

End-of-Year Parent Meeting Guide

Troops are encouraged to hold an end-of-the-year meeting with girls and parents. This meeting provides an opportunity for troop volunteers, girls and parents to review and reflect on the previous year and can serve as the foundation for the next year.



WHY

The Girl Scout Leadership Experience, based on girl-led activities and development of leadership skills, should be prevalent in all we do. By engaging girls and parents in an end-of-the-year meeting, girls can provide feedback, make suggestions, and begin thinking about the next year. This meeting will not only serve as a retention tool but also may recruit parent volunteers. It's also an excellent way to wrap up the Girl Scout year, plan summer activities, and begin early planning for the coming year. **And of course, to celebrate your accomplishments, being a Girl Scout and being part of a world-wide organization just for girls!**



WHEN

The end-of-the-year parent meeting can be held at the beginning or end of an already scheduled meeting, ceremony, or bridging event, or as a separate meeting. Many sports and end-of-the-year school activities occur from mid-April through May, so you may want to schedule this meeting in early April or late May. Badges and other level-appropriate activities can continue in the months leading up to the new Girl Scout year. Try to host the meeting when a majority of parents and girls can attend. Communicate the importance of the meeting to families and let them know you value of their feedback. If you are holding a separate meeting, consider including a social element such as a potluck, guest speaker, or fun team-building activity.



BE PREPARED

Working with the other troop volunteers, provide a recap of the year. Highlight how many and which badges were earned (use the Volunteer Toolkit as a resource); how many field trips or activities were done; provide a financial update for the troop including product program results; and be prepared to discuss what went well and what co-leaders would like to improve. Be open to constructive criticism and suggestions for improvement.



COMMUNICATION

Communication is key and parents who are kept in the loop will feel more connected and are more likely to be parent volunteers and supporters. For the meeting, please give parents and girls enough notice to think through the past year, talk about what they liked and provide suggestions for the next year. Communication is just as important at the end of the year as the beginning. This is a good time to communicate with parents about their intent next year. Find out who will be returning and who will not in the coming year. Inform girls who may not be able to continue with the troop for whatever reason, that they may participate as an [Individual Girl Member \(IGM\)](#), and be sure to re-register them. This time can also be used to find out if your parents who have taken on other roles in the troop (cookie manager, treasurer, etc.) are planning to stay in that role for next year and possibly beyond. If you plan on stepping down as co-leader, use this time to recruit the next co-leader if you haven't already. If a parent volunteer knows they will need to step down in the next few years, see if another parent volunteer would be willing to shadow them, learning the position to ensure for a smooth transition.



OUTCOMES

Ascertain early bird registrations. By the end of this meeting, you should have a good idea of what the troop will look like in the coming fall. This will put you in good shape to fill out the [Troop End of Year Review Form](#) and let the council know if you will be accepting new girls into the troop for next year. If the troop will not be continuing next year, be sure to follow the [troop disband procedure](#). The end of the year is also a good time to review information in MYGS, updating girls' school information; day, time, frequency and location of meetings; and troop availability in the opportunity catalog.

Meeting Checklist

Use this checklist as an agenda for preparing and hosting an end-of-the-year parent meeting. A meeting plan is also provided.

BEFORE THE MEETING OR EVENT

- Notify parents and girls that a meeting will be held and ask them to think about their feedback on the past Girl Scout year.
- With the girls' help, consider drafting a survey that can be completed before the meeting.
- Prepare a year-in-review report to share, including information like:
 - Number of meetings held
 - Badges earned/Journeys completed
 - Field trips taken
 - Volunteers who helped
 - Troop account balance
 - Progress toward girl goals
 - Progress toward Honor Troop status, if applicable
 - Progress toward Passport stamps
 - Work toward Girl Awards – Bronze, Silver or Gold

PLAN

- Decide on meeting format. Will the meeting be held at the beginning or end of a regular troop meeting or as a standalone meeting? Will there be a social activity?
- Set the date, time, and location of the meeting/event and communicate the info to parents well in advance.
- If using a survey, ask girls to think of questions and information you want to gather. Consider using an online survey tool, such as Survey Monkey.
- If you would like a Troop Support Specialist or other staff member to attend, reach out to the council.

THE MEETING PLAN

- Welcome girls and parents.
- Consider opening meeting with the Girl Scout Promise and a flag ceremony.
- Incorporate the Girl Scout Leadership Experience by asking girls to present and help lead the meeting.
- Ask a parent or another co-leader to take notes.
- Share year-in-review report and troop financial information.
- Review survey results.
- Allow girls and parents to provide feedback.
- Ask for volunteers for the upcoming year.
- Be open to change and accepting of suggestions. Agree to consider changes and ideas.

AFTER THE EVENT OR ACTIVITY

- Send a note to parents and girls thanking them for participating. Include bullet points of topics discussed and suggested changes.
- Decide which suggestions and changes you can make and let girls and parents know.
- Ask for volunteers for the upcoming year.
- Complete online [Troop End of Year Review Form](#) and renew members during Early Bird.
- Remind parents of upcoming meetings, events, and summer programming.
- Set a date for [Back-to-School Parent Meeting](#).

If you have questions or need help, contact Member Support or your area Troop Support Specialist.
Phone: 800.695.6690; Email: MemberSupport@girlscoutsnebraska.org; Website: GirlScoutsNebraska.org.