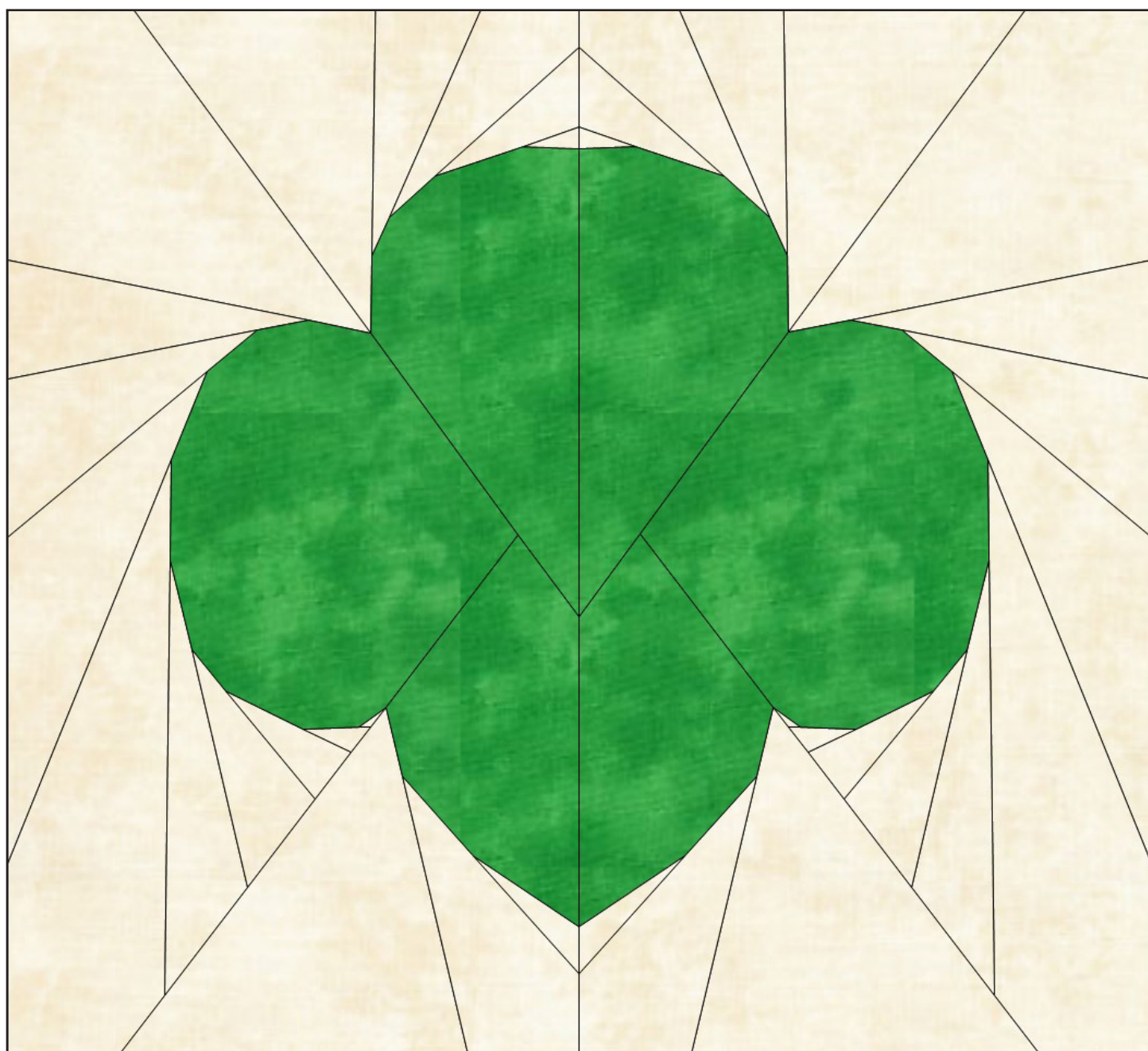


girl scouts 
of hawai`i

Teen Mentor Manual



Girl Name _____ Camp Name _____
For Girls Over the Age of 13:

Personal Email: _____

Personal Phone Number: _____

Program Aide Agreement

Please read the following statements carefully. The Girl Scout who is applying for Program Aide, her parent/guardian and her Girl Scout staff must sign this form. This form must be turned in after the Program Aide training has been completed.

Initial agrees

Girl _____ Parent _____

- _____ 1. I fully understand and accept the Discipline Progression and Expectations as a Teen Mentor.
- _____ 2. I have completed the Teen Mentor Basic Training or Completed one year as a Cookie Captain.
- _____ 3. I fully understand the Program Aide position description
- _____ 4. I fully understand what my expectations and responsibilities will be as a Program Aide
- _____ 5. I fully understand what I cannot do as a Program Aide
- _____ 6. I feel confident working with younger girls
- _____ 7. I understand that I will be expected to treat the Program Aide position as "employment" and will be expected to do the following:
- a. Dress appropriately
 - b. Respect others
 - c. Act appropriately and professionally
 - d. Arrive on time and plan to stay to help with clean up
- _____ 8. I understand that in order to be considered for the Program Aide position, the following steps must be completed:
- a. My application and reference forms must be filled out, signed, and returned
 - b. My Program Aide Agreement must be read, signed, and returned
 - c. I must complete the Teen Mentor Basic Training or have completed one (1) full year as a Cookie Captain
 - d. I must complete one LIA award (**Journey-In-A-Day Experiences do not fulfill the LiA requirements**).
- _____ 9. I understand I must volunteer **20 hours (minimum) per membership year** in service to Council at the office learning the operations behind program and camp support.
- _____ 10. I understand that after completing my training I must **submit 2 letters of recommendation** (one of which must be from outside of Girl Scouts [ie: teacher, principal, civic organization leader, etc.]) and **my last report card**; and that once reviewed and approved I will receive my Teen Mentor Polo (if not previously issued).
- _____ 11. I understand that it is my responsibility, as a Teen Mentor, to track my progress and submit my forms. If I need to verify my Teen Mentor Service Log I must contact council instead of my parent/caregiver.
- _____ 12. I understand that I must participate in the Women of Distinction Celebration, or my Island's Celebration in support of Women of Distinction, annually as a Teen Mentor unless the event directly conflicts with a school or religious commitment.
- ** Notification must be given to Council of unavailability prior to the event
- _____ 13. For Girls Over the age of 13. I agree to receiving emails relating to the Teen Mentor program and communications relating to the Teen Mentor program via telephone calls/text messaging.

Girl Scout Signature: _____ Date: _____

Parent/Caregiver Signature: _____ Date: _____

Girl Name _____ Camp Name _____
For Girls Over the Age of 13:

Personal Email: _____

Personal Phone Number: _____

Program Aide Report

Please fill out the form and submit to the Girl Experience Coordinator at Girl Scouts of Hawai'i to order the PA Pin.

1. Letters of Recommendation received: 1st letter (dated): _____ 2nd letter (dated): _____

*Waived for current PA Teen Mentors prior to MY20

2. Most recent Report Card received, dated: _____

*Waived for current PA Teen Mentors prior to MY20

3. Earn one LiA award.

Brownie Troop partnered with _____ Date Earned _____

4. Complete council leadership training course. Learning to work with children and developing your leadership style.

Date Completed _____

5. Work directly with younger girls over six activity sessions. This might be assisting girls on Journey activities (in addition to what you did for your LiA), badge activities, or other sessions. You might work with a group at their meetings, at a day camp, or during a special Association or Council event.

Session #1 _____ Date _____

Session # 2 _____ Date _____

Session # 3 _____ Date _____

Session # 4 _____ Date _____

Session # 5 _____ Date _____

Session # 6 _____ Date _____

Additional Session dates (if applicable) _____

I asked the Brownie Troop Leader for feedback on what I did with the girls, what went well, and what I could change for next time.

Think about and answer the following two questions:

1. What did you DISCOVER about yourself as you guided the Brownies? _____

2. In what ways did you CONNECT with younger girls? _____

To order pins, please submit completed form to Customercare@gshawaii.org.

Girl Name _____ Camp Name _____

For Girls Over the Age of 13:

Personal Email: _____

Personal Phone Number: _____

What's Next - Counselor/ Volunteer in Training

Seniors can earn Counselor-in-Training (CIT) and Volunteer-in-Training (VIT) awards. Ambassadors have the can earn these in addition to the Counselor-in-Training II (CIT).

Counselor-in-Training I

Earning this award involves mentoring younger girls in a camp setting as you build skills toward becoming a camp counselor. Here's how to earn this award:

1. Complete council leadership training course. Learning to work with children and developing your leadership style.
2. Take a leadership course designed by your council on outdoor experiences.
3. Work with younger girls over the course of a camp session or through the Camp Leadership Experience programs offered during the year.

Volunteer-in-Training

This award is for girls who'd like to mentor a Girl Scout Daisy, Brownie, Junior, or Cadette group outside of the camp experience. If you've completed ninth grade, you're eligible to earn this award. Your VIT project should span a three-to-six month period. To earn this award, complete these steps:

1. Work with Council to develop a signature event for Council or your service unit. Council approval is required.
2. Complete a council-designed leadership course.
3. Have earned your PA Award.
4. Create and implement a thoughtful program based on a Journey or badge that lasts over four or more sessions. Council Signature Events may meet the VIT requirements, provided a clear plan is submitted 60 days prior to the event, you meet all Council requirements including training, in person presentations, and proposal submissions.
5. As an individual, no teamwork, responsible for designing, planning, and evaluating the activities. Adult support may be used for guidance only.
If you're passionate about a topic, like art or technology, you could design the activities around the area you love or in which you have expertise.

Counselor-in-Training II

Earning this award involves mentoring younger girls in a camp setting and continue to build your skills toward becoming a camp counselor. Here's how to earn this award:

1. Earn your CIT I award.
2. Work with younger girls over the course of at least one camp session, while focusing on increasing your skills in a specific area—such as riding instruction, lifeguarding, or the arts.

Girl Name _____ Camp Name _____
For Girls Over the Age of 13:

Personal Email: _____

Personal Phone Number: _____

CIT/CIT II/VIT Agreement

Please read the following statements carefully. The Girl Scout who is applying for CIT/CIT II/VIT, her parent/guardian and her Girl Scout staff must sign this form. This form must be turned in after the CIT/CIT II/VIT training has been completed.

Initial agrees

Girl Parent

- _____ _____ 1. I fully understand and accept the Discipline Progression and Expectations as a Teen Mentor.
- _____ _____ 2. I have completed the council leadership training
- _____ _____ 3. I fully understand the CIT/CIT II/VIT position description
- _____ _____ 4. I fully understand what my expectations and responsibilities will be as a CIT/CIT II/VIT
- _____ _____ 5. I fully understand what I cannot do as a CIT/CIT II/VIT
- _____ _____ 6. I feel confident working with younger girls
- _____ _____ 7. I understand that I will be expected to treat the CIT/CIT II/VIT position as "employment" and will be expected to do the following:
- _____ _____ a. Dress appropriately
- _____ _____ b. Respect others
- _____ _____ c. Act appropriately and professionally
- _____ _____ d. Arrive on time and plan to stay to help with clean up
- _____ _____ 8. I understand that in order to be considered for the CIT/CIT II/VIT position, the general requirements per position must be met and that I am committed to continuously working and engaging as a mentor to my fellow Girl Scouts.
- _____ _____ 9. For VIT & CIT II Awards – I understand that I must earn the lower award before I can begin working on the higher award.
- _____ _____ 10. I understand I must **volunteer 20 hours (minimum) per membership year** in service to Council at the Council Office learning the operations behind program and camp support.
- _____ _____ 11. I understand that after completing my training I must **submit 2 letters of recommendation** (one of which must be from outside of Girl Scouts [ie: teacher, principal, civic organization leader, etc.]) and **my last report card**; and that once reviewed and approved I will receive my Teen Mentor Polo (if not previously issued).
- _____ _____ 12. I understand that I must participate in the Women of Distinction Celebration, or my Island's Celebration in support of Women of Distinction, annually as a Teen Mentor unless the event directly conflicts with a school or religious commitment.
- _____ _____ ** Notification must be given to Council of unavailability prior to the event
- _____ _____ 13. For Girls Over the age of 13. I agree to receiving emails relating to the Teen Mentor program and communications relating to the Teen Mentor program via telephone calls/text messaging.

Girl Scout Signature: _____ Date: _____

Parent/Caregiver Signature: _____ Date: _____

Counselor In Training I Report Form

Girl Name _____ Camp Name _____
For Girls Over the Age of 13:
Personal Email: _____
Personal Phone Number: _____

Please fill out the form and submit to Customercare@gshawaii.org to order the CIT Pin.

1. Letters of Recommendation received:

1st letter (dated): _____ 2nd letter (dated): _____

*Waived for current CIT I & CIT II Teen Mentors prior to MY19

2. Most recent Report Card

Received, dated: _____

*Waived for current CIT I & CIT II Teen Mentors prior to MY19

3. Complete council leadership training course. Learning to work with children and developing your leadership style.

Date Earned _____

4. Take a leadership course designed by your council on outdoor experiences. (Labor Day Weekend 2017)

Date Earned _____

5. Work with younger girls over the course of a camp session or through the Camp Leadership Experience programs offered during the year.

To order pins, please submit completed form to Customercare@gshawaii.org.

Girl Scout Signature: _____ Date: _____

Camp/Program Director: _____ Date: _____

Girl Scout Staff: _____ Date: _____

Volunteer In Training Report Form

Girl Name _____ Camp Name _____
For Girls Over the Age of 13:
Personal Email: _____
Personal Phone Number: _____

Please fill out the form and submit to the Girl Experience Coordinator at Girl Scouts of Hawai'i to order the VIT Pin.

1. Letters of Recommendation received:

1st letter (dated): _____ 2nd letter (dated): _____

*Waived for current CIT I & CIT II Teen Mentors prior to MY19

2. Most recent Report Card r

Received, dated: _____

*Waived for current CIT I & CIT II Teen Mentors prior to MY19

3. Find a mentor volunteer who is currently the adult volunteer for a group of girls at the level you'd like to work with. This volunteer will help you through your training and internship, and you'll help the volunteer with her group of girls for the three-to-six month period.

4. Complete a council-designed leadership course.

Date Earned _____

5. Create and implement a thoughtful program based on a Journey or badge that lasts over four or more sessions. Be responsible for designing, planning, and evaluating the activities. If you're passionate about a topic, like art or technology, you could design the activities around the area you love or in which you have expertise.

To order pins, please submit completed form to Customercare@gshawaii.org.

Girl Scout Signature: _____ Date: _____

Camp/Program Director: _____ Date: _____

Girl Scout Staff: _____ Date: _____

Counselor In Training II Report Form

Girl Name _____ Camp Name _____
For Girls Over the Age of 13:
Personal Email: _____
Personal Phone Number: _____

Please fill out the form and submit to Customercare@gshawaii.org at Girl Scouts of Hawai'i to order the CIT Pin.

1. Letters of Recommendation received:

1st letter (dated): _____ 2nd letter (dated): _____

*Waived for current CIT I & CIT II Teen Mentors prior to MY19

2. Most recent Report Card

Received, dated: _____

*Waived for current CIT I & CIT II Teen Mentors prior to MY19

3. Earn your CIT I award.

Date Earned _____

4. Work with younger girls over the course of at least one camp session, while focusing on increasing your skills in a specific area—such as riding instruction, lifeguarding, or the arts.

To order pins, please submit completed form to Customercare@gshawaii.org.

Girl Scout Signature: _____ Date: _____

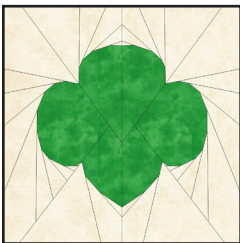
Camp/Program Director: _____ Date: _____

Girl Scout Staff: _____ Date: _____

Teen Mentor and Hours Log Instructions

Log at least 20 hours of service toward events and mentoring that are directly related to Girl Scouts of Hawai'i for your **Teen Mentor Hours Log**.

1. All logged hours must be signed by Registered GSH volunteer or Staff person who ran that event.
2. For example:
 - Hours spent mentoring should be signed by the mentee's troop leader
 - Hours spent helping at a service unit event should be signed by the Service Unit Manager
3. Hours spent training the mentee Troop can count as a Service Hours or Leadership Hours, but not both.
4. It is important for the signer to include contact information so that we can verify hours.
5. See the sample card below for examples of details to include in your description.



Teen Mentor Hours Log

Here are some samples as a guide to filling in your **Teen Mentor Hours Log**

Thanks for all you do!

Date	Hours	Name of Event	Description of Service Provided	Volunteer/ Staff Name	Volunteer/ Staff Title	Phone #	Initial
13- Aug	3.5	Camp Training	N/A	Cindy Aloha	GSH Staff	800-595-8400	CA
4-Sept	2	Recruitment Event	Helped set up event talked girls about joining	Joy Kamahari	SU Manager	123-456-7890	JK
15-Nov	3	STEM Fest	Office support to prep for event	Shirley Moore	GSH Staff	800-460-4497 x823	SM

