



2017 MEMBER HANDBOOK



We value individuality and self expression
We value individual talents and assets
We value unity and teamwork
We value giving of self and community outreach
We value leadership and positive intent
We value and respect our differences
WE STAND UP FOR OURSELVES AND OTHERS!

Girl Talk, Talk Back creates a judgement free environment for girls to talk about their concerns, insecurities and differences. We understand that a lot of girls within the age range of 9-17 are dealing with self-esteem issues, bullying and trying to "fit in". These issues can result in eating disorders, depression, and even suicide. Our goal is to stop these issues before they start but also be a resource for those who are experiencing any of those situations. With a full support system and strong relationships, we are striving to build a resilient group of young women who are equipped with the proper resources and confidence to handle these problems effectively. We create an outlet for girls to express themselves and work together to create positive social change.

Our weekly GTTB Sessions establish peer to peer relationships, build confidence, and uplift our girls to make positive changes within their life and community. It is something the girls can look forward to. In these meetings, we discuss real life issues within our own communities, in school and in the world. The girls have open dialogue while encouraging each other, devising plans and solutions, and being a support system for one another. GTTB encourages self-love, building strong relationships, and working together to make a difference.

Aside from meeting weekly GTTB participates in a variety of different activities, takes trips, and takes advantage of volunteer and community service opportunities. They also participate in workshops and classes for personal development.

GTTB takes a serious approach to academic success. We reward and recognize those who make their education a top priority. Report cards and progress reports are monitored and GTTB works collectively with our girls and their families to focus on academic achievement. We require all members of GTTB to take their education seriously.

GTTB also puts focus on entrepreneurship. While some of our members already have their own businesses, we encourage those who are interested in being business owners to take the steps to get there. Every girl in our program has their own personal talent and we make sure it has its' opportunity to shine!

Mission:

We empower girls to create social change within their communities.

Vision:

We envision that our girls will progress into confident and resilient young ladies. With focus on personal achievement and self-love, unity, and community outreach.

Core Values:

We value individuality and self-expression
We value individual talents and assets
We value unity and teamwork
We value giving of self and community outreach
We value leadership and positive intent
We value and respect our differences

WE STAND UP FOR OURSELVES AND OTHERS!

GTTB Member Pledge:

As a GTTB Member, I pledge to be a leader, to try my best, to be responsible, pay my dues and always be respectful.

*I pledge to be a good sister by being honest, trustworthy, loyal, and positive.
Always remember to have faith, work hard, help others, and be yourself!*

All members must agree to this pledge and confirmation this by signing our pledge document. Members are required to memorize the pledge.

Joining GTTB

- ✓ Upon registering, all girls will receive 2 GTTB shirts. One shirt is to be worn to all meetings, while the other is for field trips and outside activities.
- ✓ Each member will receive a journal, notebook, folder, and a laminated membership card.
- ✓ Exclusive discounts to local businesses will be available to GTTB members.
- ✓ GTTB will be taking at least 4 field trips per year and one activity per month. One trip will be out of state and include an overnight stay.
- ✓ GTTB will offer members the option to be a part of the GTTB dance team.
- ✓ GTTB members will be a part of the planning of two big events per year, our annual Entrepreneurial Career Fair and All Girls' Conference.
- ✓ A scholarship program and essay contest is available for all members who are high school seniors. The scholarships awarded will be from \$250 - \$500.
- ✓ Savings accounts are available for all members. GTTB will be making the first initial deposit to all GTTB members who take advantage of this option.
- ✓ An exercise program and healthy diet regimen is incorporated into our program.

The meeting times are from 6:45 pm – 8:45pm every other Tuesday unless otherwise notified at Studio 416, 416 E. Ayre Dr. In Newport, DE.

Joiner Fee

The joiner fee of \$40.00 can be paid in two installments of \$20.00 but must be paid in full by August 28, 2017. A sibling discount of \$10 per additional child is available. Any members joining after that date must pay the amount in full. The joiner fee is in place to cover the cost of all supplies, field trip transportation costs and meeting place fees.

Monthly Membership Fee (Monthly Dues)

Monthly membership fees of \$10.00 are due on the first meeting Tuesday of every month. Monthly membership fees can be paid at the sessions, online, or can be setup to be directly debited from a checking or savings account or from a debit or credit card. Failure to pay the monthly membership fee will result in disqualification. Membership fees are non-refundable.

Transportation

Transportation will *not* be provided. GTTB does not want to assume any responsibility or liability in the unfortunate event of an accident. We strongly suggest that you arrange a carpooling system with parents of other members within the program.

GTTB House Rules

GTTB House Rules are in place to keep order and create a comfortable and peaceful environment for our members. All rules will be strictly enforced. GTTB reserves the right to terminate a membership due to lack of cooperation and repeated disciplinary warnings. All members are given a weekly evaluation of their behavior and participation. A write up occurs when a member violates a rule after being given a warning. 3 write ups within an eight-week period will result in disqualification from the program.

House Rules are as follows:

- When we say “GIRL TALK”, you say “TALK BACK” and immediately stop all other conversation and direct your attention to the moderator
- Everything discussed in GTTB Sessions is confidential
- Don’t talk over or interrupt another member when they are talking
- Be respectful and courteous
- ABSOLUTELY NO BULLYING OR GOSSIPING
- Please be on time
- If you bring a snack or food, you must have enough for everyone
- NO visible CELL PHONES or ELECTRONICS should be used during the meetings

Failure to comply will result in disciplinary action up to and including disqualification from the group.

Program Attendance

Meetings take place every Tuesday from 6:45 – 8:45 pm. We request that members not be picked up early so they will not miss any pertinent part of the meeting. To be considered an active member, your child must attend at least 2 meetings per month. An excused absence is granted for extenuating circumstances like a family emergency, illness or medical appointment. A note must be written, turned in at the next meeting after the absence and signed by a parent for a meeting to be excused. Excuse notes will not be accepted 2 weeks or more after an absence.

GTTB Point system and Disciplinary Program

GTTB has a point system that is used to track member behavior and participation. This system rewards members who are well behaved, active members of the group. A maximum of 10 points can be granted to a member at any given meeting. Missing a meeting will automatically deduct 7 points and a member will only receive 3 points on the day of unexcused absence. An excused absence due to extenuating circumstances

like a family emergency, illness or medical appointment will result in a deduction of only 3 points. A note must be written, turned in at the next meeting after the absence and signed by a parent for a meeting to be excused. Excuse notes will not be accepted 2 weeks or more after an absence.

Members are evaluated using the below point system. Additional lines are provided for merit credits. A member can receive up to 3 merit credits per session for outstanding acts of service and/or kindness, or exceptional participation.

Brought my GTTB folder	1
Turned in my progress report	1
Was respectful to my peers	1
Was respectful to my leaders	1
No warnings during meeting	1
Helped cleanup after meeting	1
Did something special for my peer	1
Wore my GTTB shirt and followed the meeting dress code	1
Was a great helper/ participant	1
Brought back all necessary signed forms	1
Total Points	10

If an area of evaluation is not applicable to a specific meeting, a 1 is automatically inputted for your member.

If your member is written up during a meeting you will receive notification at the bottom of the point worksheet with a request for your signature. 3 write-ups within an eight-week period will automatically result in termination from the program. Verbal or physical abuse, bullying, and refusal to listen to the group leaders and administrators can be grounds for automatic disqualification.

DISCIPLINARY ACTION

DATE	ACTION	RESOLUTION	PARENT SIGNATURE
	FINAL	WARNING	
	TERMINATION		

Academic Monitoring

GTTB understands the importance of education and has a desire to be an additional support system to your child while they are attending school. With that being said, GTTB requests a copy of all report cards and progress reports. Members maintaining a 3.0 average or above will be subject to attending a special outing to reward them for their hard work and dedication.

Members not meeting a 3.0 are still applauded for their dedication and are encouraged to continue working to their highest potential. For members who are struggling with a particular subject in school, GTTB will do our best to provide resources to support their academic growth.

Field trips

Permission to go on all field trips is validated at the time of completion of the member application. A cost is associated with all field trips and must be paid by the deadline given. Chaperones are always encouraged and must also pay the associated fee with the trip. If permission is not granted while completing the application, your child will not be permitted to go. GTTB is not responsible for any lost items or money that your child takes on the trip.

Meeting confidentiality

All meeting discussions are considered confidential and should not be shared with non-members unless otherwise specified.

Guests (Non-members)

GTTB is a member only group. Occasionally a GTTB member wants to bring a friend to a meeting or a parent wants their child to try out a meeting. Because of the intimate and confidential information being discussed at these meetings, GTTB will only allow non-members to visit on a specified Tuesday of each month. This Tuesday is referred to as "OPEN GROUP". During Open Group Tuesdays, members are encouraged to bring friends. However, a visitor is limited to attending 2 times. After 2 times if the visitor wants to continue coming, they must join the program.

Girl Council

Girl Council Officers represent the body of GTTB and must be responsible, hard-working and be of good character. Below are the officer positions along with the duties of each. Officers are required to attend ALL Girl Council meetings (once per month). Council members are also required to attend ALL meetings, but can have two excused absences before consequences begin. Absences from meetings, poor academic standing, and/or behavioral problems will result in dismissal from the Council.

Girl council consists of the following roles and responsibilities:

President:

Lead all meetings
Give assistance, guidance, and praise
Act as a facilitator during discussion
Maintain frequent contact with GTTB Board of Managers
Work with advisor on all planning
Participate in Girl council sponsored activities/events

Vice President:

Work closely with President
Assume President's duties when needed
Work with President and Treasurer in preparing calendar and budget
Assist the President in preparing meeting agendas

Treasurer:

Oversee council expenses and revenues
Maintain an accurate and detailed financial record
Give monetary advice to the council
Authorize payment/deposits
Work with President and Vice President in preparing calendar and budget

Public Relations Director:

Keep members informed of events, fundraisers, and service projects
Obtain approval for events
Responsible for communication between members
Help maintain member council website

Recording Secretary:

Keep an account of minutes at every meeting
Keep an accurate account of attendance at every meeting
Help maintain girl council files
Maintain contact information for people who work with the council
Responsible for greeting cards

Girl Council Officer Eligibility Requirements:

- Must be between the ages of 12-17
- Must maintain a 2.5 average
- Maintains good behavior and school attendance
- Possesses the ability and/or desire to lead
- Must be an active member of Girl Talk (attends at least 3 GTTB sessions/activities monthly, can make once per month council meeting)
- Takes pride in community service and involvement
- Has a strong belief in GTTB Mission and Core Values

Girl Council Member Eligibility Requirements:

- Must be between the ages of 9 -17
- Must maintain a 2.0 average
- Must be an active member of Girl Talk (attends at least 2 GTTB sessions/activities monthly, can make once per month council meeting)
- Takes pride in community service and involvement
- Has a strong belief in GTTB Mission and Core Values

Fundraising

Participation in Fundraising campaign is highly encouraged and appreciated. However, it is totally optional. GTTB requests that you deposit all funds and checks received from the fundraiser into your account and provide us with one check or money order for your total order.

Obtaining a Sponsor

GTTB understands that circumstances may sometimes make paying joiner fees, monthly membership fees, or fees associated with field trips and outings difficult. Please contact a member of the leadership team immediately if you are experiencing a hardship that makes it tough to make a payment. GTTB will put forth every effort to obtain a sponsorship or produce the funds needed for your child. The only requirement is honesty and transparency.

Parent/Guardian Concerns or Suggestions

Parent involvement is strongly encouraged. We are always open to suggestions or hearing your concerns. Please feel free to speak to us regarding them. Parent concerns and suggestions will not be discussed during a GTTB meeting. A phone call or time before or after the meeting will occur so we are not a disruption to the order of the meeting.

Dress Code & Meeting Supplies

GTTB members are required to wear their GTTB shirt to every meeting along with a pair of pants, or jeans. Tights, pants or shorts with excessive holes, short shorts and mini-skirts are not allowed. Skirts are also permitted, but it must extend past the fingertips when the member's arms are extended by her legs. Absolutely NO alterations should be made to the GTTB shirts.

GTTB members are expected to bring their journal, notebook and folder to each meeting. Failure to do so will result in a deduction of points (please see the section entitled **GTTB Point system and Disciplinary Program**).

Programs, topics, and activities

GTTB will be discussing a wide range of topics. We will also be participating in several programs and activities. Listed below are some of the few programs, topics, and activities GTTB will be participating in. Please note that these topics are subject to change without notice.

Programs & Activities

- Community Service and Outreach; feeding the homeless, creating busy bags for children at Al Dupont hospital, entertainment for senior citizens, art projects with children of Al DuPont Nemours hospital
- Career fairs
- Show and Tell
- Spelling bees
- Talent shows
- Creating a Vision board

Topics of discussion

- Safe use of social media
- Creating strong friendships and working relationships
- Money management and savings
- Oral and personal hygiene
- Self-love and building self confidence
- Respecting your peers
- Dealing with bullying
- Healthy eating and exercise
- Dating and relationships (age appropriate members only)
- Drugs and alcohol
- Health and wellness (requires parental permission and is geared towards age appropriate members only)

If at any time, you do not want your child to participate in any of the above, please follow the program schedule provided and excuse your member from that session. A note in writing will constitute an excused absence.

Newsletters and Calendars

Newsletters are provided to the members on a bi-weekly basis. They will also be e-mailed to each address that we have on file. Newsletters are an important form of communication for our program and will contain vital information and updates to our program.

A calendar of events will be provided to every registered member. Please refer to this calendar to stay abreast with meeting topics and activities. Any updates or changes to the calendar will be sent via email and a memo will be disbursed at the meetings.

Text alerts and voicemails

Opt in to receive text alerts and voicemails by texting EZPNP02843 to 313131. To opt out, simply reply to an alert with the word "STOP".

Dance

Dance classes will be available once per week. To join the dance team, there is a fee of \$75. This fee includes their dance shirt, shoes, hair ribbon, gym bag, and water bottle. The monthly fee is only \$25 and must be set up for recurring billing or an automatic debit or EFT. Dance programs will run consecutively for 6 months and there will be a total of 3 performances. Members of the dance team must be at least 9 years of age and no older than 15 years of age.

Bullying Policy

GTTB takes bullying very seriously. Please go over the bullying policy with your child upon registering.

GTTB believes that all members have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

GTTB will not tolerate behavior that infringes on the safety of any member. A member shall not intimidate, harass, or bully another member through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

GTTB expects members and/or leaders and administration to immediately report incidents of bullying to the designee. Leaders who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to members at meetings, while traveling to and from GTTB sponsored activity, during the field trips, whether in or out of a meeting, and during a GTTB-sponsored activity.

GTTB should discuss this policy with their members in age-appropriate ways and should assure them that they need not endure any form of bullying. Members who bully are in violation of this policy and are subject to disciplinary action up to and including termination/disqualification from the program.

The Bullying Policy includes, but is not limited to:

- Any member who engages in bullying may be subject to disciplinary action up to and including termination/disqualification from the program.
- Members are expected to immediately report incidents of bullying to the designee.
- Members can rely on leaders to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant member or the parent of the member feels that appropriate resolution of the investigation or complaint has not been reached, the member or the parent of the member should contact the director. GTTB prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All leaders, members and their parents will receive a summary of this policy prohibiting intimidation and bullying: as part of the member handbook and/or information packet, as part of new member orientation, and as part of GTTB's notification to parents.
- GTTB will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Leaders who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.