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## **LEADER'S MOTTO**

I respect my work so much that I dare not slight it!

## **LEADER'S PLEDGE**

I promise

that I will try to be the very  
best leader possible, and  
that I will do all in my power to  
bring girls and young women into a  
knowledge of God through Jesus  
Christ and to help them develop a  
wholesome, sound personality.

## **THE GUARDING PROGRAM**

The Guarding program is an informal character building Christian education program sponsored by The Salvation Army for the benefit of school age girls in the community. It consists of the Sunbeam program (for girls in grades one through five) and the Girl Guard program (for girls in grades six through twelve).

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# SUNBEAM PROGRAM PROGRESSION

<p><b>5</b> – A sunbeam is promoted to Girl Guards upon entering grade six, unless there is no girl guard troop.</p>	* G O D  A N D  C O U N T R Y  *
<p><b>4</b> – A sunbeam may work towards the Bronze, Silver, and Gold Star Awards. A sunbeam may earn many stars.</p>	
<p><b>3</b> – A sunbeam completes the requirements and shares with a Review Committee for the Commissioner’s Sunbeam Award. See requirements in Sunbeam handbook.</p>	
<p><b>2</b> – A sunbeam works on activities to earn emblems. She may work on specific emblems towards earning the Commissioner’s Sunbeam Award.</p>	
<p><b>1</b> – A girl may join Sunbeams in grade one. After the girl meets membership requirements, she is enrolled and is eligible to wear the Sunbeam uniform and encouraged to attend Sunday school/church weekly.</p>	

\* Sunbeams may work on the *God and Me* and *God and Family* sections of the *God and Country* program. Appropriate awards are received for the work completed. Materials are available from the Divisional Youth Department.

# GIRL GUARD PROGRAM PROGRESSION

<p><b>5</b> – A girl guard continues to earn more Palm Awards and/or earns the Catherine Booth Award (high award).</p>	* G O D  A N D  C O U N T R Y  *
<p><b>4</b> – A girl guard completes the requirements to earn the Bronze, Silver, and Gold Palms. A girl guard may earn many Palms.</p>	
<p><b>3</b> – A girl guard completes the requirements and shares with a Review Committee for the General’s Guard Award. See requirements in Girl Guard Handbook.</p>	
<p><b>2</b> – A girl guard works on <i>Discovering ... One</i>. She may also work on specific activities towards earning high awards (General’s Guard, General’s Guard Palms, and Catherine Booth).</p>	
<p><b>1</b> – A girl may join Girl Guards in grade six (five, if there is no Sunbeam troop). After membership requirements are met, she is enrolled, eligible to wear the uniform, and encouraged to attend church weekly.</p>	

\* Girl Guards may work on the *God and Church* and *God and Life* sections of the *God and Country* program. Appropriate awards are received for the work completed. Materials are available from the Divisional Youth Department.

## **GENERAL INFORMATION**

The Guarding program consists of the Sunbeam program (Grades 1-5) and the Girl Guard program (Grades 6 – 12). There are members throughout the United States.

The Sunbeam and Girl Guard programs are organized in individual troops, and sponsored by the local Salvation Army corps. Volunteers and Salvation Army personnel provide leadership. Meetings may be held in corps community centers, schools, homes or other Salvation Army service centers.

### **The Aim and Purpose**

The purpose of Guarding is to provide a program that gives a girl an opportunity for personal growth spiritually, mentally, physically, socially, and increases her understanding of service to others. This purpose is expressed in the Sunbeam Fourfold Pledge, Sunbeam Declaration, and the Girl Guard Aim, which must be understood by all members, and are the guiding principles for all programs and activities.

### **Sunbeam Pledge, Declaration, and Motto**

#### **Pledge**

I promise that I will try:

- To love God,
- To be obedient,
- To be loving and kind to all,
- To be true to the Sunbeam Declaration.

#### **Declaration**

I understand that as a Sunbeam I should:

- Pray morning and evening,
- Speak the truth,
- Be kind to animals,
- Never steal, swear, gamble, touch harmful drugs or strong drinks.

#### **Motto**

“Do Right.”

## Girl Guard Aim

I understand that as a Girl Guard:

I will grow spiritually  
by increasing my knowledge of God through Bible study and prayer.

I will grow mentally  
by being honest in my thoughts and actions  
and by developing the mind and talent God has given me.

I will grow physically  
by protecting myself from all harmful substances and habits  
and by developing a healthy body.

I will grow socially  
by being respectful, friendly, of service to others  
and loyal to my country.

## Membership

Any girl regardless of race or creed may become a Sunbeam or Girl Guard. Sunbeams are the junior branch of the Guarding program. They have their own handbooks, activities, uniforms and meet separately from Girl Guards.

To become a SUNBEAM a girl must:

1. Be in at least the first grade.
2. Attend four troop meetings.
3. Recite the Pledge, Declaration, and Motto.

To become a GIRL GUARD a girl must:

1. Be in at least the sixth grade. \*
2. Attend four troop meetings.
3. Understand the Girl Guard Aim.

\* If there is no Sunbeam program, a girl in grade five may join Girl Guards.

\* If there is no Girl Guard program, a girl may remain a sunbeam through grade six.

A girl guard may remain on the membership roll through grade 12 or until the next troop re-registration. If a girl is working on the *God and Life* section of the *God and Country* program, she may remain on the membership roll after grade 12, but only until re-registration.

All commissioned and warranted leaders should be counted in the troop membership. Acting leaders, committee members, or resource persons are not counted in the official troop membership. Every girl is a recruit or visitor until she has been enrolled in a special enrollment ceremony and her name has been added to the membership roll.

**FAST TRACK THROUGH *DISCOVERING... ONE***  
**For new girl guards 14 years of age and older**

*Discovering ... One* has been written at the fifth and sixth grade reading levels because it is intended for younger girl guards as they enter the program. The balance of the handbook is written at the junior high reading level.

When older girls join the program (age 14 and over) they have the option of completing *Discovering ... One* as it appears in the handbook or, at the discretion of the leader, completing the fast track version according to their personal needs. To complete the fast track version of *Discovering ... One*, do the following:

Section	Name	Tasks To Do:
One	“Discovering ... God”	*1, *2, *3 and *6
Two	“Discovering ... My Health and Body”	*1, *5, plus one other task in the section
Three	“Discovering ... My Mind and Emotions”	*1, *2, and *3
Four	“Discovering ... My Relationships With Others”	*1, *2 and one other task in the section

**Reinstatement**

If the name of a Sunbeam or Girl Guard has been removed from membership rolls, she may be reinstated, with the consent of the leader, after attending four meetings. The corps officer should be notified to make the addition to the membership rolls.

**Transfers and Removals**

When a Sunbeam or Girl Guard moves from a city or corps area, the corps officer should send a note to the corps officer in the city or location where the girl is moving. The girl should be given the name and address of the corps and encouraged to join the troop. When a member moves into

your area, the corps officer should request the Divisional Guard and Sunbeam Director or Assistant Divisional Youth Secretary to secure a transfer of her record. The girl's name may then be added to the membership role. She need not be re-enrolled. Members may be removed from the roll:

- 1) At re-registration if over-age or inactive for at least eighteen months,
- 2) When transferring from Sunbeams to Girl Guards,
- 3) When transferring from one corps to another, and
- 4) In the event of death.

Any changes in membership must be reflected in monthly corps statistical reports.

### **Troop Registration**

All Sunbeam and Girl Guard troops must be registered at divisional headquarters and territorial headquarters. The registration application form is secured from the corps officer. A new troop, or an existing troop may register with a minimum of one girl and one leader.

The leader must complete the registration form, listing all girl and adult members and forward the application and the required fee to divisional headquarters.

New members may be added to the registration monthly. Those who join more than six months after the date of registration will pay half the amount of the registration fee. No emblems or awards will be processed for girls not registered.

The Divisional Guard and Sunbeam Director or Assistant Divisional Youth Secretary will forward a seal of registration to the corps officer for placement on the Troop Charter. Troop registrations should be completed in October of each year.

### **Troop Charter**

When a new troop registers for the first time, the Territorial Guard and Sunbeam Director will send a Troop Charter. It is the responsibility of the leader to see that the charter is carefully preserved and in a permanent place in the corps building where the members may see it. It is suggested that the charter be placed behind a clear acrylic protector or frame.

### **Auxiliary Troops**

In communities removed from a corps or divisional center, such as in service extension areas, it is permissible to organize a troop with Salvationists or non-Salvationist leaders, with the approval of divisional headquarters. All commissions and warrants will be issued from the divisional headquarters where the auxiliary troop is registered.

Uniforms for auxiliary troops must be ordered by requisition through divisional headquarters. If the troop is inactivated, the uniforms (except sashes) and records must be sent to divisional headquarters.

## **Troop Number**

Territorial headquarters assigns the troop numbers. The troop number will appear on the troop charter, registration, membership card, and it is to be worn on the uniform sash. It may also appear on the troop flag.

## **Troop Name**

The troop chooses a name. Name changes may be made only at the time of yearly registration. No troop may be named after a living person. The name of the troop may reflect the geographical area of the troop, a historical feature of the area, or the interests of the troop members.

## **Troop Log**

There is no official book for this purpose, but it is advisable for the troop to purchase a scrapbook or notebook in which to keep a record of the troop history, special events and programs, news clippings, photographs, etc. The leader may appoint a sunbeam or girl guard as scribe to keep this book up-to-date. It should be made available for viewing during special events. The Divisional Guard & Sunbeam Director or Assistant Divisional Youth Secretary may also review the troop log at the annual review.

## **Troop Record Book**

The leader is responsible to see that the troop record book is maintained and up-to-date. The troop record book contains the individual record of each girl's membership, attendance, dues and progress, basic planning forms, and the income and expense record forms. The leader is responsible for recording the weekly attendance on the corps statistical attendance record provided by the corps officer and to inform the corps officer of any increase or decrease in troop membership.

## **Troop Rating or Award– Annual Evaluation**

Each territory has a troop-rating or award plan, and guidelines are given for the required program. Each territory will detail the instructions regarding evaluations of growth and progress on forms obtained from divisional headquarters.

## **The Sunbeam or Girl Guard Flag**

Every troop should have its own flag. Inclusion of the troop name and number is encouraged, but not required. Flags are ordered from the Supplies and Purchasing Department.

Leaders should do everything within their power to encourage respect for the flag. A suitable place in the troop's room should be reserved for the Sunbeam or Girl Guard flag. The flag should not be draped on the wall of the room; but should be placed in a suitable holder. A flag

bearer should be appointed to carry the flag. The flag should be used at all ceremonies. In addition, if the patrol system is used a patrol may design and make its own flag.

### **Achievement Chart**

The progress of each girl is recorded on the Achievement Chart, which should be placed on the bulletin board in an area where Sunbeams and Girl Guards meet. It is the leader's responsibility to keep the chart up-to-date. The chart is available from the Supplies and Purchasing Department or the Territorial Youth Department.

### **Individual Records**

Each girl will have a three-ring binder for her handbook, records, and work related to activity emblems she earns. Allowing the girl to be responsible for her work helps her to understand and remember what she has completed for each activity. This is also helpful if a girl is working toward high awards (i.e. General's Guard, Commissioner's Sunbeam). She will be able to track and have available the materials needed to meet the award requirements. The responsibility for keeping records/work together should be assumed by the girl. Younger girls may be assisted by the leader.

### **Supplies**

Sunbeam and Girl Guard supplies generally come from divisional headquarters or the Supplies and Purchasing Department at territorial headquarters. The items that may be ordered from each headquarters are listed. Items vary within territories and divisions.

#### **Items From Divisional Headquarters**

Activity Emblems

Applications and Forms

- College/School for Officer Training – Scholarship Application
- High Award Applications for troop members
- Leaders Award Applications
- Leadership Training Application
- Local Officers Bond (for Salvationist leaders)
- Membership Application
- Monthly Report Form
- Registration/Re-registration Form
- Religious Survey Form
- Troop Achievement Award Application
- Warrant Bond Application (for non-Salvationist leaders)

Awards

- Camp
  - A-Khi-Ko-Ka – Girl Guards
  - Ayita – Sunbeams
- Girl Guards

General's Guard Award  
General's Guard Palm Awards: Bronze, Silver, and Gold  
Catherine Booth  
For Saving Life  
God and Country Medals  
    God and Church (grades 6-8)  
    God and Life (grades 9-12)

Leaders

    Evangeline Booth Leadership Award Application  
    Robin Hood Award  
    For Saving Life  
    God and Country Medals  
        God and Service

Sunbeams

    Commissioner's Sunbeam Medal  
    Commissioner's Sunbeam Star Awards: Bronze, Silver, and Gold  
    For Saving Life  
    God and Country Medals  
        God and Me (Grades 1-3)  
        God and Family (Grades 4-5)

Certificate of Recognition

Committee Membership Cards

Enrollment Cards  
    Sunbeam  
    Girl Guard

Girl Guard Membership Bar

Guarding Program Leadership Training Information

Local Officer's Commission

Monthly Advancement Forms

Patrol Leader's Stars

Salvation Army Designation

Service Stars and Colored Backgrounds

Spanish materials (if available)

Sunbeam Transfer Pin

*The Signal*

Troop Items

Numbers/Seals

Rating/Award Forms

Sash Numerals

Warrant Certificate

**Items From The Supplies And Purchasing Department, THQ**

Brochures:

“Discovering ...Girl Guards for the Fun of It!”

“The Salvation Army Sunbeams”

Certificate of Appreciation

Flagpoles w/ Spear Top

Girl Guard Achievement Chart

Girl Guard Flag

Girl Guard Record Card

Girl Guard Uniforms (by requisition – DHQ)

Leader’s insignia

Leader’s uniforms (by requisition – DHQ)

Patrol Record Sheets

Posters

Promotional Videos

Sunbeam Achievement Chart

Sunbeam Enrollment Certificate

Sunbeam Flag

Sunbeam Record Card

Sunbeam Uniforms (by requisition – DHQ)

*Discovering God's Gifts - The Girl Guard Handbook*

*Discovering God's Gifts - The Girl Guard Leader's Handbook and Resource Guide*

*I Want to Be a Sunbeam Handbook*

*I Want to Be a Sunbeam Leader's Resource Book*

Troop Leader's Record Book with Inserts:

Cover Sheet

Troop Registration

Troop Leadership Inventory

Visitors Roll

Troop Inventory

Troop Financial Ledger

\*Girl Guard *Discovering...One* and *Discovering...Two* Activity Record

\*Individual Girl Guard Records

\*Sunbeam Rank Advancement

\*Individual Sunbeam Records

\* Must designate whether Sunbeam or Girl Guard

## **SUNBEAM LEADER'S RESOURCE BOOK**

The *I Want to Be a Sunbeam Leader's Resource Book* is a three-ring, 8 ½" x 11" notebook. Designed as a guide through the *I Want to Be a Sunbeam* handbook, it contains answers to the puzzles and questions as well as resource materials for emblem activities.

The pages of the resource book are designed for insertion into the *I Want to Be a Sunbeam* handbook. Page numbers are replaced with footers that list the emblem to which the activity or resource refers. The pages of the resource book may be inserted within their specific emblem sections to make it easier and more convenient to use, or they can be placed all together at the end of the handbook.

## **GIRL GUARD LEADER'S HANDBOOK AND RESOURCE GUIDE**

*Discovering God's Gifts - The Girl Guard Leader's Handbook and Resource Guide* is a three-ring, 8 ½" x 11" notebook. Designed as a guide through *Discovering God's Gifts - The Girl Guard Handbook*, it provides answers to the puzzles and questions, information for completing various tasks, devotional materials, as well as a listing of resources for each activity.

The pages of the resource book are designed for insertion into *Discovering God's Gifts - The Girl Guard Handbook*. Page numbers are replaced with footers that list the emblem to which the activity or resource refers. The pages of the resource book may be inserted within their specific emblem sections to make it easier and more convenient to use, or they can be placed all together at the end of the handbook.

## **HELPFUL FILING HINTS SUNBEAM AND GIRL GUARD LEADERS**

Information that you gather from newspapers and other sources should be filed in appropriate section folders. Sections from *The Signal* that also apply for each activity should also be filed in these folders. A drawer may be set aside to organize troop materials by emblem, event, fundraising, party ideas, leadership training, high awards, etc....

Example:       An easy crochet project found in a magazine would be filed in the Needle Knack folder/file for future use.

### **ADDITIONAL SUBJECTS MAY BE ADDED BEHIND THE MAIN DIVISION TABS.**

Example:       Special Events

Sub - Tabs:    Recruitment

                  Mother-Daughter Banquets

                  Camping Programs

                  Divine Services

                  Court of Awards

                  Field Trips

# STARTING A TROOP

## 1) Form a Troop Committee

The first consideration in organizing a new troop is to find suitable leaders. The corps officer is responsible for their appointment and training. The troop committee may assist in securing the leaders for the troop (See Organizational Chart, page 31).

At the first troop committee meeting:

- a. Introduce the Guarding program.
- b. Explain the purpose of the committee.
- c. Discuss leadership possibilities.
- d. Discuss plans for recruiting leaders and girls.
- e. Assign responsibilities.
- f. Set time, place, and date for next meeting of troop committee and leaders.
- g. Pray for leaders, girls and program.

## 2) Secure leaders and arrange for leadership training

Leaders in the Guarding program have a great responsibility. Much prayer and consideration should go into selecting leaders. The following guidelines should also be followed:

- a. All workers must be 18 years of age or older. Younger persons may assist, but not take the place of adult workers.
- b. When feasible, applicants for volunteer positions within the corps shall have participated/or been a regular attendee at the corps for at least six months.
- c. Prospective leaders need to undergo a background check.
- d. Arrange for leadership training including the appropriate child safety program.

## 3) Assemble supplies.

DHQ  
Promotional Video

THQ  
Applications/Forms for Guarding  
Recruitment Brochures  
Sunbeam or Girl Guard Handbook  
Sunbeam or Girl Guard Leader's Resource Book  
"The Signal"  
Troop Record Book

**4) Introduce the program to the corps and community**

- a. Announce program in all corps meetings. Also provide information to all other Salvation Army affiliated program participants.
- b. Present the definition and purpose of the program, names of leaders, and announce the date, time and location for the first meeting.
- c. Contact local radio and television stations, newspapers, churches, and nearby schools for promotional purposes.
- d. Plan personal visitation in neighborhood homes, and share printed announcements about the first meeting.
- e. Make attractive posters for corps display.
- f. Place posters or handbills in local store windows.
- g. Send personal invitations to all girls known to the corps who are in grades one through twelve. Encourage them to come and bring their friends.

**5) Meet with the Troop Committee and all leaders**

- a. Discuss recruitment methods used and their results.
- b. Set date, time, and place for the first meeting with girls.
- c. Set goals and plan for annual events. (Keep in mind corps, divisional, and territorial events.)
- d. Plan program in detail for first meeting.
- e. Plan programs for first three months.
- f. Discuss suitable meeting places.
- g. Discuss leader's responsibilities and provide a written list of duties for each leader.

**6) Meet with the girls**

The first meeting should include:

- a. Get acquainted activities.
- b. Introduction of the leaders.
- c. Explanation of the program: Sunbeam Pledge, Declaration, Motto, Girl Guard Aim, activities, special events, uniforms, dues, etc.
- d. Distribution of take-home information.
- e. Announcements of the meeting time and place.
- f. Closing ceremony and benediction.

**7) Requisition uniforms**

Contact your Divisional Youth Department for instructions on requisitioning of uniforms.

**8) Enroll members**

When the uniforms and troop charter are received, an enrollment service should be held. The leader should make this enrollment a significant time for the girls. The girls and leaders should wear their uniforms for the first time at this ceremony.

**9) Conduct public inauguration of troop**

The public inauguration should be the first public appearance of the troop and should be conducted by the Divisional Guard and Sunbeam Director or Assistant Divisional Youth Secretary.

# **FINANCES**

## **Dues**

All girls and leaders should pay weekly dues. Each troop shall decide the amount. The dues are used for activity expenses and projects. No girl should be kept from membership if she does not bring dues, but each girl should be encouraged to do so.

The troop registration fee may be paid by collecting a portion from each member or entirely from troop funds. The registration fee should be forwarded to divisional headquarters and used to pay for awards and program development. All income and expenses are recorded in the troop record book. This book should be kept up-to-date and can be inspected annually by the Divisional Guard and Sunbeam Director or Assistant Divisional Youth Secretary.

## **Fundraising**

Fundraising projects may provide enough funds for troop supplies, equipment, camperships, uniforms, and special events. Supplementary fundraising projects should be undertaken only when the need is identified and justified.

The troop committee should give assistance in fundraising projects. Local ordinances should be observed and safety procedures practiced.

Proper care should be taken in the handling of income by both girls and leaders, thus protecting individuals from being involved in the misuse or loss of money or goods. Money for items sold should be collected when the product is delivered to the person purchasing it and the money handed to the proper leaders as soon as possible.

## **Budget**

A budget is an itemized plan for income and expense to cover a given period. The budget year is from October 1 to September 30. When preparing a budget:

- 1) Determine program needs.
- 2) List anticipated program needs and expenses.
- 3) List anticipated income.
- 4) Devise a plan to make the income equal or exceed the expense.

Salvation Army regulations require that all funds received for the Sunbeam or Girl Guard Program be turned over to the corps officer immediately for deposit in the official corps bank account. All subsequent expenditures will be covered by checks drawn on the said bank account. Such funds should be fully recorded in the corps cash book but maintained separately so they may be used only for the purpose for which they are received. Neither the leader, the troop committee, the members, nor the corps officer are authorized to hold in cash or in a personal bank account any funds received for the benefit of the Sunbeam or Girl Guard troops of The Salvation Army.

# SUNBEAM AND GIRL GUARD UNIFORMS

## General Information

A Sunbeam or Girl Guard uniform identifies the person wearing it as a member of a Sunbeam or Girl Guard troop. It should be worn for the first time at the enrollment service. A girl may purchase her uniform personally, or it may be troop property. If it is loaned to her, a record of this should be kept and the uniform should be returned in good order. The uniform sash and all emblems earned belong to the girl. The leader should instruct each girl the proper way to wear her uniform.

The Sunbeam and Girl Guard programs are nonsectarian in character; therefore uniforms may be worn for events other than Salvation Army activities. Uniforms may be worn to troop meetings, ceremonies, public events, rallies, divine services, when traveling as a troop, when doing service projects, and during anniversary week.

Both the Sunbeam and Girl Guard uniforms have the same basic elements for formal/informal use. Illustrations of the uniforms can be found in the Sunbeam and Girl Guard handbooks.

Formal:        White knit shirt with the Sunbeam/Girl Guard logo  
                  Blue Skort/Skirt  
                  White Socks, tights, or nylons (for Girl Guards)  
                  Black Shoes

Informal:      White knit shirt with the Sunbeam/Girl Guard logo  
                  Blue pants, jeans or shorts  
                  White socks  
                  White tennis shoes

## Purchasing Uniforms

Sunbeam, Girl Guard, and leader uniforms may only be purchased from the Supplies and Purchasing Department. See your corps officer for uniform ordering details. Uniform assistance plans are available in some territories to help with uniform costs.

## Uniform Sash

See the Sunbeam or Girl Guard handbook for the description of the uniform sash and how it should be worn. The leader should instruct each girl how to care for her sash. It should never be washed and if properly cared for will not need to be dry-cleaned.

## Activity Emblems

When the requirements for an activity have been completed the sunbeam or girl guard will receive an activity emblem to wear on her uniform sash. The leader should obtain the emblems

from divisional headquarters and present them in a Court of Awards ceremony. (See Ceremonies section).

Activity emblems should be attached on the front of the uniform sash if space allows. Patches from Guarding events, camps, rallies, or special projects may be sewn on the back of the sash. When a sunbeam or girl guard completes a S-T-R-E-T-C-H Project she will receive a silver star to wear on her uniform sash outside the upper right corner of the activity emblem.

**Service Stars**

Sunbeams and girl guards receive silver stars for faithful years of involvement in Guarding. If a sunbeam transfers to Girl Guards, the years are included in the total years of service for girl guards and leaders. They are worn from left to right on the uniform sash, above the activity emblems.

Service must indicate faithful activity in the troop, not just a name on the roll. A girl should pass at least one emblem during the year.

<b>SERVICE STARS</b>	<b>1-4 YEARS</b>	<b>5 YEARS</b>	<b>6-9 YEARS</b>	<b>10 YEARS</b>	<b>11+ YEARS</b>
<b>Sunbeam</b>	Yellow	Red	Red + Yellow/s		
<b>Girl Guard</b>	Green	Red	Red + Green/s	Blue	Blue + Green/s

# LEADER'S UNIFORM

## General Information

Sunbeam and Girl Guard leaders' uniforms are available through the Supplies and Purchasing Department. Approved leader's uniform consists of:

Formal:        White knit shirt with the Sunbeam/Girl Guard logo  
                  Blue Skirt or skort  
                  White Socks or nylons  
                  Black Shoes

Salvationists should wear the Salvation Army uniform as formal uniform.

Informal:      White knit shirt with the Sunbeam/Girl Guard logo  
                  Blue pants, jeans or shorts  
                  White socks  
                  White tennis shoes

## Insignia

An identification bar worn on the leader's uniform indicates leadership position. It should be worn on the Salvation Army uniform or leader's uniform. Divisional Guard Directors and the Territorial Guard Director may wear nameplates (with shield) on the left side of the uniform.

## Service Stars

Service stars should be worn on the uniform sash.

<b>SERVICE STARS</b>	<b>1-4 YEARS</b>	<b>5 YEARS</b>	<b>6-9 YEARS</b>	<b>10 YEARS</b>	<b>11+ YEARS</b>
<b>Sunbeam Leader</b>	Yellow	Red	Red + Yellow/s	Blue	Blue + Yellow/s
<b>Girl Guard Leader</b>	Green	Red	Red + Green/s	Blue	Blue + Green/s

## **LEADER’S AWARDS**

Leaders may earn the following awards: Evangeline Booth Leadership Award, the Robin Hood Award, For Saving Life Award and the God and Service Award (from the God and Country series).

### **Evangeline Booth**

This is a territorial award for leaders and available to commissioned or warranted leaders who have given noteworthy service of exceptional character to the spiritual, mental, physical and social development of girls in the Guarding program of The Salvation Army. This may be earned as follows: “one per Sunbeam troop and one per Girl Guard troop per year.” Divisional headquarters supplies the award application.

The award consists of a broach and a plaque. The broach bears the image of Evangeline Booth with the inscription “Evangeline Booth Award” and is worn on the right lapel of the Salvation Army uniform or upper right side of the leader’s uniform shirt. The certificate with plaque is available from territorial headquarters and is signed by the Territorial Commander, Territorial Youth Secretary and Territorial Guard and Sunbeam Director

### **Robin Hood**

The Robin Hood Award is available to registered leaders of, or officers working with, the Guarding programs. It requires a practical experience of outdoor lore.

Divisional headquarters supplies the award application, which lists requirements.

### **For Saving Life**

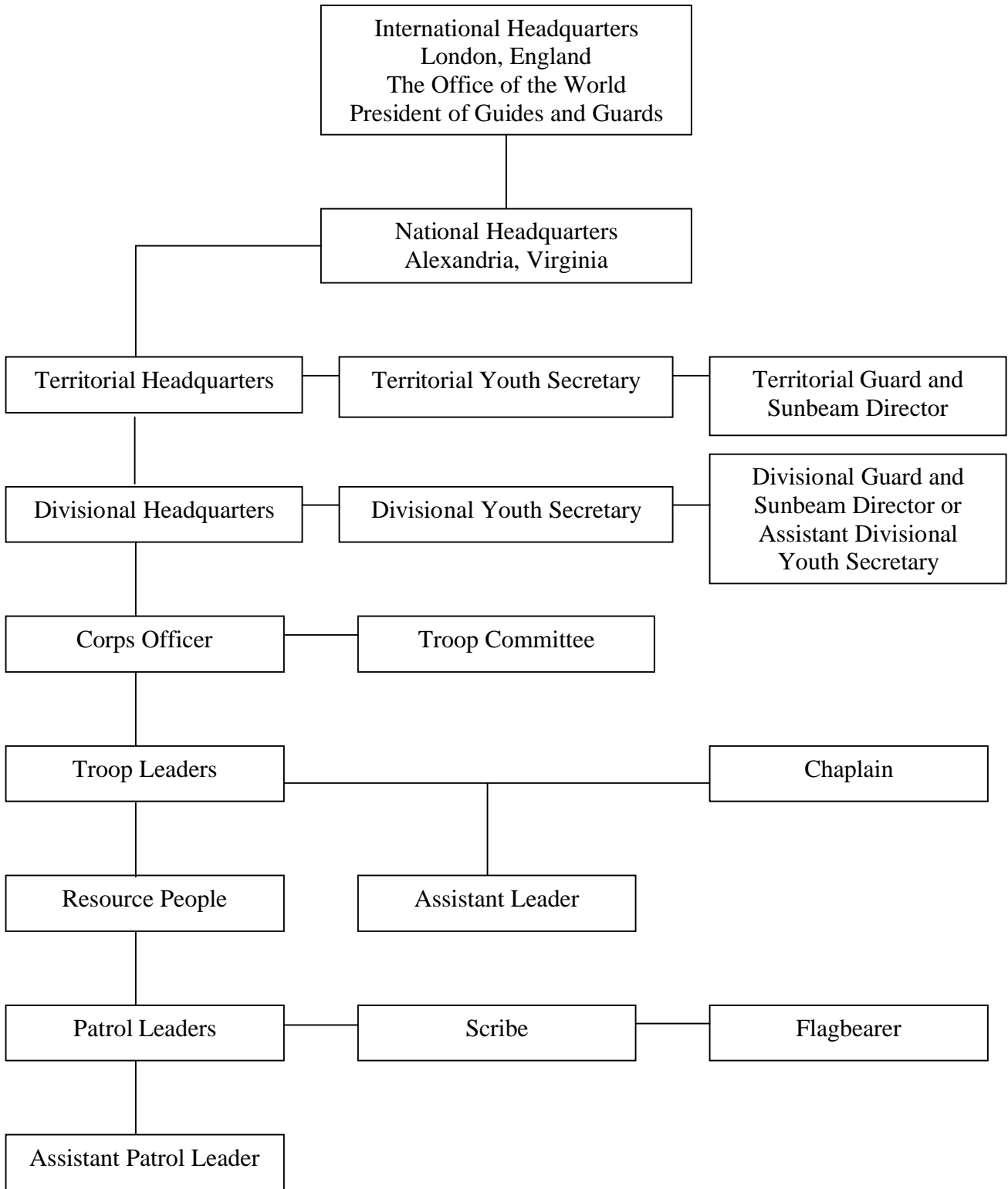
This is presented to any Sunbeam, Girl Guard, or leader, who has, at personal risk acted to save the life of another, in situations such as rescue from drowning or fire. Additional information regarding this award may be secured from Divisional Headquarters. The pin is worn on the right lapel of the Salvation Army uniform or upper right side of the leader’s uniform shirt.

### **God and Service Award**

Leaders may work on the *God and Service* section of the *God and Country* program. Appropriate awards are received for the work completed. Program materials and applications for the award are available from the Divisional Youth Department.

Medals will be presented upon completion of each study to be worn on the right lapel of the Salvation Army uniform or upper right side of the leader’s uniform shirt.

## SALVATION ARMY ORGANIZATIONAL CHART



# LEADERSHIP

## Territorial Chain of Command and Job Descriptions

- Territorial Commander (TC)—The officer in charge of Salvation Army operations in a territory.
- Territorial Youth Secretary (TYS) – The officer appointed in charge of all youth activities in a territory.
- Territorial Guard and Sunbeam Director (TGD) – The officer/soldier appointed to supervise and promote the Sunbeam and Girl Guard program throughout a territory.
- Divisional Commander (DC) – The officer in charge of Salvation Army operations in a division.
- Divisional Youth Secretary (DYS) – The officer/soldier responsible for all youth work in a division.
- Divisional Guard and Sunbeam Director (DGD) or Assistant Divisional Youth Secretary (ADYS) – The officer/soldier responsible for promoting the Sunbeam and Girl Guard program in a division.
- The titles and responsibilities for the person appointed to the job may vary depending on the territory and division.

## Corps Officer

The corps officer is the appointed person responsible for Salvation Army operations in a given community. The corps officer is responsible for the administration of the Sunbeam and Girl Guard troops in cooperation with adult leaders. The corps officer (CO) appoints the leaders, in accordance with Salvation Army regulations. The corps officer is responsible for seeing that the program is organized and conducted in agreement with Salvation Army principles and policies in harmony with Salvation Army regulations and the fourfold aim of the Guarding program.

It is not intended that the corps officer should take responsibility for the leadership of the troop. An officer or assistant officer who must temporarily supervise the activities of the group will do so as an acting troop leader and will not be included in the troop membership records.

**The corps officer is responsible for:**

- 1. Recruiting troop leaders and committee members.**
- 2. Program training for leaders and volunteers.**
- 3. Safety training for leaders and volunteers.**

Each territory has their own officially mandated child safety program that includes training of leaders of Salvation Army programs in the standards for that territory. The objective of this training is to:

- a. Educate leaders and workers about prevention of child abuse.
- b. Enable leaders and workers to develop procedures and practices to reduce risks.
- c. Protect adults from mistaken or groundless allegations.
- d. Reduce liabilities for The Salvation Army units.
- e. Build parental confidence in Army programs.
- f. Prepare The Salvation Army representative to respond to child abuse.

In addition, each applicant for employment or for volunteer work for any position involving the supervision or custody of children (under 18 years of age) or for any position in which the applicant is in any way involved with children, will complete the *Statement of Applicant for Work With Children*, copies of which can be found after the National Policy Statement on Sexual Abuse of Children. Any such applicant who fails to complete the statement or who refuses to make the representations contained in the statement will not be allowed to work with children in Salvation Army programs such as Girl Guards and Sunbeams.

Corps Officers and Leaders are to be guided by the National Policy Statement on Sexual Abuse of Children.

#### **4. Supervising leaders.**

This includes the ongoing directing, helping, correcting, supporting, encouraging, and evaluating the leader and the program, so that the purpose and fourfold aims of Guarding can be accomplished.

#### **5. Recognizing leaders.**

This includes recommending leaders for the Evangeline Booth award, God and Service Award and publicly presenting them.

#### **6. Communication.**

All communication to and from divisional headquarters in spoken and written form should go through the corps officer. This includes the transmitting of reports, records, requisitions, and other business between the troop leaders and the Divisional Guard and Sunbeam Director or Assistant Divisional Youth Secretary.

## **7. Statistical reporting.**

The corps officer should record the Sunbeam and Girl Guard membership on the corps statistical report. This will include all girls who have been enrolled and all leaders who are commissioned or warranted. Corps officers or corps assistant officers should not be counted in the official membership.

### **Local Troop Leadership**

The Sunbeam and Girl Guard troops are branches of the youth work, under the direction of the Young People's Sergeant Major (YPSM). When the members, either as a troop or as individuals, attend Sunday school or other young people's meetings, they are under the authority of the YPSM. The Girl Guard troop includes both junior and senior soldiers. Therefore leaders will be commissioned as senior local officers but oversight of the troop will come under the jurisdiction of the Young People's Pastoral Care Committee.

### **Troop Leader and Assistant Leaders**

The troop leader and assistant leaders are volunteers appointed by the corps officer and are responsible for the Sunbeam and Girl Guard programs in the community. The following are the requirements for leaders and assistant leaders.

1. Leaders must be at least 18 years of age and should exemplify Christian living.
2. Salvation Army members (soldiers) serving as troop leaders or assistant leaders must sign local officer's bonds and be commissioned as local officers. They may be asked to serve on the Young People's Pastoral Care Committee.
3. Non-Salvationists may be warranted as Sunbeam or Girl Guard leaders. Such persons will sign a warrant bond and be approved by divisional headquarters and the corps officer. They must be Christians and in agreement with Salvation Army principles. Commissioned or warranted leaders should be included in the troop membership.
4. Any leader not commissioned or warranted is designated an acting leader. A corps officer or assistant officer who must supervise the troop activities temporarily or serve as chaplain will do so as an acting troop leader. Acting leaders will not be included in the official membership count.
5. Territorial, divisional, or institutional officers who soldier at a corps where there is a troop may be commissioned in adult leadership positions and should be counted on the membership roles.

It is recommended that prospective leaders complete Level One of the Guarding Program Leadership Training before being commissioned or warranted.

## **Chaplain**

The chaplain must be of good character, a Salvationist, and be at least 18 years of age. Both the Girl Guard and Sunbeam chaplains must sign a local officer bond. While all leaders share the responsibility of promoting the spiritual welfare of the girls, the chaplain is chiefly responsible.

The spiritual emphasis should not be a separate part of the program, but should be integrated in all activities. The chaplain's duties are as follows:

1. The chaplain is responsible for the spiritual welfare of the girls both in and out of troop meetings. All girls should be encouraged to attend Sunday school and church services regularly. When girls are unchurched, the chaplain should urge their attendance at Salvation Army activities.
2. The chaplain should give special attention to leading girls in accepting Jesus Christ as their personal Savior and friend.
3. The chaplain is responsible for quarterly spiritual meetings, troop devotions at all meetings and assists with the arrangement for the Divine Service twice a year.
4. The chaplain is responsible to see that worship services are conducted for the troop when the troop is away on weekends.

## **Resource People**

Qualified persons should be selected to share their specialized skills and give guidance and assistance in the programs. Such persons share their expertise and guide girls through activities, which relate to their vocations or avocations. Resource persons must be willing to follow the guidelines of the activities.

Resource people do not receive commissions or warrants and should not be counted in troop membership.

## **Patrol Leaders**

Patrol leaders are girls selected to lead a small group of four to eight girls in activities. Patrol leaders do not receive commissions or warrants but should attend planning meetings.

## **Scribe**

The troop scribe is a girl who is responsible for reporting on activities, writing thank-you notes for the troop, and recording information in the troop log.

### **Flag Bearer**

The flag bearer is a girl appointed by the leader to carry the flag and to see that the flag is cared for properly when not in use.

### **Troop Committee**

A troop committee should be composed of a minimum of three adults, men or women, who serve in an advisory capacity to troop leaders. One committee may serve for both the Sunbeam and Girl Guard troops.

See Troop Committee Organization Chart (page 31).

The leader of the troop cannot be the chairman or secretary of the committee. She should keep the chairman informed of troop activities and of ways that the committee may help the troop.

The corps officer must approve appointments to the committee. Members are asked to serve for one year, but may be reappointed if advisable and if members agree. Changes in committee membership are made at the time of registration. Corps officers, assistant corps officers and troop leaders are ex-officio members and are not counted in troop committee membership.

Committee meetings must be held at least twice a year, with one designated as an annual meeting to review the work of the past year.

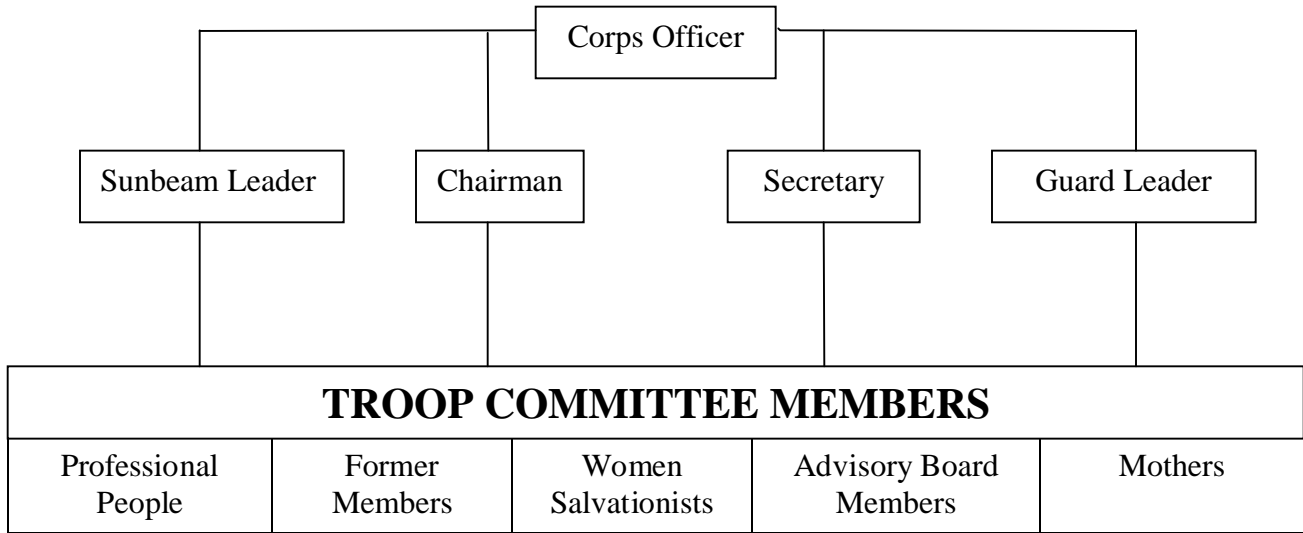
### **Committee Chairman**

The troop committee chairman plans and chairs the meetings. She should prepare a complete meeting agenda, including the basic time schedule. It should list each report to be given, announcements, program dates, and items of old and new business. A copy of the agenda should be given to each leader and committee member prior to the meeting. The chairman serves for one year, but may be reappointed.

### **Committee Secretary**

The committee secretary should be appointed for one year and may be reappointed. She keeps the minutes and informs committee members of meeting times and programs. A copy of the minutes must be submitted to divisional headquarters.

# TROOP COMMITTEE ORGANIZATIONAL CHART



## SUGGESTED DUTIES OF TROOP COMMITTEE

<u>Leadership</u>	<u>Projects</u>	<u>Camp</u>	<u>Trips</u>	<u>Publicity</u>	<u>Finance</u>
Recruiting resource people Conducting leadership classes Recruiting troop members	Toy repair Missionary Cradle Roll Parties Shut-In Visitation Parades	Transportation Fundraising Counselors at camp Uniforms	Art Museums Historical Centers Institutions City Parks Farms	Recruitment Special Programs Anniversary Week Annual Meeting Fundraisers	Chocolate Sales Suppers Bazaars Sales Demonstrations

<u>Troop Projects</u>	<u>Interpretation</u>	<u>Special Events</u>	<u>Worship Helps</u>	<u>Anniversary Week</u>
Attendance (call absentees) Advancements Recruitment Publications, etc.	Community Girls Clubs Recruits Parents Assist with discipline	Rallies Hikes Swimming Winter Camping Cook-outs Divine Services	Suggest speakers Assist Chaplain (when necessary) Special Programs Visuals Music	Divine Service Silver Tea Banquets Alumni Night Special Activities

## **Committee Meetings**

Start the committee meeting on time, and close on time. The meeting should be opened with a devotional thought and prayer. Do not allow an agenda item to be dropped without deciding what to do about it. Either accept, discard, or table it, or refer to a committee member for study and report at the next meeting, but do not drop it. If an idea is accepted, outline a course of action and assign it to a specific person for follow through. Be sure to assign responsibility for each action; that is, get approval and clearance of dates, gain certain information, publicize, obtain material, or secure leadership. Request reports at the meeting or by a specific date. To conclude the meeting, pray about your plans for the troop, and for the troop leaders and members.

## **Meeting Procedure**

1. Chairman calls the meeting to order.
2. Devotional thought & prayer.
3. Reading of the minutes: Chairman: "Will the secretary please read the minutes of the last meeting?" The minutes are read. "Are there any additions or corrections to the minutes?" After corrections: "The minutes stand approved as corrected," or if there are no additions or corrections, "The minutes stand approved as read."
4. Secretary's Report: The secretary will read the names of those present at the last meeting, the time and place of the meeting, the substance of every discussion, each action taken, and the name of the person making each motion.
5. Treasurer's Report: The treasurer will give current information on the monies received and expenses with detail. This should include fund raising, dues, etc.
6. Unfinished Business.
7. New Business.
8. Schedule next meeting.
9. Motion for Adjournment/Closing prayer.

## **The Patrol System**

The patrol system divides the troop into small working groups called patrols. The troop leaders appoint girls to serve as patrol leaders and assistant patrol leaders for each patrol of four to eight girls.

At the first meeting of newly formed patrols, patrol names are selected. Each patrol may also choose patrol color, song and/or cheer, ideas for a pennant and/or symbol, and similar matters that will foster patrol spirit.

When a new girl comes to the troop meeting, she is assigned to a patrol by the troop leader, often the patrol of the girl with whom she came.

Most troops keep the same patrol and leadership for at least a full troop year; others prefer to select new patrol leaders and assistant leaders semiannually in order to train more girls for leadership. Changing patrol membership too frequently, however, diminishes the patrol spirit fostered by partnership of the girls over a period of time.

Every troop meeting should allow time for individual patrol meetings. The patrol leader works both with her patrol and with the troop leaders, relaying suggestions and ideas to the leaders at the leaders' meetings, and accepting assignments for her patrol. The patrol leader is responsible for keeping the patrol record of attendance and dues. The assistant patrol leader should be "in training" by the patrol leader, as a future patrol leader.

A patrol leader wears 2 of the S-T-R-E-T-C-H stars on each tip of her uniform shirt collars. An assistant leader will wear one star on the tip of her uniform shirt right collar.

### **Leaders' Meetings**

A good program is a planned program. Leaders' meetings should be held at least four times a year for the planning of troop activities. All adult leaders and patrol leaders should attend.

The purpose and fourfold aims of Guarding are the foundation for all program planning. Throughout the year, the total troop program should reflect the fourfold purpose of Guarding. The program should provide opportunities for the girls to grow spiritually, mentally, physically, socially, and increase their understanding of service to others.

Opportunities should be given for the girls to learn about God and His plan for their lives. Because all girls are not at the same level of spiritual knowledge and development, they will each need to be considered individually. Some girls will need more time and personal guidance than others.

Copies of the completed program calendar should be made available to all participants and the corps officer. One copy should be sent to the Divisional Guard and Sunbeam Director or Assistant Divisional Youth Secretary.

### **Roundtables**

The Territorial or Divisional Guard and Sunbeam Director or Assistant Divisional Youth Secretary conducts roundtable meetings. Leaders meet together to make plans for divisional events, camps and rallies, to receive information and inspiration, and have troop records inspected.

# PROGRAM PLANNING

## The Planned Program

Every Sunbeam and Girl Guard troop is different. However, all should have one thing in common: a well-planned program. Good planning is essential to a growing and productive troop.

There are many things girls want and need to accomplish, but they cannot do everything on their own. They need adult supervision, direction and guidance. An hour of undirected entertainment every week will not accomplish much. Leaders should set goals for themselves and their troop that help the girls to learn the principles of the Sunbeam and Girl Guard purpose and fourfold aims.

Keep these things in mind:

1. The interest and needs of girls.
2. The aim and purpose of Sunbeams and Girl Guards.
3. Special events.
4. Flexibility.
5. Resources needed.
6. Safety guidelines.

## Interests and Needs of the Girls

Each program will be different and should be tailored to meet the interests of the girls in the troop. A leader will gain insight into what the girls' interests are by:

1. Getting to know them.
2. Listening to what they say.
3. Talking to them.
4. Observing them in a variety of situations.
5. Involving them in the planning process.

Be open to their ideas and suggestions and try to include them in your planning of troop events and activities. Sunbeams and Girl Guards often have the following interests and needs:

### Interests

Friends  
Fashion  
Food  
Music  
Athletics  
Entertainment  
Fellowship

### Needs

Spiritual guidance  
Self-expression  
Acceptance  
Attention  
Relationships  
Social interaction  
Friends

### **Programming for Spiritual Growth**

The leader should help girls grow spiritually by:

1. Personal example.
2. Knowing each girl's needs.
3. Letting each girl know that she is interested in her and is praying for her.
4. Planning devotional meetings of about 20 minutes at least quarterly.
5. Planning a five-minute spiritual thought at the close of each meeting.
6. Encouraging worship and Sunday school attendance.
7. Promoting attendance at the Divine Service.
8. Encouraging personal Bible study and prayer.
9. Enlisting others to pray for the girls.

The aim of every leader should be to introduce each sunbeam and girl guard to Jesus Christ as her Savior and Lord.

### **Programming for Intellectual Growth**

Girls should add to their knowledge and skills through the opportunities given to them in the variety of activities. As they grow, they increase their ability to use new ideas, solve problems, and plan for their lives. Goals should be realistic for their level of maturity so that they may complete their tasks satisfactorily.

### **Programming for Physical Growth**

Sunbeams and girl guards are at an age where they are rapidly growing and changing physically. It is important that they learn about maintaining good health and keeping physically fit. Provide information concerning exercise, good health, and organize sensible recreation that will help the girls keep fit. When planning strenuous activities, remember that some girls have limited athletic abilities and should not be pushed beyond their limits.

### **Programming for Social Growth**

Opportunities should be provided for the girls to cultivate positive relationships with people older and younger than themselves as well as those their own age. The purpose and fourfold aims state four specific ways that positive relationships may be developed:

1. By being respectful – to be considerate of and show regard for other persons.
2. By being friendly – to be open with people and be willing to accept them as they are.
3. By being of service to others – to look for ways to help/respond to people's needs.
4. By being loyal to our country – to understand and acknowledge what our country stands for.

The Discovering ... One and Two activities in Girl Guards explore in depth each of the four areas of growth.

**Flexibility in Programming**

A program must be flexible. Don't be afraid of quick changes. Sometimes the unexpected happens to the girls, corps, and the community.

The girls' interests are sometimes unpredictable. They also seem to want definite plans and complete flexibility at the same time. This problem can be solved with a combination of long-term and short-term planning.

A long-term plan covers the big events of the year: rallies, spiritual meetings, holidays, fund-raising, hikes, overnight camping, and trips.

Short-term planning for the quarter, month, and week should be completed in more detail.

**The Planning Process**

Planning is a process. It involves collecting ideas, making choices, using calendars, charts, checklists, resource materials, investigating, juggling schedules, time and money, and contacting resource people.

**Required and Optional Events**

	<b>REQUIRED</b>	<b>OPTIONAL</b>
<b>YEARLY</b>	Anniversary Week Court of Awards Court of Honor Divine Service (2) Divisional Camp Divisional Rally Enrollment Fundraising Project Rededication Ceremony 2 troop committee meetings	Alumni reunion Christmas party Family night Holiday parties Overnight camping Recruiting rally/round-up Trips and tours Troop birthday party Troop inspection
<b>QUARTERLY</b>	Spiritual meeting Service project Party Outdoor activity Craft night Leaders' meeting	Enrollments Court of Awards Court of Honor Troop committee meetings
<b>MONTHLY</b>		Leaders' meeting

## **Parental Permission**

Leaders should obtain written parental consent for each girl participating in:

1. Activities held at a different time or place other than the regular meetings.
2. Activities that involve unusual risk (use of special equipment, water sports, ropes courses, skiing, horseback riding, canoeing, etc).
3. Activities that involve fund-raising.
4. Activities that involve sensitive issues.

The permission form should include:

- Type of activity planned
- Destination
- Address and phone number
- Names of adults accompanying the girls
- Time and place of departure and return
- Personal expenses involved
- Equipment/clothing required
- Means of transportation
- Statement of parental permission with date and signature
- Legal waiver in case of injury
- Emergency Medical Release

This form should also include a place for the parent to list health conditions that may limit a girl's activities. The leader should also know how to contact each girl's parent(s) in case of an emergency. See sample parental permission form in this section.

**THE SALVATION ARMY  
PARENTAL PERMISSION FORM**

The Sunbeams/Girl Guards (circle one or both) are planning an \_\_\_\_\_  
(event/activity)  
at \_\_\_\_\_, on \_\_\_\_\_, from \_\_\_\_\_.  
(location) (date) (time)

**Listed are more details for the event:**

Arrangements for transportation: \_\_\_\_\_

Time and place of departure: \_\_\_\_\_

Time and place of return: \_\_\_\_\_

Mode of transportation: \_\_\_\_\_

2 leaders accompanying the girls are: \_\_\_\_\_

**Each girl will need:**

Expenses: \_\_\_\_\_

Other equipment and clothing: \_\_\_\_\_

**In case of emergency the leader will attempt to notify the parent/guardian.**

My daughter \_\_\_\_\_ has permission to participate in the activity explained. She is in good physical condition and HAS/HAS NOT had any serious illness or operation since her last health examination. If you circle HAS, describe illness or operation:

Health Concerns (i.e. Allergies, Asthma, etc.) \_\_\_\_\_

During the activity, I may be reached at:

Address: \_\_\_\_\_ Telephone number: \_\_\_\_\_

If I cannot be reached in an emergency, the following person is authorized to act on my behalf:

Name: \_\_\_\_\_ Relationship to patient: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Physician's name and telephone number: \_\_\_\_\_

I understand that all reasonable precautions for health and safety are taken, and participation in all activities is at the student's and my own risk. I will be responsible for any medical expense incurred by my child. I hereby give my permission for said minor to engage in all activities except as noted.

**Authorization for Treatment:** I hereby give permission to the medical personnel selected by the leader to order any x-ray examination, routine tests, treatment and necessary related transportation to said minor. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the leader to secure and administer treatment, including hospitalization, for the said minor.

Additional remarks: \_\_\_\_\_

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

# AWARDS

## **For Saving Life**

This is presented to any Sunbeam, Girl Guard, or leader, who has, at personal risk acted to save the life of another, in situations such as rescue from drowning or fire. Additional information regarding this award may be secured from Divisional Headquarters. The pin is worn on the sash.

## **Camp**

### AYITA

The AYITA Camp Award may be earned each year that a sunbeam attends divisional camp and completes the requirements. The award consists of colored triangles that are to be attached to an AYITA rectangle patch worn on the sash below the First Class insignia. The award color order may vary according to the territory.

### A-KHI-KO-KA

The A-KHI-KO-KA Camp Award may be earned each year that a girl guard attends divisional camp and completes the requirements. The award consists of colored feather pins that are to be attached to a metal Indian Princess head pin worn below the membership insignia on the left side of the sash. The award color order may vary according to the territory.

The requirements for the camp awards may differ with each territory.

## **God and Country Program Series**

These studies and activities are designed to help a girl understand Christian living at home, church, and in the world. They are programs available to everyone, not only Sunbeams and Girl Guards. Each student works with a counselor. Student, counselor, and mentor packets are available from divisional headquarters.

Application for the award should be made to divisional headquarters. Medals will be presented upon completion of each study and are worn on the uniform sash.

### **Studies:**

- God and Me, Grades 1 - 3
- God and Family, Grades 4 - 5
- God and Church, Grades 6 - 8
- God and Life, Grades 9 - 12

### **Commissioner's Sunbeam**

This award is given on behalf of the Territorial Commander to a sunbeam who completes the requirements and successfully shares what she has accomplished and learned with the Review Committee. The award medal is to be worn on the left side of the uniform sash.

Requirements for this award have been listed in the Sunbeam handbook. See the "Review Committee" section of this manual for more information.

### **Commissioner's Sunbeam Star Awards**

A Commissioner's Sunbeam who has completed additional activities may earn the Bronze, Silver and Gold Stars that are to be attached to the Commissioner's Sunbeam Medal. To earn each star, the sunbeam must complete ten additional activities. A Review Committee is not required.

### **General's Guard**

The General's Guard Award is given on behalf of the international leader of The Salvation Army to a girl guard who completes the requirements and successfully shares what she has accomplished and learned with the Review Committee. The girl's name is recorded in the General's Guard Award Book in the office of the World President of Guides and Guards at the International Headquarters of The Salvation Army in London, England. The General's Guard Award pin may be worn on the uniform sash under the membership insignia or with private wear clothing.

Requirements for this award are found in *Discovering God's Gifts – The Girl Guard Handbook*. See the "Review Committee" section of this manual for more information.

### **General's Guard Palms**

A General's Guard may earn Bronze, Silver and Gold palms to be worn on the uniform sash below the General's Guard Award pin. To earn each palm, the girl guard must complete five additional activities. A Review Committee is not required.

### **Catherine Booth**

Catherine Booth is the highest award earned in Guarding. It is given on behalf of the National Commander to girl guards in the United States of America who have given outstanding service and leadership and have demonstrated the same spirit as that shown by Catherine Booth, the mother and co-founder of The Salvation Army.

The service/leadership project of this award challenges the girl guard to work individually, and draws on her maturity and independence to accomplish this goal. The Service/Leadership project should help the girl guard to develop some of the leadership qualities and devotion to service that were characteristic of Catherine Booth. The leader must approve the project that the girl

chooses to complete before she starts to work on it. The girl or the leader may select a consultant to guide her through her service leadership project.

To earn this award, the girl guard must complete all requirements and successfully share what she has accomplished and learned with the Review Committee. The girl will then receive the Catherine Booth Award pin, which is worn on the sash or as a neck broach with the Salvation Army uniform.

Requirements for this award are found in *Discovering God's Gifts – The Girl Guard Handbook*. See the “Review Committee” section of this manual for more information.

### **Review Committee**

This committee should consist of the Divisional Guard and Sunbeam Director or Assistant Divisional Youth Secretary and at least two other qualified persons. A committee is formed to review applicants for the Commissioner’s Sunbeam, General’s Guard or Catherine Booth Awards. A family member of an applicant may not serve on the Review Committee.

A parent, friend or leader may accompany the girl guard on her appearance before the Review Committee but may not speak for her. The girl may take all the resource materials she can gather to show what she has learned through her activities in the Guarding program.

The Review Committee should create a relaxed atmosphere for this time of sharing, remembering to begin and end with prayer for the girl and her future.

If a girl does not receive an overall satisfactory mark from the Review Committee, she should work to improve the section(s) that were not satisfactory. At a later date, she will be eligible to appear before another Review Committee to review the unsatisfactory sections.

# CEREMONIES

A ceremony is a traditional observance or ritual used to dignify an occasion and give it deeper meaning. It may take many different forms and may take place in a variety of settings.

In the Sunbeam and Girl Guard program there are certain ceremonies that should be included in the year's planning. These include:

- enrollment
- promotion
- graduation
- rededication
- Court of Awards
- flag ceremonies

Examples of these ceremonies may be found in *The Signal*. Leaders and girls may also work together to create their own special ceremonies for specific purposes, including creative elements such as friendship circles, special scripture, poem or thought, prayers, traditional songs, entrance of flags, candles to represent different points or elements of program, etc.

## **Salute**

Sunbeams and girl guards have a special salute that is used at special times to remind them of the fourfold aim of Guarding. It is used to show respect to a person(s), or for our country. When a girl salutes she should stand at attention and with her wrist at about shoulder height, with palms facing outward. Her thumb should be across the palm of her hand, with the other four fingers straight up.

When in uniform, girls should use this salute when saying the Pledge of Allegiance to the United States flag. The salute is also given whenever the pledge or aim is repeated and when a girl receives an emblem or special award. In shaking hands and greeting members and leaders, the salute should be given with the right hand.

## **Enrollment**

The enrollment ceremony is conducted when a new girl or leader officially becomes a member of Sunbeams or Girl Guards and wears her uniform for the first time. It should be an important occasion full of dignity and meaning. At this time, new members will be enrolled and receive their uniform sash and enrollment card.

## **Promotion**

Sunbeams who have been promoted to the Girl Guard troop should be presented with their transfer pins, membership bars and cards. Both Girl Guard and Sunbeam troops should meet together for this special occasion.

## **Rededication for Girl Guards**

This is the time, usually during January, when girl guards have an opportunity to think about the Girl Guard Aim, and how they are living up to the Aim of Guarding. It is a time for commitment and rededication. It is fitting to commemorate the birthday of the Army mother, Catherine Booth, during this ceremony (January 17).

## **Court of Awards**

Girls receive emblems they have earned at a Court of Awards ceremony which is conducted during a regular troop meeting and is open to parents and friends. Girls may share what they have learned through exhibits, reports, demonstrations, or skits. Recognition and appreciation may also be expressed to troop leaders and volunteers.

## **Court of Honor**

The Court of Honor is a public ceremony where Commissioner's Sunbeam Awards, Commissioner's Sunbeam Star Awards, General's Guard Awards, General's Guard Palms, Catherine Booth Awards, Evangeline Booth Awards, God and Country Awards, For Saving Life Awards and the Robin Hood Awards are presented to girls and leaders. The ceremony may be held at rallies, camp, or at the corps, and is conducted by the Divisional Guard and Sunbeam Director or Assistant Divisional Youth Secretary, the corps officer, or troop leader.

## **Flag**

A flag ceremony is often used for the entrance of the troop and the Salvation Army and American flags during official meetings. A bearer for each flag and two color guards should be selected.

When all three flags are used, the American flag should be carried in the middle; if only one other flag is used the American flag should be carried on the right. After flags are in final formation, the color guard should stand at attention facing the troop until the end of the ceremony.

The leader should lead the Pledge of Allegiance to the flag. A patriotic song may be sung if so desired. When in uniform, girls should use the Girl Guard or Sunbeam salute during the entrance of the flag and reciting of the Pledge of Allegiance.

## **Graduation**

Upon graduation from high school, a girl guard may also graduate from the Girl Guard troop. A significant ceremony should be planned to recognize this accomplishment.

## **Public Troop Inauguration**

The inauguration is the first public appearance of the Sunbeam or Girl Guard troop. At this

## **SPECIAL EVENTS**

### **Catherine Booth's Birthday - January 17**

This would be a good time to plan a rededication ceremony and commemorate the significant gift that Catherine Booth gave to women and girls by her lifetime example of service and leadership.

### **Divine Service**

A Divine Service is a public spiritual meeting conducted at the Salvation Army corps either on a Sunday morning or evening at the regularly scheduled time for the service. The sunbeams and girl guards should be prominently featured and the program should be planned with them in mind.

At least two Divine Services must be scheduled each year: one during Anniversary Week in May (the week of May 21), and another on the third Sunday of October when the sunbeams and girl guards join with other youth groups in the corps. The dates should be listed on the corps activity calendar.

The objectives of the Divine Service are:

1. To make the sunbeams and girl guards feel that they have a contribution to make to corps life, to bring them under the spiritual influence of The Salvation Army, and to win them for Christ.
2. To reach parents of sunbeams and girl guards, many of whom have no church home.
3. To keep the soldiers of the corps informed of the Sunbeam and Girl Guard program and to provide inspiration for them by seeing the girls in action.

### **Anniversary Week - The Week of May 21.**

On May 21, 1915, Commander Evangeline Booth in New York City inaugurated the first Girl Guard Troop in the United States of America. (The first Sunbeam troop in the United States of America was formed in the Southern Territory at the Atlanta Temple Corps in March 1928.) The week of May 21 is celebrated as the start of Guarding in the United States. Special events and activities should be planned for this special week.

Suggested activities for Anniversary Week include:

- Mother-daughter banquet
- Father-daughter banquet
- Family night
- Troop birthday party
- Special Service Projects

### **Quarterly Spiritual Meetings**

The troop chaplain should conduct spiritual meetings of about twenty minutes in length each quarter. They may be combined with another event or activity. The girls may participate in planning to help make these meetings interesting, attractive, challenging, and of lasting value.

### **Rallies**

The Divisional Guard and Sunbeam Director or Assistant Divisional Youth Secretary should plan and schedule divisional or sectional rallies. Every leader should do all she can to make arrangements for the girls to attend and participate. It is at gatherings of this kind that girls meet sunbeams and/or girl guards from other corps in the division and make lasting friendships. In such rallies, the spirit of “Guarding” may be caught, skills developed and displayed, and spiritual inspiration provided.

### **Camp**

Each division conducts camps for sunbeams and girl guards that give opportunities for girls to participate in a variety of activities and have fellowship with girls from other troops. The leader may also plan other camping experiences that will give opportunity for girls to enjoy developing their outdoor living skills.

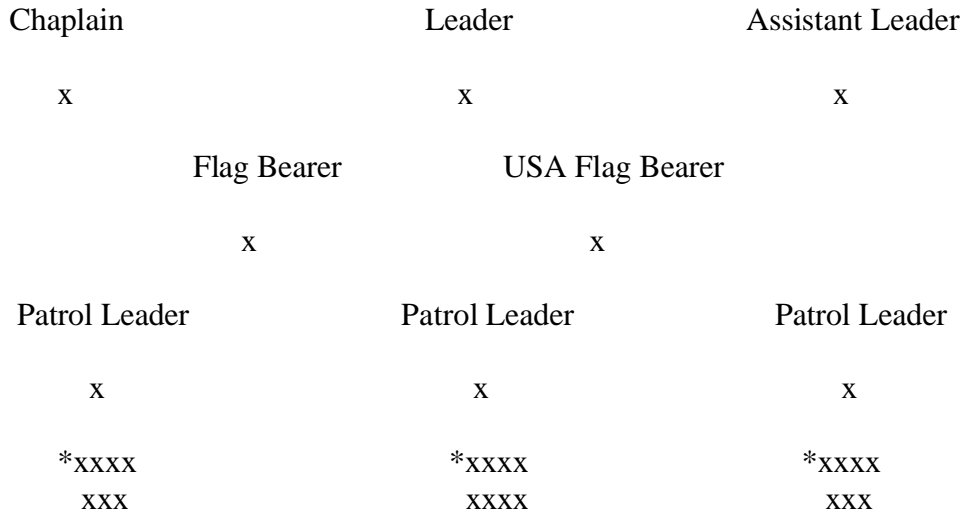
### **Troop Inspection**

When the Divisional Guard and Sunbeam Director or Assistant Divisional Youth Secretary conducts an official inspection, review, or rally of the troop, the leader will want to have each girl in the troop look her very best. The inspection should include:

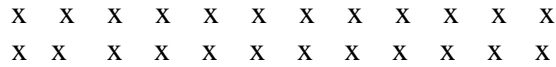
1. The formation of the troop.
2. The deportment of the troop.
3. Personal appearance of the girls.
4. Uniform wearing (correct, clean, etc.).
5. Uniform sash (proper placement of emblems, etc.).

**Formation**

If the troop is not divided into patrols, the girls should be lined up from left to right. The following chart should help with organizing the girls for inspection.



**OR**



\*Assistant Patrol Leader