 

In the Name of God, The Beneficent, The Merciful Girl Scouts of ICN Parent Handbook GirlScouts@icnmasjid.org

Daisy KG Troop# 51062 Service Unit 554 Daisy 1st Gr. Troop# 51110 Service Unit 554

Brownies 2nd-3rd Gr. Troop# 51112 Service Unit 554 Junior 4th-5th Gr. Troop# 51114 Service Unit 554

Cadettes Grades 6,7,8 Troop # 51120 Service Unit 521 Seniors Grades 9 &10 Troop # 55350 Service Unit 521

Council: Greater Chicago & NW Indiana (GSGCNWI)

**Calendar for GSA 2016-2017 Year**

**All Troop Meeting Schedule**

**September 9** (2nd Friday)– weekend before eid since first Friday is start of Labor Day Weekend

**October 7 November 4 December 2 January 6 Feb 3**

**March 3 April 6 May 4**

Welcome to the Girl Scouts Troop of Islamic Center of Naperville ICN. The Girl Scouts Program is a 100 year old, universally recognized organization; offering numerous college scholarships based on merit and community development. This handbook will summarize the Scouting philosophy as well as the operation and policies of the ICN troop. Our troop will lead meetings in accordance to GSA principles while adhering to core Islamic values.

**Meeting & Event Dates:** Troop meetings will be held the first Friday of the month on ICN premises between 6:30pm – 8:30pm unless otherwise noted.

**Communication Visit** We will be implementing a new website for all GS announcements, calendar and troop related information by this summer so you always have visibility. Email: **GirlScouts@ICNmasjid.org**

**Facebook page: ICN Girl Scouts** is a closed group limited to registered parents only

[**http://www.girlscoutsgcnwi.org/**](http://www.girlscoutsgcnwi.org/)& Google **-** All information presented in this handbook can be researched

for clarity such as pictures of uniforms, accessories and reading material on patches, petals and awards.

Individual troop leaders will email their group regarding monthly meetings and field trips.

All troop level emails come from the Girl Scouts email address, please make sure it’s in your contacts.

**Uniform: Vest with a PLAIN white shirt underneath and khaki or denim pants**

**Material:** \* Headscarf for salah \* Healthy snack \* Non-disposable water bottle \* Extra pair of clothes (Daisy Scouts) Label all belongings

**Meet your Board: If you wish to join the board and can make a consistent commitment please email us!**

* Daisy KG Leader: Amenah Akhtar Daisy KG Co-leaders: Soobia Ali & Shabana Ghouse
* Daisy 1st Gr. Leader: Heena Lakhani Co-leader: Arshia Ahmad
* Brownie Leader: Hani Majeed Brownie Co-Leaders: Afshan Syeda, Gazala Ansari, Erum Farooqi
* Junior Leader: Jabeen Shaik
* Junior co-leaders: Nahid Qureshi, Sadia Kazmi, Sara Khan, Shazia Iftekhar, Uzma Khalid
* Cadettes Leader: Cynthia Contreras Cadettes Co-Leaders: Tracy Diop & Noura Almasri, Sajila Shafeek
* Program Director: Saima Hasan

**MISSION:**  “Girl Scouting builds girls of courage, confidence, and character who make the world a better place.”





**Masjid Etiquette:**  As parents we need to dress appropriately when entering the Masjid to set an example for our youth. Please do so when dropping off your scout as a courtesy to fellow worshippers and to respect the sanctity of the Masjid.

**Meeting Structure:**

* Welcome & Opening Dua/Surah \* Group Recital of the Promise and Law \* Group recital of the Pledge of Allegiance
* Designated group activity which leads to earning Petals, Pins and Patches for each troop level to be placed on their uniform. Each month’s activity could include but not limited to the following during meeting or field trip.
	+ Islamic Merit – Ramadan Goal Achiever, Salah, Sadaqat, Know My Allah, Bismillah Award
	+ Business Merit – Bank tour, store tour, local grocers, money management
	+ Law & Government Merit – Understanding of local and federal government. Annual Recitation of the Pledge in the presence of the Mayor of Naperville and City Council at City Hall & facility tour, Police Station tour.
	+ Nature – Educational trips to nature centers.
	+ Charitable- Toy drives, food drives, shelter visits.
	+ World Affairs.
* Snack, Clean up & Closing Dua
* Please come inside ICN to drop-off your child and sign in at 6:30 pm directly to the troop leader in the designated classroom and sign them out in the same manner upon the completion of the meeting. Unless you are a registered volunteer please wait outside or come back at meeting end 8:30 pm promptly.
* Attendance and punctuality are a major part of earning petals or merit badges.

**Merit: Daisy Scouts KG earn** **petals** –these reflect the ten parts of the Girl Scout Law displayed above. When Daisies have learned the Promise, they receive the Promise Center, a patch that can be ironed directly in the center of their Daisy uniform. Each of the ten petals, once earned, can be placed around the Promise Center to eventually reflect a daisy flower. To earn a petal, the girls must show some understanding of the concept by participating in troop activities. A petal is earned at every meeting.

**Diasy 1st Gr, Brownies, Juniors & Cadette’s**  –earn awards, badges, pins and patches through activities aimed at building leadership and problem solving skills. Each merit can be earned in a single meeting or over a course of several meetings in conjunction with field trips. If your scout misses a meeting, please email your leader for a substitute activity to do on their own to qualify for the merit.

**Junior & Cadettes** – Also focus on their Bronze and Silver Awards. Please encourage your scout to brainstorm ideas on how they want to contribute to society through a community service project. You may google previous projects to get ideas. Have your scout mention their ideas to their leader to get started.

**Leader/ Co-Leader Responsibilities:** Please respect them as they VOLUNTEER their time and effort for your child!

* Explanation of upcoming meeting or field trips via email
* Enforce rules and safety guidelines. If you or your scout is not adhering to the rules, leader will send an email explaining the situation and solution. After two attempts, the Director and ICN Shura member will email or discuss with a meeting appointment. Please do not take offense as we need your cooperation to run the troop efficiently and safely.
* Prepare for meetings, track merit progress for each scout and manage budget.
* Manage sign in/out sheets for attendance. Attend majority of the board & regular meetings.

**Investiture:** New scouts will be “invested” into the program tentatively on a weekend in August 2016 afternoon, and formally given their uniform & accessories (purchased ahead of time by parents from Camp Greenwood, Woodridge, IL Gathering Place and brought to this ceremony).

**Bridging:** All returning scouts will either “Bridge” to the next troop level up (must purchase new uniform & accessories) or remain in their current troop based on their grade level (must bring their current uniform to the ceremony). All returning scouts will also participate in the ceremony.

**Uniforms: All** new and returning scouts will need to purchase their next level up uniform. Please Google images of the uniform to place accessories properly. Accessories include: flag, council patch GCNWI & world association pin. Your group leader will advise you on what to purchase. There will be no refund once accessories are placed on the uniform and out of their original packaging. Please write your child’s name on the tag inside the uniform. ICN and GS Leadership will not be responsible for lost uniforms and any accessory, merit patches on them. They can be re-purchased by the parent.

**Troop Dues: T**he $15 GSA non-refundable membership due goes directly to the national program and covers for insurance in case any girl gets injured onsite meetings.

The $60 fee is utilized by the **troop for activities** and **material** throughout the year along with **official merit patches/badges, pins** etc.

Fun patches cost from $1 -$3 can be purchased at the discretion of the parent. Field trips will have a nominal additional cost if any. Please see further information on Field Trips below.

**Note:** Refunds for troop dues will be given only if there is a replacement scout available to take your child’s place so there is no compromise with the total budget allocated for the year. If there are no scouts on the waiting list please consider your troop dues as a donation to the program.

**Rules/Safety Guidelines:**

* To ensure safety and efficiency of running the **scheduled troop meetings**, all female volunteers need to be approved GSA members ($15 per adult with completed adult registration and health history form). Those parents signed up for a committee don’t need to be registered.
* There is a adult: girl ratio set for every troop level.
* When attending field trips, a permission slip must be signed.
* A designated first responder (first aid administrator) will always be available during meetings.
* Sharing snacks is not allowed due to any scout with allergy concerns.
* Volunteers, leaders and co-leaders are not allowed to administer medicine. Please remain on premise to administer yourself for any time contingency.
* ICN and its GS leadership will not be held liable for injuries or missing personal items.
* You are responsible if you or your scout do any damage to ICN property.
* Non GSA-registered adults and children are not covered by any GSA insurance during meetings
* You as parents are required to research the type of insurance coverage provided by GSA during meetings and are responsible for filing an accidental report with GSA if needed.
* **MEDIA CONSENT –** on your official GSA registration form, there is a section on allowing your child’s photo to be in any form of media. If you check that box off, we will respect your wishes of taking your child’s photo during meetings and outings.

Although we will only place those photos at the ICN Fundraising Dinner power point and on a closed parent Facebook ICN-Girl Scout page, we cannot guarantee the pictures wont find its way in other places. We respect everyone’s wishes to protect their families and will do our best as leaders to refrain from your child’s pictures taken if you ask not to.

* All visitors will be approved by ICN Shura board and notified to parents.
* Damaging Shoe Policy for Gym- Please respect the ICN property and remove pointed heels for women and dress shoes for men for they severely damage the gym floor further causing unnecessary funding to rebuild gym floor. Its our Masjid, lets care for it!

**Volunteering Students** All those seeking service credit and register as a volunteer need to complete 10 hours signed off by the Director of ICN-Girl Scouts. Failure to do so will result in removal of the GSA program.

**Parents Committee Sign-UP** From past experience and to encourage parent ownership of activities, all parents that register their scout must also sign up for a parent-committee. **No sign-up, no registration allowed for your scout.** For those moms that are unable to commit, dads are welcomed to sign up. One sign-up per scout registered.

1. 4 Volunteers - Parent committee to plan refreshments at Investiture ceremony. Organize food items and decor, setup, cleanup.
2. 4 volunteers - Parent committee to plan GS Family Eid celebration in September. Could be anywhere. Last year was Camp Duncan community day $10 per person.
	1. Collect food items and decor, setup, cleanup.
3. 4 volunteers - Parent committee to plan award assembly in MAY
	1. Collect food items and decor, setup, cleanup.
4. One parent from each troop as designated COOKIE Manager-
5. One parent from each troop as designated Fall Products Manager
6. Fall Product Fundraiser September-October (5 spots for Daisy parents, 5 Spots for Brownie parents, 5 spots for Junior parents, 5 spots for Cadet parents)
	1. Two parents to designate a day and time (2 hour window) convenient for them to collect completed Fall Product Sale sheet and money at ICN from scout families. Those families that miss this 2 hour window will have to make arrangements with you to drop off at your home. Parents need to give the FP manager the orders and money. No orders taken after deadline no matter how big it is. If full amount isn’t collected, order form will be returned. No exceptions.
	2. One parent to pick up the order from local distribution center, and drop it off to host parent.
	3. One parent to host (storage) products in their garage and have scout parents come pick up their order.
	4. One parent to collect prizes from Lisle Gathering place based on the sales of the scouts, separate them per scout and bring to next meeting.
7. Cookie Sale Fundraiser January –February (5 spots for Daisy parents, 5 Spots for Brownie parents, 5 spots for Junior parents, 5 spots for Cadet parents)
	1. Two parents to designate a day and time (2 hour window) convenient for them to collect completed Fall Product Sale sheet and money at ICN from scout families. Those families that miss this 2 hour window will have to make arrangements with you to drop off at your home. They also have to give the order and money to manager.
	2. One parent to pick up the order from local distribution center, and drop it off to host parent.
	3. One parent to host (storage) products in their garage and have scout parents come pick up their order.
	4. One parent to collect prizes from Lisle Gathering place based on the sales of the scouts, separate them per scout and bring to award assembly in May 2016.
8. 4 volunteers for Pancake Fundraiser APRIL 2017
9. Camp Coordinator – One person from each troop. Take the mandatory online training and 6 hour onsite camp training in Woodridge, IL Be the Liason between Camp Duncan and troop leader. Collect money from all scouts attending. Organize and execute camping guidelines to scouts, parents and leaders.

**Feedback** Your comments, suggestions and concerns are always welcomed as we are constantly looking to improve.

 **Email:** **GirlScouts@ICNmasjid.org**

**Field Trips Past trips include:** Cantigny Center, Kline Creek Park, Naperville Police Station, Marianos Store Tour, Oxford Bank Tour, Dollar Town Business tour, Feed My Starving Children Charity, Red Oak Nature Center, Naperville City Hall **Siblings** For families that have more than one scout in different troop levels or younger siblings not part of Girl Scouts: Leaders will specify if siblings are allowed on the field trip for an additional charge or free. If allowed on the field trip, parents may purchase a fun patch for the sibling scout.

Field Trip Acknowledgement Agreement:

You understand that if for ***any*** reason either you or your scout does not attend the trip, fees paid will be refundable only if there is a surplus at the conclusion of the trip. This includes, but is not limited to, nonattendance due to deaths in the family, injury or illness of the trip participant or family members, schoolwork or school events, job transfers, and job emergencies. You understand the reason for this is that the trip is required to be entirely self-funding without recourse to Troop general funds (unless otherwise stated by troop leader), that making arrangements for the trip can involve placing nonrefundable deposits with vendors and suppliers, and that additional expenses may be incurred as the result of a cancellation for whatever reason.

You understand that the trip is to be entirely self-funding, at cost, by the persons committing to the trip. You understand that there is no recourse to general funds of the Troop to make up any deficit. As such, You understand and agree that in the event there is an unanticipated, unavoidable additional expense associated with the trip that was not provided for in the original budget, that participants who go on the trip will be required to pay an equal share of the unanticipated expense to make the trip self-funding.

**History:** Founded in 1912 by Juliette Gordon Low (aka Daisy), the Girl Scouts of America GSA is a non-profit organization chartered by the US Congress. The above Mission, Law, and Promise are the guiding principles where girls strive to develop to their full potential. Meetings are conducted to provide a foundation for sound decision-making. During meetings, field trips, and events, girls will relate to others with understanding, skill and respect. Girls will contribute to their community through their ability, leadership, and working in cooperation with others.

**Local Office:** Please visit the Girl Scout Gathering Center at Camp Greenwood 22W441 71st St, Woodridge, IL 60517 Phone:(855) 456-8347 Uniforms, accessories and other fun items can be purchased at their store and online.