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# First Four Meetings: *Brownies*

A step-by-step guide  
for the first four meetings of  
your Brownie Troop

# Week One

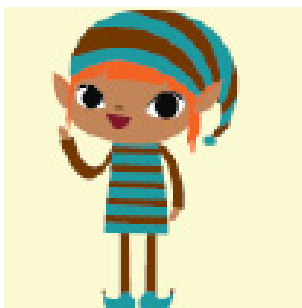
## 1. Pre-Meeting Activity: Giant Name Tags

As the girls arrive, have them write their name in the center of a large piece of construction paper. Have them write or draw pictures of the following around their name: where they were born, places they have visited, favorite foods, favorite activities, favorite movies, and so on. Encourage the girls to talk amongst themselves and find commonalities as they make their name tags. When the girls are done (or the time is up) hole-punch each side of the paper and tie a string in each hole, so the girls can wear their name tags for the rest of the meeting.

## 2. Opening Activities: Get Acquainted

Play a get-acquainted game, such as “Going on a Trip,” where the girls sit in a circle and pick items to take on a trip that start with the first letter of their first name (such as, “I’m Sabrina, and I’m going to bring a suitcase,” or “I’m Claire, and I’m going to bring a CD.”

Then, have the girls play “Human Knot.” Have the girls form a close circle, with one girl standing out of the circle. This girl is the “doctor.” Have the girls grab hands with Scouts on the other side of the circle, and twist and turn so they form a human knot. Then the “doctor” comes back and guides them to untangle the circle without breaking hands. This game can be played over and over again if the girls like it!



## 3. Troop Business

A. Have girls sit in a Brownie Girl Scout Ring (circle) [Brownie Handbook Page 22] and take attendance.

B. Girls should establish expectations for their troop meetings with guidance from leaders. Explain and demonstrate the Quiet Sign [Brownie Handbook Page 22].

C. Discuss the purpose of registering and the fee, make sure all girls return registrations by the next meeting. Also discuss the purpose of Girl Scout uniforms [Brownie Handbook Page 26-27], and what it means to be a Brownie Girl Scout [Brownie Handbook Page 17].

D. Introduce the Kaper Chart [Kaper Chart Resource Included], and have the girls sign up to complete various tasks like helping set up crafts, passing out snack, or clearing the tables after the meeting.

## 4. Major Activities Brownie Story

Tell “The Brownie Story” [Brownie Handbook Page 18] while the girls eat snack. Because the story is long and the girls’ attention spans are short, try reading the story before the meeting and paraphrasing the story in your own words.

## 5. Optional: Snack Time

Have the girls act out the Brownie Story. Teach the Girl Scout slogan, “Do a good turn daily.” Relate this to the Brownie Story. Learn the traditional “Brownie Smile Song.”

## 6. Closing

Try the Friendship Circle [Brownie Handbook Page 19].

# Week Two

## 1. Pre-Meeting Activity: Giggling Gertie

Have the girls form a circle, with one girl standing in the center. The girl in the center laughs and tosses a handkerchief or rag in the air. The group starts to laugh and all the players continue to laugh as long as the handkerchief is in the air. The instant the handkerchief touches the floor, all faces become expressionless. The first person caught smiling or laughing is “it,” and replaces the girl in the center.

## 2. Opening Activities: Get Acquainted

Play another get-acquainted game, such as the Bean Bag Name Game. Have the girls form a circle, sitting or standing. The leader will toss the bean bag to a girl. The girl says her name and tosses the bag to another girl, who will say her name. After all the girls have said their names, the game can be varied. Have the girls toss the bean bag in reverse order, starting with the last girl to catch the bag, or have the girl with the bean bag say her own name and the name of the girl to whom she is tossing the bean bag.

## 3. Troop Business

A. Take attendance and have the girls sign up on the Kaper Chart. Collect any forms the girls have brought in.

B. Have the girls volunteer to share good turns that they have done since the last meeting, such as holding a door open or being nice to a sibling. Relate this to the Brownie Story from the last meeting.



## 4. Optional: Snack Time

While the girls eat snack, explain the concept of badges and ask the girls which ones interest them. If possible, prepare a list of five to ten badges that are diverse yet feasible for your troop to complete. Aim to finish one or two badges in the next two months, based on their input.

## 5. Major Activities: Girl Scout Promise

Read the Girl Scout Promise together and discuss what each part of it means. Then, play the Promise Game. Have the girls stand in a circle, and pass a ball or bean bag to the first girl. She should hold the ball and say “on,” the first word of the Promise, and pass the ball to the next girl, who should say “my.” The next girl will say “honor,” and so on until the girls complete the Promise. Go slowly at first, and faster on the next round. Pass the ball in a random order to make the game more challenging. Then, make Promise Bookmarks. Have the girls decorate strips of construction paper with pictures and words that represent the meaning of the Girl Scout Promise.

## 6. Closing

Learn “Make New Friends,” [Brownie Song Resource Included] a traditional Girl Scout song. Consider singing it in a round if the girls master it.

### Check In Question

Are the girls all getting along well?

Are all the girls learning the names of the other troop members?

# Week Three

## 1. Pre-Meeting Activity: Silly Name Game

Have all the girls and leaders sit in a circle. The Leader starts the game, saying her first name and choosing something she likes to do for her last name (like Julie Swimming or Sally Reading, and so on). Then the girls continue around the circle, saying their names until the circle is complete. At the end, challenge the girls to remember the special names of others in the circle. If you wish, you can substitute favorite colors (Julie Purple or Sally Red, etc.) or favorite foods (Julie Pizza or Sally Ice Cream, etc.) for the last name. The objective of this game is for the girls to learn more about their fellow Scouts.

## 2. Opening Activity: Flag Ceremonies

Explain the structure and the purpose of flag ceremonies to the girls [Ceremony Resource Included], and how they are a traditional part of all Girl Scout meetings and events. Then, put on a simple flag ceremony. Choose two girls to be color guards, one girl to be the color bearer, and one or two girls to read the directions.

## 3. Troop Business

A. Take attendance and have the girls sign up on the Kaper chart, giving preference to the girls who didn't participate in the flag ceremony. Collect any forms the girls have brought in.

B. Have the girls volunteer to share more good turns that they have done since the last meeting.



## 4. Optional: Snack Time

While the girls eat snack, introduce them to the Girl Scout Law [Brownie Handbook Page 2]. Ask them what they think each part of the law means and how they can apply it to their lives.

## 5. Major Activities: Brownie Ceremonies

Tell the girls that you will be having an Investiture and Rededication Ceremony [Ceremony Resource Included] next week where new girls will receive their Brownie pin and other girls will rededicate themselves to the Promise and Law. Discuss the ceremony, which will include a flag ceremony, reciting the Promise and Law, and one or two songs. Teach the Girl Scout handshake [Brownie Handbook Page 2]. Plan a Kaper chart for the ceremony. Then, split the girls into two groups. One group will make personal invitations for their families while the other group decorates posters of the Promise and Law. Then the groups swap.

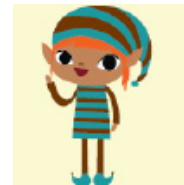
## 6. Closing

Tunnel closing: girls form two lines facing each other and make a bridge with their hands. The first pair walks under the bridge holding hands, and the rest follow suit.

# Week Four

## 1. Pre-Meeting Activity: Brownie Crowns

Help the girls write “I do a good turn daily” on long strips of construction paper. Then have them decorate the paper with pictures that show how they help people and use the Girl Scout motto in their everyday life. They could also draw pictures of role models who use the Girl Scout motto. When they are done, carefully staple the crown in a circle so it fits their head. The girls can wear their crowns for the rest of the meeting.



## 2. Opening Activities: Promise Game

Play the Promise Game from the second meeting to review the Girl Scout Promise with the girls. Think up variations to make the game more exciting, such as saying it super fast or tossing the ball in a pattern. Review the Girl Scout Law as well.

## 3. Troop Business

1. Take attendance. Collect any forms that the girls have brought in.
2. Have the girls volunteer to share more good turns that they have done since the last meeting.
3. Review the girls' special jobs on the Kaper chart that was put together at the last meeting.
4. Walk through the structure of the Investiture Ceremony [Girl Scout Ceremonies Resource Included]. Make sure that the girls know where to stand at all times. Review the songs that the group will sing in the ceremony.

## 4. Major Activity: Investiture Ceremony

Have girls escort their family and friends to their seats at the beginning of the ceremony. Then, call the girls to the stage for the ceremony, which could include a flag ceremony, one or two songs, recitations of the Promise and Law, and individual recognition of each Brownie. This is a memorable and special day for all Girl Scouts and their families.

## 5. Closing & Optional Snack

After the end of the ceremony, have the girls' families and friends form a big tunnel in the style of the tunnel closing from your third meeting. If you wish, you could have snacks and drinks set out for the girls and their families to enjoy. Encourage parents to get to know each other.

# Supplies

## Week One

Construction paper, markers or crayons, hole puncher, yarn or string, scissors  
Poster for expectations, Kaper chart  
Snacks, "The Brownie Story," and optional props  
Poster with lyrics to "The Brownie Smile Song"

## Week Two

Handkerchief or rag  
Bean bag and/or ball  
Kaper chart  
Snacks, Try-It book  
Poster of Girl Scout Promise  
Construction paper, markers, magazine cutouts, glue, stickers  
Poster with lyrics to "Make New Friends"

## Week Three

American Flag and instructions for flag ceremony  
Kaper chart  
Snacks, poster of Girl Scout Law

Kaper chart for next week, markers, construction paper, poster boards, ribbons and glitter for invitations and posters

## Week Four

Construction paper or poster board, markers or crayons, scissors, stapler  
Kaper chart from week three  
Posters with Promise, Law, and song lyrics  
Pins, flag, and materials for Investiture  
Snacks

# Girl Scout Ceremonies

## Flag Ceremonies

### Honoring the American Flag

A flag ceremony honors the American flag as the symbol of our country and all the hopes, dreams, and people it consists of. If your group includes girls from other countries, girls can honor their flags. Your troop may want to 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, on stage, even on horseback. All flag ceremonies share one thing—respect for the flag.

### Flag Ceremony Guidelines

Keep it simple. Emphasis needs to be on respect for the flag rather than on the commands or techniques. Adults can ask girls these questions when planning:

1. Who will carry the flag?
2. Who will be the color guards?
3. Who will give the directions for the ceremony?
4. What song will be sung? Who will sound the pitch and start the song?
5. Will a poem or quotation be included? Who will say or read it?
6. After the Pledge of Allegiance, will the Girl Scout Promise and the Law be said?
7. In what order will the parts of the ceremony take place?
8. When will the group practice?
9. Where will the flags be placed at the end of the ceremony?

### 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 (Opening)

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

**“Color guard, advance.”** This signals the color guard to advance with the flags, or advance to pick up the flags.

**“Color guard, post the colors.”** This 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.”** The color guard salutes the American flag.

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

## Possible Commands for a Flag Ceremony (Closing)

**“Color guard, honor your flag.”** The color guard salutes the American flag.

**“Color guard, retire the colors.”** This asks the color guard to remove the flag from standards, or to lower the flag, detach from the rope, and fold prior to being dismissed.

**“Color guard, dismissed.”** The color guard leaves in formation, with or without the flag.

**“Girl Scouts, dismissed.”** Girls may leave in formation or be at ease where they have been standing.

## Handling the American Flag

Display of the American flag is governed by law to ensure that it will be treated with the respect due the flag of a great nation. This is known as the United States Flag Code. Some of the rules most useful for Girl Scouts are:

- The American flag must be placed in the center, and higher, when displayed with a group of state, local, or organizational flags flown from staffs. It may also be positioned to the right of other flags. (If girls were to hold the flag while facing their audience, their right side would be the flag’s own right.)
- When displayed from a staff in a house of worship or public auditorium, the flag of the United States must hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergy’s or speaker’s right as he or she faces the audience. Any other flag so displayed should be placed on the left of the clergy or speaker or to the right of the audience.
- The flag is to be hoisted briskly and lowered slowly with dignity.
- The flag should never be allowed to touch anything beneath it, nor should it ever be carried flat or horizontally—always aloft and free.
- Never use the flag as a cover or place anything on top of it.
- No disrespect of any kind should be shown to the flag of the United States. It should be kept clean.
- The flag, when carried in a procession with other flags, should be either on the marching right or, if there is a line of other flags, in front of the center of that line.
- When you display the flag on a wall or in a window where people see it from the street, it should be displayed flat with the blue part at the top and on the flag’s own right (which is the observer’s left).
- When displayed after dark, the flag should be illuminated.

## Investiture/ Rededication Ceremonies

An investiture is a ceremony to welcome new girls or adults into Girl Scouting. It is a very meaningful step in the life of each person as she becomes active in Girl Scouts for the first time.

A rededication is a ceremony for girls and adults who have already been invested. It is a time for them to reaffirm their belief in the Girl Scout Promise and Law and to reflect upon the meaning of Girl Scouting in their lives. Usually it is held at the beginning of each Girl Scout year (October), or shortly after the troop forms.

## Tips for Holding Ceremonies

1. Devote sufficient time to planning the ceremony. Good ceremonies have a clear purpose and enrich the meaning and mood of the ceremony.
2. Use *Journey* adult guides and *The Girl’s Guide to Girl Scouting* to help girls plan their ceremonies.
3. Take safety precautions when using candles or fires, or when the girls construct bridges or platforms. Refer to Volunteer Essentials and the Safety Activity Checkpoints (available through your council) for specific advice.
4. Add personal elements to traditional ceremonies. Use favorite poems, songs, stories, and sayings, or have the girls write something new.
5. Consider the role of colors and symbols that the girls might use in their ceremony.
6. Observe flag etiquette when the girls hold flag ceremonies.



# Troop Government

- Every grade level of Girl Scouting uses some form of troop government.
- Troop government is a way for girls to learn responsibility, independence and how to become leaders!
- Troop government is designed to be progressive, building on the skills learned in previous years.
- When the girls reach Girl Scout Juniors and on through Girl Scout Ambassadors, the girls take on more responsibility of running the troop and thus should decide which form of troop government they will use.
- You may want to try all three out before the girls make a final decision. And, if the system they chose is not working for the troop, the troop can then decide on another form of government for themselves.

## Girl Scout Daisy Circle

Girl Scout Daisies can help make some of the decisions about their troop through the Girl Scout Daisy Circle. It is the business part of a Girl Scout Daisy meeting. This sage lasts only 5 to 10 minutes. This part of the meeting is led by the Troop Leader. It is best for the Leader to give girls two or three choices to pick from at this age. Decisions could include things such as where to go on a field trip or what kind of service project the girls would like to participate in. Simplicity is the key here.

## Girl Scout Brownie Ring

The Girl Scout Brownie Ring is very similar to the Girl Scout Daisy Circle but expands to the abilities of these now somewhat “older” girls. Girls can now begin to lead discussions and “brainstorm” ideas. A Ring “Leader” may be designated to lead discussions, but make sure that all girls are given this leadership opportunity. When someone wishes to speak, a special “Talking Signal” is used in the Girl Scout Brownie Ring. This is indicated by the girl placing the two fingers of her right hand on the floor (or table, if you are seated at a table instead of the floor). The Girl Scout Brownie Ring is a good way to make all of the major decisions in your troop from how to spend cookie profits to which Badge to work on next.

## Town Meeting (Brownie and above)

In a Town Meeting, the entire troop makes its decisions together. A Moderator is generally needed to lead group discussions. Officers such as Secretary and Treasurer may be elected if the troop feels that there is a need. This generally only works well in small groups but can work in large groups if the girls can stay on task.

## Executive Board (Juniors and above)

The Executive Board consists of the “officers” of the troop. They generally include a President, Vice-President, Secretary, and Treasurer. Job descriptions should be agreed upon as well as the duration of office. It is important, especially at the beginning of self-government, that everyone has the opportunity to participate at some time throughout the year. These “board” members meet on a regular basis to decide matters for the troop. Some method needs to be devised for the troop members to give input to the Executive Board. This could be a simple suggestion box at a troop meeting. This system tends to work well with smaller troops.

## Patrol System (Juniors and above)

The Patrol System is the most versatile of the systems of government. The troop is divided into smaller units called patrols. The ideal patrol size is about 5-8 girls. Each Patrol elects a Patrol Leader responsible for running their patrol meetings. An Assistant Patrol Leader is also a good idea in the event that the Patrol Leader cannot make a meeting. All troop business can be handled in these patrols. Attendance and dues can be recorded by the patrols. For any given outing, chores may be divided up with each patrol responsible for its own task. In order for the troop to run smoothly and as a group, Patrol Leaders should come together periodically (at least once a month) to discuss troop issues and make group decisions. This is called the “Court of Honor.” Each patrol gives their input to the Patrol Leader who presents their viewpoint at the Court of Honor. Also included in the Court of Honor are any other troop officers such as Secretary and Treasurer. The Patrol System can be very successful, but only if the girls are given skills with which to succeed.

## Court of Honor (Juniors and above)

Generally consisting of the Troop Officers and the Patrol Leaders, the Court of Honor meets on a regular basis to plan troop activities. Monthly meetings can be used to plan events to occur the following month. A long meeting once or twice a year can be used for long-term planning of troop events and planning the troop yearly calendar. If you have a troop Moderator or President, this person generally presides over the Court of Honor meetings.

# Kaper Charts

## Dividing Responsibilities & Opportunities

A Kaper is a job or chore that must be done. In Girl Scouting, a Kaper Chart is prepared which indicates all the jobs available and who is responsible for each one. In other words, a Kaper Chart is a way of dividing the jobs so that each girl has a part.

To make a Kaper Chart, first decide:

1. Which kapers should be divided
2. Whether the kapers should be handled by groups or individuals
3. If groups, group size
4. What type or style to use
5. How to rotate the girls

Keep in mind that kaper groups allow leaders to mix the girls in different ways. Typically, groups would stay together for a few times and then are mixed up again. Sometimes, however, girls are rotated more often to give them an opportunity to meet different girls. Sometimes, groups use a combination of Kaper Charts for different functions: one for groups, splitting major jobs, one for flag ceremony job etc..

## Kapers for Individuals

Choose the kapers that work for your troop, perhaps combine some

*Opening Kapers:* Promise leader, Law leader, flag holder, flag ceremony caller, Color guards, Good Deed Roll Call, Bridge of Silence (2) -These girls make a bridge prior to the flag ceremony and everyone files through underneath, when the girl passes under she stops talking.

*Business Kapers:* Secretary-attendance, treasurer—dues

*Misc. Kapers:* Line leader— hand out craft supplies, Game Girl— chooses a game, Song Singer— chooses a song, Share Bear— gets to tell a story on the topic of their choice, Historian— takes 3-4 photos at each meeting, Floater— fill in in case someone is absent, Free— no job this time

*Snacks Kapers:* Bring/pass Snack, bring/pass drinks, table wipers, lead grace

*Clean Up Kapers:* Push in chairs, or stack them Queen of Clean-cleans up after snack, Kaper Keeper moves kaper assignments at the end of the meeting

*Closing Kapers:* Friendship Fairy-starts the friendship squeeze

## Kapers for Groups

You probably wouldn't have all these jobs—choose the ones that work for your troop size and needs

*Opening:* Choose and lead the opening. Will it be a flag ceremony, a favorite game or song, the Promise?

*Business Assistants:* Pass out and collect papers, take attendance, collect dues

*Passers:* Pass out any supplies during the meeting

*Hostesses:* Prepare and pass out snack, lead grace (optional)

*Clean Up:* Everyone cleans, but these girls make sure it gets done

*Closing:* Choose and lead the closing. Will it be a song, talking about living the Promise, Friendship Circle?

*Out:* Large troops might need to rotate groups out

# Brownie Songs

## Make New Friends

Make new friends,  
but keep the old.  
One is silver  
and the other's gold.  
A circle is round,  
it had no end,  
That's how long  
I want to be your friend

## Brownie Smile Song

I've got something in my pocket,  
it belongs across my face.  
I keep it very close to me,  
in a most convenient place.  
I'm sure you couldn't guess it  
if you guessed a long, long while.  
So I'll take it out and put it on,  
it's a Great Big Brownie Smile!

## We are Brownies

Tune: "Are You Sleeping?"

We are Brownies, we are Brownies,  
In a ring, in a ring.  
We are Girl Scout Brownies,  
We are Girl Scout Brownies  
Hear us sing, hear us sing.  
We discover, we discover  
Things to do, things to do.  
We are ready helpers,  
We are ready helpers.  
How about you, how about you? (point)

## Taps

Day is done, gone the sun,  
From the lake, from the hills, from the sky;  
All is well, safely rest, God is nigh.

Fading light, dims the sight,  
And a star gems the sky, gleaming bright.  
From afar, drawing nigh, falls the night.