

Frankfort Girl Scouts

Chelsea Troop Procedures

Volunteer Procedures

- Please send reminder emails to your troop families so that girls remember to attend meetings. If a girl does not remember to attend, please phone a parent or guardian so that she is expected home on the bus. **Chelsea will not be able to pull students who forget meetings off buses.**
- Please arrive at Chelsea at 3:30 p.m. and sign in at the office.
- Please contain your meeting to the room in which you were assigned. You do not have permission to use the hallway, lunchroom, or other area.
- If your troop is taking a field trip in lieu of a meeting at school, please email Deanna Moore (dmoore@fsd157c.org) with the field trip information, including whether the whole troop will attend (if not the whole troop, then just the names attending). Please send a copy of the email to frankfortgirlscouts@gmail.com to notify the service unit of your field trip.
- On the day of field trips, if departing from school, please gather your troop in your assigned room, not in the hallways. Otherwise, please have each parent send a note to make their daughter a car rider and pick up from the car rider line.
- Please end meetings no later than 5:00 p.m. Please make sure that you have cleaned up your room and turned out the lights when you escort your girls to the car rider line for pickup.

Parent Procedures

- If your daughter is absent from school the day of a meeting, please send an email to your troop leader(s).
- Please remind your daughter to attend meetings. A note in her lunchbox may be helpful. If she forgets, she will come home on the bus. The troop leader will phone you to let you know that your daughter missed the meeting and is on her way home. **She will not be pulled from the bus.**
- Please arrive on time to pick up your daughter from troop meetings at the time specified by your troop leader. You may pick up from the car rider line unless your troop leader specified inside pickup.
- Please remember to sign and return permission slips for field trips and send car rider notes if applicable.