



**“American Heritage Girls!
I love this program.
What should I do next?”**



**AMERICAN
HERITAGE
GIRLS**

*One person can make the difference in the life of a child. One person can pass on their passion for making positive changes in our culture. One person can reach out to girls in their community by introducing the AHG program to a local ministry and asking for their support. **And that one person can be YOU!!***

While God has given you a vision for bringing this ministry to your community, you should also have a team of people involved in this ministry with you. Share the blessings! You may want to start by considering some of the following:

- Are there other caring, compassionate and concerned individuals in my church, school or community who would be excited to give of their time and talents and take leadership roles in an AHG Troop?
- Do I and my potential Charter Organization agree to the AHG Statement of Faith?
- What facilities could the organization provide for an adequate meeting space?

Step One: Identify a Charter Organization

Through the partnership of AHG and Charter Organizations, the American Heritage Girls’ program continues to enjoy success. **The Charter Organizations are the key piece** as AHG partners with community organizations (churches, schools, etc.) to organize and operate their own AHG Troops. **The Charter Organizations own the Troops** that convey the 6 AHG program emphases to the girls. AHG provides the framework that a Charter Organization can color with their values and beliefs.

The Charter Organization has the ability to direct their AHG program to meet their ministry goals for youth, while aligning with the AHG Statement of Faith (found on the CD), the AHG Oath, and the AHG Mission Statement. Charter Organizations also provide the facilities and the financial and human resources needed to operate successful Troops.

As you search for a potential Charter Organization with which to partner, please keep the following requirements in mind:

Requirements for a Charter Organization:

- The Charter Organization must be a non-profit 501(c)3 group.
- The Charter Organization must agree to AHG’s Statement of Faith.
- The Charter Organization owns the program, and therefore should provide both financial and non-financial support to the AHG Troop.
- The Charter Organization must provide its EIN # to establish a Troop checking account, if the Troop’s finances do not run through the Charter Organization’s bank accounts.
- The Charter Representative should be an employee or member of the Charter Organization and must be authorized to sign as a legal representative of that organization. They must also be willing to serve as a point person for conflict resolution within the Troop.

Step Two: Present to the selected Charter Organization

Once a Charter Organization has been identified, schedule a meeting to present the mission and vision of AHG.

We suggest you review the AHG Fact Sheet found on the Charter Materials CD, as well as familiarize yourself with the information in the AHG booklet. The two “Benefits to Chartering . . .” sheets, for either a church or a school, also on the Charter Materials CD, will be additional tools to use as you approach the Charter Organization.

Step Three: Charter Organization adopts the AHG program

After you have received a commitment from the Charter Organization you can move forward to the charter

paperwork process. But before the paperwork is started, the Charter Organization has two important leadership roles to fill. One of the keys to a successful AHG Troop is **recruiting and selecting quality, Godly leadership** from the very beginning.

- A. **Charter Representative:** This individual is chosen by the Charter Organization to serve as the liaison between the Charter Organization and the AHG Troop and is encouraged to serve on the AHG Troop Board. On behalf of the Charter Organization, they will assist in recruiting, selecting and approving all Adult Leadership through background checks and review of reference forms. They will also approve certain Troop activities such as high risk outings and fundraisers. They provide leadership, conflict resolution and Troop oversight, and see to it that the AHG Troop is integrated into the Charter Organization's mission and ministry goals for its youth. This person also must be authorized to sign as a legal representative of the organization, and be willing to serve as a point person for conflict resolution within the Troop. However, **the Charter Representative may not have a familial relationship with the AHG Troop Coordinator.**

- B. **AHG Troop Coordinator:** This person is typically selected by the Charter Representative and other leaders from the Charter Organization. ***The role of Troop Coordinator is integral to the success of the AHG Troop.*** To ensure a successful selection, we require 3 reference forms and a Troop Coordinator Candidate Questionnaire for potential candidates to be completed and submitted to AHG, Inc. AHG will perform a background check on this person as part of the Charter Approval Process. It is also highly suggested that a spiritual inventory test be administered by the Charter Organization to ensure that the selected Troop Coordinator's gifts and strengths fit well with the responsibilities and roles of this position. As noted above, **the AHG Troop Coordinator may not have a familial relationship with the Charter Representative.** This position also needs to be the sole position held in the troop for this individual.

Step Four: Complete the Charter Paperwork

Now is the time to refer to the "Charter Approval Checklist" (see final page). This checklist will assist you in completing the necessary documents to ensure a timely charter approval. Most of these documents must be signed by the Charter Representative and/or Troop Coordinator. All documents must be submitted to the AHG Inc., Office before the charter approval process can begin.

We suggest following these steps:

- A. Choose a Troop Number: Each Charter Organization may choose its own Troop number consisting of the state abbreviation followed by four digits (i.e. OH0895). This number can be a number that is meaningful to the Charter Organization or Troop in some way (i.e. scripture references, date the Troop is started, street address of Charter Organization, etc.). AHG Troop numbers cannot be duplicated. Therefore, the selected number requested will be granted as long as it is not currently in use by another Troop in that state, or has not been used in the past.

- B. The Charter Representative needs to obtain documentation for proof of sales tax exemption.

- C. AHG Troop Coordinator should mail out reference forms to the chosen individuals, and have the completed forms mailed to the AHG, Inc. Office (address on reference form).

- D. The Charter Representative must complete and sign the AHG Ministry Charter Agreement & the Charter Representative Ministry Agreement. The Charter Representative must also sign as indicated on the appropriate documents for the Troop Coordinator.

- E. The AHG Troop Coordinator must complete the following documents: Adult Volunteer Application, Adult Membership Registration, Troop Coordinator Ministry Agreement, and Troop Coordinator Candidate Questionnaire. AHG Troop Coordinator should enclose completed forms with a check for the AHG Troop Coordinator registration fee.

- F. Secure a check from the Charter Organization for the charter fee and mail all of the above to the AHG, Inc. Office.

Upon receipt of all required documents and payment, AHG, Inc. will begin the charter approval process and perform a background check on the submitted AHG Troop Coordinator.

(NOTE: DO NOT begin to register any other adults or girls until you have received final charter approval AND your Troop Start-Up Box with the appropriate registration materials.

Step Five: Recruit, Select and Approve Key Leadership

The Charter Organization's values and the mission of AHG are reflected through the Troop's leadership. With the support of the Charter Organization, the Troop Board and Leadership Team will effectively carry out the AHG program as they deal directly with the girls and other adult volunteers. The AHG Troop Ministry Team will influence the life of every girl and family in the AHG Troop.

Since the AHG Troop Ministry Team plays such a vital role in the character, nature and spiritual direction of the Troop, ***it is the responsibility of the Charter Organization to recruit, select and approve all Troop Leadership.*** The important role of shaping the lives of our nation's daughters demands nothing less!!

The AHG Troop Board consists of the AHG Troop Coordinator, Vice Coordinator, Troop Treasurer, and the Troop Shepherd at the very minimum. All of the Unit Leaders are also included on the Troop Ministry Team. This team (board members and Unit Leaders) should be formed as soon as possible – even while you are in the process of completing the charter paperwork.

Also paramount to the American Heritage Girls program is the assurance that all girl members are provided a wholesome program in a safe and secure environment. The organization that operates an AHG Troop can help it thrive by ***giving close and constant support*** to the Troop Ministry Team.

Step Six: CHARTER APPROVAL

Within two weeks of charter approval, a Troop Start-Up Box will be shipped to the Charter Organization. In the box, you will find the "Starting Points" to guide you through the next steps in troop development. The most successful Troops follow these steps.

Congratulations, and welcome to AHG!!



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Fax: 513-771-2595

Website: www.ahgonline.org

(Note: The AHG Charter Approval checklist and all other chartering documents can also be found on the website.)

Additional Resources Available:

AHG offers an Info Kit that is available for you to purchase. The Info Kit includes promotional items to use when approaching a potential Charter Organization or holding an Info Session. The Kit also includes a copy of the AHG Troop Coordinator Handbook and AHG Girl Handbook. The cost of this kit is \$60, and that money will be applied to the charter fee if the organization charters within 6 months.

Within the Info Kit, you'll also find the AHG Promotional DVD "*Countering the Culture*" and a PowerPoint presentation which are both helpful when holding an Info Session presentation for the Charter Organization and/or community.

Why conduct an AHG Info Session?

Presenting the AHG program, through offering an Info Session for interested families, is important to help them to learn about American Heritage Girls and to excite them about the program. In the Info Kit are tools to help you facilitate this presentation.

Be sure to have a Girl Interest Form completed by all who attend so that you can gauge the amount of interest, as well as the number of potential girls. This number is important as you try to determine the number of Adult Volunteers that will be needed. The information on these forms will also help you keep in contact with the interested parties as you communicate with them through the charter process.

How & when do I conduct an AHG Info Session?

An AHG info session can be done at anytime throughout the chartering process. Here are some ideas as to when and with whom an AHG Info Session would be helpful:

1. Prior to contacting the Charter Organization: Some people like to know how many people are interested in this ministry so that they can take that information/data to the potential Charter Organization as evidence that the ministry will meet a need in the community.
2. While in discussions with a potential Charter Organization: The information shared in the Info Session makes a very powerful statement as to why the program is needed and the benefits that AHG will bring to their organization and community.
3. After gaining approval from a Charter Organization: Once a charter commitment has been made by a Charter Organization, many folks will hold an Info Session to share the news with interested parents, congregation members and/or the community. An Info Session at this time will help facilitate the beginning stages of troop planning.



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AHG Charter Approval Checklist

Please return the following to:

AHG National Office

175 Tri-County Parkway, Suite 100; Cincinnati, OH 45246

- Signed AHG Ministry Charter Agreement *(by all Ministry Team members & Charter Org. Officer)*
- Charter Fee Payment *(subtract Info Kit price if applicable)*
- Proof of Charter Organization's tax-exempt status
- Completed and signed Adult Volunteer Application *(for Troop Coordinator only)*
- Read "AHG Child Abuse Prevention Policy"
- Completed Adult Member Registration Form *(for Troop Coordinator only)*
- Signed Consent, Waiver and Release Form *(for Troop Coordinator only)*
- Adult Member Registration Fee *(for Troop Coordinator only)*
- Signed Troop Coordinator Ministry Agreement
- Submit Three Completed Troop Coordinator Reference Forms
- Completed and signed Troop Coordinator Candidate Questionnaire
- Charter Rep. must read "Your Role as Charter Organization Representative"
- Signed Charter Representative Ministry Agreement *(for Charter Rep only)*

**Once all documents are received and Charter is approved,
AHG will ship your "Troop Start-Up Box" within 2 weeks.**