Frederick Older Girls and Advisors (FROG) Packet and Reference Materials

1.   Registration Form

2.   Information Distribution

3.   Meeting Dates

4.   Service Project Funds Request Form

5.   Interest Indicator Form

6.   Deposit Record

7.   Expense Record

8.   Financial Event Summary

9.   Event Summary for Archives

10. Event Cheat Sheet

Ways to reach us:

Email – FrederickOlderGirls@gmail.com

Website – http://FrederickOlderGIrls.scoutlander.com

Twitter – frederickolder1

Facebook – https://www.facebook.com/groups/frederickoldergirls/

Sign up for Remind - @hebef7

Date: _____

FROG – Frederick County Older Girls
Registration/Information Sheet

Association #: _____ Service Unit: _____ Troop # _____

☐ New ☐ Re-Register ☐ Independent (no fee) School Year: 2019- 2020

☐ **Cadette** ☐ **Senior** ☐ **Ambassador** ☐ **Mixed Level** **(check as appropriate)**

Name: ☐ Advisor	Street:
	City, State, Zip
	Email:
	Secondary Email:
Name: ☐ Advisor	Street:
	City, State, Zip
	Email:
	Secondary Email:
Name: ☐ Advisor	Street:
	City, State, Zip
	Email:
	Secondary Email:

How many girls are in your troop (by grades):

What schools are represented in the troop?

When does your troop meet?

| Annual dues | $10.00 | **Debbie Reichelt** |

$5.00 Late Fee (After October Meeting) $ _____

Total Amount of Check $ _____

Please make checks to *GSCNC-FROG*

Independents do not pay registration fee but do need to complete this application form.

Please complete form prior to September 30th to maintain website access.

Check: ☐ Troop ☐ Personal Check # _____

9 Knoll Side Lane

Middletown, MD 21769

Name on check: _____

* * * * ** * * * * * * * * * * * * DO NOT WRITE BELOW *

| Dues Paid $ | Date Recd: |
| | |

Troop # _____

Names & Email Address of Troop Members for access to information distribution.
Please type the information.

Name	**Adult/Teen**	**Email Address**

Date Information Received _____

Process for information distribution

- Frederick Older Girls & Advisers (FROG) is a closed group. Only members have access to files on Scoutlander and information posted on Facebook and Twitter.
- Contact information provided in troop registration form is used to establish access.
- Additional parents and girls may be added. Simply use page two of the registration form.
- Troop hosting event is responsible for providing electronic copy of flier to website admin.
- Copy will be placed on Scoutlander Private Site under events.
- If requested an email can be sent to the distribution list, otherwise it will go out through a Scoutlander broadcast.
- Scoutlander Private Site includes FROG only events.
- Service opportunities and non-FROG events of interest can be found on the FROG Public Site. Event coordinator is responsible for providing electronic flier for upload.
- Hard copies for distribution at the meetings are the responsibility of the troop hosting the event.
- All hardcopies are next to the sign in sheet and troops are welcome to take them.
- Remaining copies can be collected by the troop representative, or they can be put out at the next meeting. Once the deadline passes, they will be disposed of.
- Troops wanting fliers on Facebook need to provide a JPEG file.
- FROG only events and service opportunities will be posted on Facebook.
- Information on non-FROG events can be found on the FROG Public Site or on various GSCNC Rally's.
- FROG has a Twitter feed that information can be shared through. Person requesting tweets needs to provide the information to the website admin.
- Information shared on the Twitter feed is for FROG only events and service opportunities.
- FROG has a REMIND account and can be accessed https://www.remind.com access code: @hebef7

Meeting Agenda

- Meeting agendas are sent out two days prior to the FROG meeting.
- Open the Scoutlander reminder to access it. Alternatively, you may log into Scoutlander, go to the FROG Public Site and download from the 2019/20 Agendas, and download a copy.
- If you would like to have an item added to the Agenda, please send an email to FrederickOlderGirls@gmail.com by the second Wednesday of the month.

Information Presentation at Meeting

- At the FROG meeting, it is the responsibility of the troop hosting the event to provide an update.
- If you are unable to have a representative at the meeting, the information can be emailed to FrederickOlderGirls@gmail.com and it will be presented on your behalf. However, please provide the information at least two days prior to the meeting.
- Meeting minutes are shared after the monthly meeting.
- Minutes are distributed through Scoutlander broadcast and can be downloaded from FROG Private Site 2019/20 Minutes.

Frederick Older Girls (FROG) meetings are on the 3rd Wednesday of the month.   No meeting in December. Meeting dates:

09/18/19
10/16/19
11/20/19
01/15/20
02/19/20
03/18/20
04/15/20
05/20/20

We meet at Trinity United Methodist Church, 703 W Patrick Street Frederick, MD.

Meetings start at 7:00 and end at 8:30.

Troops should have girls attend a minimum of two meeting per year. Additional participation is strongly encouraged.

Website: http://frederickoldergirls.scoutlander.com
(Only registered members granted access)

Facebook: https://www.facebook.com/groups/frederickoldergirls
(Closed group, only registered members granted access)

Twitter: @frederickolder1

Remind: @hebef7

For more information contact:
FrederickOlderGirls@gmail.com

FROG Service Project Request Form

Meeting Date Project Presented   _____
Name of Presentor   _____
Troop # & Level   _____
Project dates   _____

Project Description   _____
    _____
    _____
    _____

Project completion date   _____

Meeting date for results update?   _____

Check #   _____
Date   _____

Mailing Address: _____
    _____
    _____

FROG Event Interest Indicator

Event: _____   Sheet _____ of _____

Troop	Name	Phone #	# Interested	Level	Email

FROG Deposit Record

Deposit Received from: _____

Event Name: _____

Item	From (Troop # or Name & #)	Category	Cash	Check #	Subtotal
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
Total					

Date Deposited: _____

Please print clearly, this is an officical record.

FROG Expense Record

Event: _____

Submitted By: _____

Item	Date	Description	Amount	Receipt (Y/N)	Comments
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
Total					

Please print clearly, this is an official record.
Staple or tape receipts to the back of this form.

FROG Financial Event Summary Record

Event: _____   Page ___ of _____
Submitted By: _____

	Date	Description/Submitter	Income	Expense	Balance	Comments	Check # Issued
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
		Totals					

Please print clearly, this is an official record.

Event Summary for Archival Purposes

Event Name: _____

Date Event took place: _____

Contact Name, Phone & Email:

_____

_____

Brief description of event:

_____

_____

Cost: _____

Patches? _____   If so, ordered from where, cost per person _____

Total number that participated: _____

Was there a minimum or maximum that could attend? _____

Would you recommend doing this event again? _____

Things that worked or would need to be tweaked:

_____

_____

_____

_____

Troop # & contact that sponsored that event: _____

_____

Date Event Summary submitted: _____

Forms Included:
1. Flier
2. Deposit Record
3. Expense Report
4. Event Summary

Event Cheat Sheet

Everything you need to know in order to plan a FROG event. All forms are located on the FROG website.

1. Pick an activity
2. Do an interest indicator to see if you have enough interest from the girls to host the event
3. Contact the company, determine price & availability
4. If deposit is required, FROG will pay it, contact treasurer and complete Expense Record and provide receipt copy
5. Create flier
   a. Flier needs to contain: Date, Time, Location, Cost, Contact person name, Registration due date, Registration mail to, if space limitations are a concern make sure the flier indicates the maximum and minimum # of participants
6. Submit flier to Frederickoldergirls@gmail.com for publishing on website and social media
7. Come to FROG meeting to talk up the event
8. Bring copies of fliers for distribution
9. Collect registrations (checks are turned into FROG treasurer); **no money should flow through a troop account!**
10. Prepare Deposit Record to turn in with checks
11. Prepare Expense Record and request additional funds (if needed)
12. Confirm participants are current FROG members (current roster located on the website or reach out to register for help)
13. Have fun!
14. Write up & submit the event summary record including copies of all forms for event coordinator
15. At any point, you are encouraged to ask for help! We have many leaders that have done this for years and would be happy to mentor you. The website also includes an Event Planning section that contains information on previously hosted events.