



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 1 st Gr.	Troop# 51110	Service Unit 554
Brownies 2 nd -3 rd Gr.	Troop# 51112	Service Unit 554	Junior 4 th -5 th 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)

Meeting & Event Dates FOR REGISTERED SCOUTS ONLY: Troop meetings will be held the first Friday of the month on ICN premises between 6:30pm - 8:30pm unless otherwise noted.

TO REGISTER: Please send an email to GirlScouts@ICNmasjid.org

Registration Process:

1. In July- email goes out to all existing and prospective scouts (those that have emailed will have their email address saved in our system). The email will provide a date/time for Orientation. Evite will be sent as well.
2. Sign-UP Genius: A sign-up will be emailed for volunteer hours. When you sign-up, an email is sent from that system to our system.
3. Once you sign-up for a parent committee to volunteer, a registration link will be emailed to you with a link for payment via pay pal.
4. August- your number will be added to the whatsapp group for your scout's troop level.

PayPal: ALL Payments for field trips, cookie sales, troop dues will be collected via paypal. Please create a personal account and link your checking to it on www.paypal.com There is no visibility of your checking info to GS troops. Check, cash and credit card are **not** accepted.

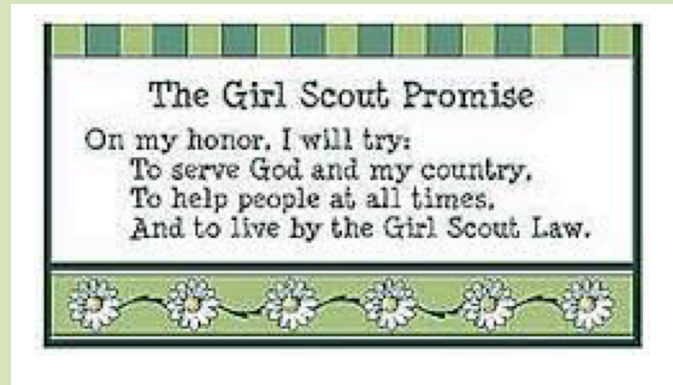
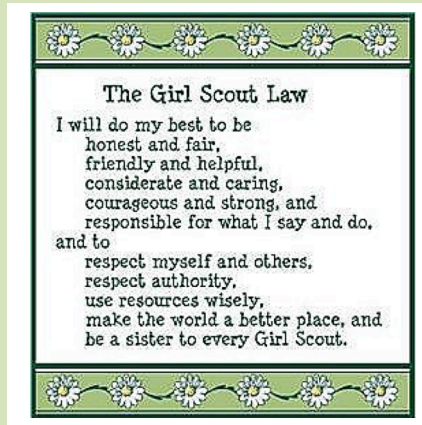
Communication Methods Whatsapp, Evite, Email, Sign-Up Genius

Welcome to the Girl Scouts Troop of Islamic Center of Naperville ICN. The Girl Scouts 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.

Uniform: Vest (purchased from GS council store), PLAIN white shirt and khaki or denim pants

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

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



Note: All meeting/field trip material revolves around the Girl Scouts Law and Promise. Only Quranic ayas, hadiths and sunnahs related to the laws will be presented in the meetings as a reference. Personal beliefs, schools of thought or sensitive and controversial topics regarding Islam or current news will not be discussed.

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.

Daisy 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.

Juniors & 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!

- Communicate with parents an explanation of upcoming meeting or field trips
- 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,

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 Investiture 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: The \$25 GSA non-refundable membership due goes directly to the national council 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.

Rules/Safety Guidelines:

- To ensure safety and efficiency of running the **scheduled troop meetings**, all female leaders need to be approved GSA members (\$25 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.
- 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.
- 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 A sign-up genius link will be sent for this. 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. In addition to the items listed below there will be more options in the sign-up to choose from.

- INVESTITURE Parent committee to plan refreshments at Investiture ceremony. Organize food items and decor, setup, cleanup.
- COOKIE MANAGER -One parent from each troop as designated COOKIE Manager- Must attend one Training that will be available in the morning and afternoon for you to choose your preference. It will be 2 hours and held in Naperville/Lisle area.
- COOKIE shipment pickup- Pick up your troop's orders from Naperville on one Saturday morning in February and drop it off to a mom who signed up to distribute.
- COOKIE distributor- hold cookie troop orders in your home and give parents in your troop date/ time to get their order.
- COOKIE prize collection- pickup prizes from a home in Naperville/Aurora area
- FALL PRODUCT MANAGER one parent from each troop as designated Fall Products Manager to enter orders for each scout in their troop in October.
- FALL Product Shipment Pickup- pickup your troop's order from council store in Naperville. Drop the order off to a parent that will be distributing them.
- FALL PRODUCT distributor - hold the orders in your home and provide parents in your troop a date and time to come pick up their orders.
- FALL PRODUCT prize collector- pickup prizes, sort them and distribute to scouts at the Friday meeting. This will happen in November.
- DADDY/DAUGHTER Event- organize, setup, cleanup. Will occur in November.
- 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.

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

3155 71st Street, Naperville, IL 60540 630-544-5901 ShopGW@girlscoutsgcnwi.org

Mon-Thur (10am-5pm) / Friday 8:30am-Noon

Uniforms, accessories can be purchased at this location along with any Chalkboard location.

Note: NO REFUNDS of troop dues or council \$25 Fee will be given under any circumstance. Please consider it a donation to the overall youth program. If you sign up your child for a field trip and pay but don't show up, no refunds will be given. If you sign up your child for a field trip, don't pay and don't show up, you will be held liable for the cost out of fairness to the entire troop fund.