

## Kaper Charts

A "kaper chart" is a Girl Scout tradition for dividing up troop responsibilities. A kaper is a job or chore that must be done. A kaper chart indicates all the jobs available and who is responsible for each one. A "Do It" and "Did It" can with names on popsicle sticks works well as a beginning way to allot duties. Using a kaper system right from the start will help with the long-term group behavior management of a troop.

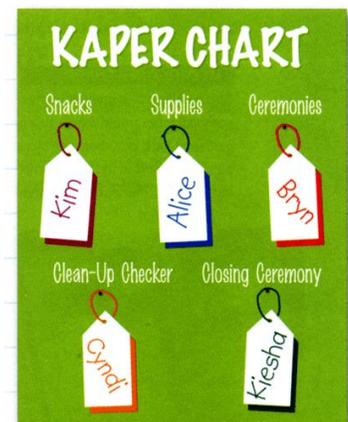
### *Things to think about:*

- Kaper groups allow leaders to mix girls in different ways.
- Typically, groups would stay together for a few times and then are mixed up again.
- Sometimes girls are rotated more often to give them an opportunity to meet lots of different girls and avoid cliques.
- Make sure girls have time to finish their kaper before starting exciting group activities— you do not want anyone to miss part of the event because she is completing her kaper.
- Don't forget...You can have kaper charts for adults too!

### *How to make a kaper chart:*

First decide:

- which kapers should be divided.
- whether the kapers should be handled by groups or individuals.
- if groups, what the group size is.
- what type or style to use.
- how to rotate the girls.



Activity:

Make a kaper chart for your service unit meetings. Decide on the kapers, such as Opening, Hostess, Welcome new members, Program Activity, Closing, and Cleanup. It can be divided by schools or levels, and leaders would be responsible for the Kaper each month.

### Suggested Kapers for Individuals:

- Opening Snack
- Promise and Law leader Bring and pass out snack
- Flag holder or ceremony caller Lead grace/blessing
- Business Clean Up
- Take attendance Stack chairs and wipe tables
- Collect dues
- Clean up after snack
- Collect paperwork (permission slips)



- Program Closing
- Hand out craft supplies Friendship circle
- Choose a game
- Choose a song
- Lead an activity

### Suggested Kapers for Groups:

- Opening Hostesses
- Promise and Law
- Prepare and pass out snack
- Flag Ceremony
- Lead grace/blessing
- Play a game or sing a song
- Business Clean Up
- Take attendance
- Everyone cleans, but these girls make sure it gets done
- Collect dues
- Collect or pass out papers
- Program Closing
- Hand out supplies needed for the meeting Choose and lead the closing—song and/or friendship circle

Even the youngest of girls can and should be responsible for the kapers involved in running their troop. They can also be taught that doing these kapers is fun!