

USAGSO - Kuwait

Year End Tea

May 21, 1999 3:00-5:30 PM

Stage Setup

All directions refer to the stage's appearance from the audience. The podium with a microphone will be up on stage and positioned to the left. A table for awards will be placed at right angles to the podium and toward the steps, holding the certificates and other awards. The people ascending the steps will walk behind the podium and then over girls will then have to walk a little farther back on the stage to get in position. The bridge will be in the middle of the stage and several feet back from the front. Some of the troops will be standing in front of the bridge to receive their awards, others will be bridging and will stand to the side of the bridge. The flags will be in stands on the floor. The USA flag will be on the left (the speaker's right) directly next to the steps, and the Girl Scout and Kuwait flags will be on the right, next to those steps.

Prior to going up on stage

I will give about a 5 minute warning by announcement for your troop to prepare to come up on stage. Please gather your girls at that time and quietly have them move to the left side of the auditorium and line up below the steps to the stage. You should have with you your troops' award ribbons, possibly a list of the girls names, and any other gifts or certificates you intend to give the girls on stage. Leaders should prepare and bring any awards that are for the girls as the LTC is only preparing awards for adults.

For Bridging:

The troops that are helping with bridging should come up on stage first (before any of the younger troops), from their position on the main floor, to the left of the stage, where they should be waiting. After ascending the steps, those "bridge helper" troops should then gather with their leader(s) to the right of the bridge. They will stay up there for the whole age group, even though some of the younger troops have no bridging girls. In other words, Troops 14 & 17 will need to come up on stage first for the Brownie Bridging. They will stay there while all 5 Brownie troops get their awards, whether or not the awards are for bridging. The girls helping bridge will stand on stage to the right of the bridge, with their leaders. The leaders should be there to coach the girls about what to do next. As each bridging younger girl crosses the bridge, one of the older girls from the helping troop should step forward. After the younger girl receives her ribbon and congratulatory handshakes from the adults, the older girl should give the younger one a carnation, then take the girl's hand and lead her back to stand with the older girl's troop.

Troops that are bridging will come up one at a time. As one troop leaves the stage via the steps on the right, the next troop should ascend the steps and get into position. The whole troop should gather in a group to the left of the bridge with their leaders, even if some of the girls in troop are not bridging. Katie C. will then announce your troop and introduce the leaders. Katie B. will hand each leader a certificate of appreciation and congratulate her with a handshake. Katie C. will then introduce one of the leaders who should come to the podium and announce the names of the girls bridging, one at a time, as the girls actually cross the bridge. Katie C. will move over to stand with the bridging troop and help coach the girls to cross the bridge, if needed. Katie B. and another leader from the bridging troop would stand to the right of the bridge and just behind it. Any additional leaders should stand with the girls to the left of the bridge and help prompt the girls about crossing the bridge. After the adults have congratulated the girl, an older girl from the helping troop will give the younger girl a carnation, take her hand, and lead her back to stand with the older girl's troop.

This is what should happen:

- 1 - Leader reads bridging girl's name.
- 2 - Girl walks across bridge from left to right. (Katie C. and any extra asst. leaders are there to coach her.)
- 3 - Asst. leader puts ribbon around girl's neck. Any other gifts, certificates etc. are handed to girl by an asst. leader.

4 - Katie B. congratulates girl and shakes her hand.

5 - Girl from older troop comes forward, gives the younger girl a carnation, and takes the hand of the younger girl, leading her back to stand with the older girl's troop.

6 - Leader reads next name.....etc.

7 - Applause after whole troop has finished bridging. Leader can announce the finish by saying "Congratulations, New Juniors (or whatever age)!" and then starting to clap herself.

Note: if the leader wishes to be the one putting the ribbons on her girls, then she should designate someone else to come up and read their names.

Troop Awards for Non-Bridging Troops

For troops that are not bridging, the girls would wait in the same manner and then come up and stand in the middle of the stage, in a row, in front of the bridge. Katie C. will introduce the Troop leaders and Katie B. will give them certificates, as before. Then Katie C. will announce that the girls will all be receiving their yearly membership stars and some other recognitions (This should take care of the fact that some troops are giving out LTC event patches or other troop awards by fastening them to the ribbons, or handing the girls certificates.) The leader will go along the row of girls and put ribbons on all the girls and Katie B. will stay right with her and congratulate all the girls and shake their hands. Asst. leaders should also be up there with their troops and might hand out part of the awards, certificates, or just shake the girls' hands along with Katie B. While this is going on, an older Cadette or Senior Girl Scout from Troop 16 may read something short and meaningful while larger troops are handing out awards. When all the girls have been given their ribbons, Katie B. and/or the leader should look at Katie C. and nod so that she can then say "Congratulations to all the girls of Troop xx on a successful year in Girl Scouting!" and start the clapping.

Special Awards for Girls

This year the only special awards for girls which we recognize at the Year End Tea are the International Friendship Awards earned by some girls in Troop 17. For these awards, the girls should again stand at front center stage. The leader will read a brief statement about the purpose of the award and then read the girls' names while an assistant leader puts the special ribbons on the girls and Katie B. congratulates them.

Songs and Ceremonies by Individual Troops

For the songs, the girls might be on stage already, in which case their leader should have them stand front and center and then Katie C. will announce the troop and the song. If the girls are not already on stage, they should be waiting down to the left, and should ascend the steps while the troop from the previous awards descends on the right side. Katie C. will announce the troop and the song title and then the girls should sing. (or perform their ceremony) Some leaders might wish to stand and face the girls down on the main floor to help with the song, or to squat down up front to coach them. Others may not feel the need to be close by when their girls sing. When the song is over, Katie C. will thank the girls and clap.

Other Awards and presentations

There will be a few adult awards and special awards presented at the tea. Those people should just come up on stage when their name is called. No speeches are necessary.

Photos

As I mentioned previously, the program will continue and will not be affected by parents taking photos. Parents should stand on the sides of the auditorium to take photos, or briefly run in from the side and squat down to take their daughter's photo, quickly returning to the side of the auditorium. Ask the parents to please not use the center aisles for taking photos. If someone misses the photo they wished to take, they can have their daughter and leaders pose for photos after the program finishes (during refreshments).