

Frankfort Girl Scouts

Grand Prairie Troop Procedures

Volunteer Arrival Procedures

- Please arrive at Grand Prairie at 2:45 p.m. and sign in at the office.
- Please proceed to the front lunchroom by the tree courtyard mural. At dismissal time, the teachers will drop off the girls at this location.
- One adult from each troop must stay with the girls while waiting for the entire troop to assemble. Another adult may proceed to the assigned Lunchroom to set up for the troop meeting. Please ask the girls to sit while they are waiting so they do not leave the area or disturb the kids in Prairie Care who share the room.
- When all the girls from your troop have arrived, proceed to the front hallway and let the office know that all the girls are present before going to the assigned Lunchroom.
- If a girl is missing that was expected to be present, let the office know as soon as possible so they can check to make sure she did not board her bus before the busses pull out.

Parent Pick Up Procedures

- For troops that meet in the Gold lunchroom, parents should pick up from doors 17 and 18. For troops that meet in the Purple lunchroom, parents should pick up from door 13.
- Parents can enter the car rider lot to the east of the building and turn down the service drive toward the maintenance shed. They can park on the shoulder of the road, not on the grass.

Field Trip Procedures

- If you schedule a field trip on your regular meeting day, call Grand Prairie and let the office know the date your troop will not be meeting at school. They need a minimum of 24 hours notice, so it is best if you take care of this when you book your field trip. If not notified, Grand Prairie will keep the girls after school like they would for a regular meeting.
- Remind your parents to send in car rider notes if applicable.
- Send an email to frankfortgirlscouts@gmail.com to notify the service unit of your field trip.