

*USA Girl Scouts Overseas - Kuwait
Year End Gathering
Friday, May 28, 2004
3:30-5:30 PM
ASK Auditorium*

Instructions to Leaders

Dear Ladies,

Here are some more detailed directions for how we would like you and the girls to organize yourselves for the Year End Gathering Ceremony.

Stage Setup

All directions refer to the stage's appearance from the audience. The podium with a microphone will be up on stage and positioned to the left. A table for awards will be placed behind the podium and toward the steps. The people ascending the steps will walk behind the podium and then take their position. The bridge will be in the middle of the stage. The flags will be in stands on the floor. The USA flag will be on the left (the speaker's right) directly next to the steps, and the Girl Scout and Kuwait flags will be on the right, next to those steps.

Prior to going up on stage

Leaders should have copy of the schedule and follow it. Please gather your girls at appropriate time and quietly have them move to the left side of the auditorium and line up in preparation for going on stage or to the risers for singing.

Mistress of Ceremonies will announce your turn to sing, at which time you should go to the risers. Shorter girls will stand in front and the taller at the back. When the song is finished most girls will go up on stage, using the steps on **the left side** of the stage (as you look at the stage), but some may have to go back to their seats. Check your schedule to see.

You should have with you your troops' award ribbons, and any other gifts or certificates you intend to give the girls on stage. Leaders should prepare and bring any awards that are for the girls as the OC is only preparing awards for adults. (Some troops are planning to present the majority of their girls' awards at their own troop Court of Awards, where they will have time to personally recognize each girl. Either way of presenting awards is fine. Please note, however that at this large event, we will not be announcing the individual accomplishments of each girl in your troop, simply reading the names of the troop members while your troop is on stage, noting any of the girls who are bridging.)

General Outline of what will happen while your troop is on stage:

1. Mistress of Ceremonies will announce each troop and its leaders; OCC will be giving small gifts to each leader as they come up on stage.
2. Mistress of Ceremonies will plan to read the names of all of the girls in your troop. If you wish to read your girls' names and say a few words about your troop, please let her know when you go up on stage.
3. Have the girls all stand together as part of a "horseshoe" on the left side of the stage. All troops from an age level will be on stage together, in 1 big horseshoe. The girls in your troop so not need to stand together, unless they want to.

Each troop will be announced individually so that the girls can receive their ribbons. When Mistress of Ceremonies announces a troop the leaders should come to the front center of the stage (in front of the bridge) and give their awards to the girls there. OCC will also be there and will congratulate the girls. All girls from the troop should stay up front until all of the ribbons from their troop have been awarded. Mistress of Ceremonies (or a leader) will announce any special awards that the girls have earned, briefly describing the award and announcing the girls who have earned them as she reads their names.

The girls who have earned the awards should all step forward. (A leader should be standing near the girls to prompt the girls, if needed.) No awards should be given to them at this time, with the exception of the Bronze, Silver, and Gold Awards; International Friendship and LBP Awards; Religious Awards; 10 year Awards; or Destinations participants. The awards should be on their ribbons or given at the troop's Court of Awards.

When all girls have stepped forward and been named, Mistress of Ceremonies (or the leader at the microphone) should say "Congratulations to all the girls who worked so hard on these special awards" and clap.

The girls should then go back to stand in the horseshoe.

4. **Bridging** - When all of the troops for an age level have been introduced, we will have the bridging ceremony for that age level. Girls of the next age level will be in a horseshoe on the **right** side of the bridge, and the younger girls should already be in a horseshoe on the **left** side of the bridge.

For the bridging, Mistress of Ceremonies will announce the girls one at a time, pausing briefly for each girl to “say goodbye” to the younger girls and walk across the bridge.

Girl walks across bridge from left to right. (A leader and any extra asst. leaders are there to coach her.)

OCC and possibly leaders from the older troops will congratulate each girl with a handshake when she finishes crossing the bridge.

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

Mistress of Ceremonies reads next name.....etc.

When all of the girls for that age group have crossed the bridge, all of the girls on stage will sing “Make New Friends” – 2 verses. Mistress of Ceremonies will probably announce that the girls will sing.

Then, the older girls, including the newly bridged girls, will go down from the stage on the right side and take their seats in the audience.

The younger girls will move to the right side of the stage and form a new horseshoe, preparing to help the next younger age level bridge. Their leaders should go with them to help and prompt them to meet the girls who will bridge.

Applause after whole troop has been recognized or all girls in the troop have finished bridging. Mistress of Ceremonies will then announce the completion of bridging by saying "Congratulations to all the new Cadettes (or whatever age level)" and then starting to clap herself. This is the signal for you to have all the girls in your troop either go to their seats or form the new horseshoe on the right of the bridge, whichever they should be doing at the time.

Troops helping to bridge younger girls:

The troops that are helping with bridging should form a horseshoe on the right side of the stage as mentioned above, from their position on the left of the stage. They will stay up there for the whole age group, since there are at least 2 troops with bridging girls at each age level. The leaders should be there to coach the girls about what to do next.

A table will be positioned behind the “bridge helper” troops which will have individual carnations for each of the bridging girls. As each bridging younger girl crosses the bridge, one of the older girls from the helping troop should step forward holding one of these carnations. After the younger girl receives her ribbon and congratulatory handshakes from the leader, the older girl should give the younger one the carnation, then take the girl's hand and lead her back to stand with the older girl's troop.

More on the Special Awards for Girls

This year the only special awards for girls which we recognize at the Year End Gathering are the Leadership Awards; Bronze, Silver, & Gold Awards; International Friendship and Lady Baden-Powell Awards; 10-year Awards; and any special Religious Awards (have no Destinations selectees this year.) These will be awarded on stage. For the others, the girls should have these awards on their ribbons already or be given them at some other time (A troop Court of Awards, perhaps), so that there is no delay of the program by pinning on additional awards.

Songs and Ceremonies by Troops

For the songs, the girls might be on stage or in the audience before the song. The leader should keep track of when her girls will sing. Mistress of Ceremonies will announce the troop numbers and the song title and then the girls should sing. (or perform their ceremony) Some leaders might wish to stand and face the girls or audience to help with the song, or to squat down up front to coach them. Others may not feel the need to be close by when their girls sing. When the song is over, Mistress of Ceremonies will thank the girls and clap.

Leader Awards

As time permits, most of the leader awards will be given to the leaders while they are up on stage with their girls. All leaders will have a small gift presented to them by the OCC. A few leaders have been selected to receive awards for their outstanding efforts this year, and any of these special awards will be briefly mentioned by the Mistress of Ceremonies or OCC during slow moments and those leaders need to come up on stage and receive gifts and/or flowers. In the interest of keeping the afternoon focused on the girls, no speeches from the recipients will be presented this year.

Sponsor Awards and presentations

There will be a few sponsor and special awards presented at the Gathering. These will be inserted in the program during lulls, if possible, with very little being said about the people being honored. Those people should just come up on stage when their name is called. No speeches are necessary.

Photos

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