

USA Girl Scouts Overseas - Kuwait
PROGRAM AIDE NOTE SHEET

You will need this information each time you agree to serve as a Program Aide.

TROOP INFORMATION

Leader name _____

Meeting Location _____ Day _____ Time _____

Phone _____ Mobile _____

Troop # _____ Age Level _____ Number of girls _____

Activity/Project you will be assisting with: _____

THINGS TO DISCUSS WITH THE LEADER

More information about the activity/project. what are the leader and the girls' expectations?

Dates and times for planning with the leader and/or meeting with the girls. _____

Materials or resources that I will need: _____

Things I need to take to meeting: _____

What I need to wear: _____

THINGS I NEED TO TELL MY PARENT OR GUARDIAN

Where I am going _____

Time I must be there _____ How I am getting there _____

Time it is over _____ How I am getting home _____

Other information _____

REMEMBER TO TAKE A PERMISSION SLIP WITH YOU TO THE LEADER.

PROGRAM AIDE RESPONSIBILITIES:

- Maintain a file or notebook that contains activity ideas and documentation of service.
- Plan with cooperating leader to assist with a specific request
- Be on time to the meeting or event with which you have agreed to assist.
- Arrange for your transportation to and from the meeting or event.
- Having a signed permission slip when meeting with assigned troop
- As the assigned troop to provide the money, materials and/or resources needed to complete the specific request.
- Be a role model for girls with whom you are working
- Evaluate the experience