (see Step One)
- The costs involved: \$150 annual charter fee to be paid by the organization or raised by the troop. \$30 annual registration fee per girl, usually paid for by the parents. \$10 annual registration fee per adult.
- Explain how you plan to run the troop. How often will you meet? What will be your focus? Outdoor activities? Arts and Crafts? A little bit of everything? How will you implement the Frontier Girls goals?
- The responsibilities of the Charter Organization (see the Charter Organization Agreement)

Once you have an organization that has agreed to charter your troop, you will need to work with them to appoint a Charter Representative. The Charter Representative is simply a member of the organization who will act as your contact person when communicating and dealing with the organization. They will help you with details such as setting up your bank account and approving your budget. They will help make sure that you have an appropriate meeting location, and will mediate any complaints or concerns that you, as the leader, cannot resolve on your own. The Charter Representative is basically your “go to” person when you need to communicate needs or successes to the organization.

Step Four: Submit Your Application

Once everything is in place to start your troop, it is time to submit your applications and paperwork. A check list and all necessary documents can be downloaded from our website under the heading “Charter Packet”. The items you will need to make sure are complete are as follows:

_____ Completed Charter Application

_____ Complete and sign the Frontier Girls, Inc. Charter Agreement

_____ Charter Fee Payment of \$150 (less \$60 if the start up kit has already been purchased)

- _____ Proof of Charter Organization's Tax Exempt Status
- _____ Complete and sign the Frontier Girls Charter Representative Agreement
- _____ Copy of the Charter Organization's Certificate of Liability (insurance)
- _____ Complete and sign the Frontier Girls Troop Leader Agreement
- _____ Troop Leader has completed and signed an Adult Volunteer Application
- _____ Troop Leader has signed the Consent, Waiver and Release Form
- _____ Three (3) references forms for Troop Leader
- _____ Leader has read the Frontier Girls Child Abuse Prevention Policy

Step Five: Receive Start Up Materials

If you have not already repurchased your start up kit, one will be sent to you within 3 weeks of your Charter Organization being approved. Once your kit is received, the leader is required to read through the entire leader handbook and take the included Home Study test. Do NOT begin to register girls or other adults until you have received charter approval and your official troop number.

Step Six: Return the Home Study Test

When you have finished your Home Study test, return it to the Frontier Girls Main Office. A passing grade of 80% must be obtained before you may hold your first meeting. Be prepared for one of our support staff to contact you regarding any further training you may need.

Step Seven: Hold a Preliminary Meetings

Have a planning meeting with your volunteers to discuss each person's involvement and responsibilities. Decide how often you will meet and for how long. Some troops meet every week, others just once a month. Meetings can last just an hour (usually for younger troops) or two hours, which gives you more time for more extensive projects. Keep in mind that it is the responsibility of the Charter Organization to recruit, select and approve all troop leadership and volunteers.

Have a planning meeting with the parents to go over costs, registration, badges earned at home, uniforms, etc. Talk to them about what they want their girls to get out of the program and explain that in order for the girls to obtain the most benefits, the parents must be involved as well. Have the parents sign a Parent Participation Pledge (included with your start up kit). This is also the time to go over troop rules and policies with your parents.

After you have spoken with the parents, get the girls together for a planning meeting to find out what their interests are and what they want to get out of Frontier Girls. You don't want to plan a bunch of indoor arts and crafts for a group of girls who want to do sports and camping. At the same time, you wouldn't want to plan nothing but hikes and outdoor activities if your girls are more indoor oriented.

Step Eight: Plan the First Four to Eight Meetings.

Once you have met with everyone involved, it is best if your first 4-8 meetings are planned out in

advance. This way your volunteers will know exactly what to expect. Do not be afraid to make changes as you go if things do not go exactly as planned. It will take you a little while to figure out exactly how much can be done at each meeting. Be flexible.

Step Nine: Gather supplies for your troop.

The following supplies will be needed for most, if not all, meetings:

- Leader Handbook
- Financial Binder
- Record Keeping Binder
- Calculator
- 3 hole punch
- Stapler
- Scissors
- Scotch tape
- Ball Point Pens
- Award Bag (Patriotic bag included with start up kit to hold pins for presentation.)
- Craft Supplies
- First Aid Kit

Now you are ready for your first meeting!