

Girl Scout Kapers

Dividing Responsibilities and Opportunities

A Kaper is a job or chore that must be done. In Girl Scouting, a kaper chart is prepared which indicates all the jobs available and who is responsible for each one. In other words, a kaper chart is a way of dividing the jobs so that each girl has a part. The purpose of a kaper chart for housekeeping tasks at meetings, overnights or other activities is to help the girls become independent. Over time, this will reduce the dependency on adult directions. The girls need opportunities to practice using a kaper chart – reading the assigned tasks, learning how to do the tasks, and working together to accomplish a goal. To prepare girls for using a kaper chart, the troop leader should develop a kaper chart for use during troop meetings.

To make a kaper chart:

1. First decide which kapers should be included on the chart (make a list of tasks; write them on small pieces of paper so you can sort them and determine which can be grouped together).
2. Determine whether the kapers should be handled by groups or individuals.
3. If groups, determine the group size (buddies, patrols or other small groups) that is best for the kaper.
4. Decide which specific tasks listed in # 1 will be combined to fit the work group. Take the small pieces of paper and sort them into piles according to tasks that will be done by each group.
5. If desired, give work group names and/or symbols for the chart.
6. Decide what type or style of chart (grid, wheel, table,...) to use; the chart should be a graphic representation of delegated responsibilities:
 - Eye-catching charts create interest. Post in plain view prior to meeting or activity.
 - Help the girls form the habit of checking the chart, at the beginning of a meeting or trip, to determine their job.
 - Include a list of kaper tasks for each individual/group.
7. Determine how to rotate or assign kapers. Each girl should have an opportunity to do tasks that she considers fun as well as non-desirable kapers.

Things to think about:

- Kaper groups allow leaders to mix the girls in different ways.
- Typically, groups would stay together for a few times and then are mixed up again.
- Sometimes, however, girls are rotated more often to give them an opportunity to meet lots of different girls and avoid cliques.
- Sometimes, troops use a combination of kaper charts for different functions.
- 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 they are completing their kaper.

Don't forget: You can have kaper charts for adults too!

Kapers for Troop Meetings

Choose the kapers that work for your troop.

Opening Kapers

- Promise leader
- Law leader
- Flag holder(s)
- Flag ceremony
- Bridge of Silence (2) - These girls make a bridge prior to the flag ceremony and everyone files through underneath, when the girl passes under she stops talking.

Miscellaneous Kapers

- Line leader - hands out craft supplies
- Game girl - chooses a game
- Song singer - chooses a song
- Share bear - gets to tell a story of their choice
- Historian - takes 3-4 photos at each meeting
- Floater - fill in case someone is absent
- Free - no job this time

Business Kapers

- Secretary - attendance
- Treasurer - dues

Snacks Kapers

- Bring/pass snack, drinks, lead grace

Clean Up Kapers

- Push in chairs or stack them
- Queen of Clean - cleans up after snack
- Kaper keeper - move kaper assignments at the end of the meeting

Closing Kapers

- Friendship fairy - starts the friendship squeeze
- Out Girl Scout - Troop closing ceremony

Kapers for Groups

You may not have all of these jobs so choose the ones that work for your troop size and needs.

Opening: Choose and lead the opening. Will it be a flag ceremony, a favorite game or song, the Promise, or any other opening ideas?

Business Assistants: Pass out and collect papers, take attendance, collect dues.

Passers: Pass out any supplies during the meeting.

Clean Up: Everyone cleans, but these girls make sure it gets done.

Closing: Choose and lead the closing. Will it be a song, talking about living the Promise, Friendship Circle?

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

Kaper Chart Examples

The samples below are very general Kaper charts for overnight/camping events.

Friday Night

	Give out Snacks	Give out Drinks	Pick up Trash	Wash Table	Sweep Floor
Girls					
Helping Adults					

Saturday Morning

	Hoppers - Set Table in Dining Room	Return Dishes to Dishwashing Area	Wash Table	Sweep Floor
Girls				
Helping Adults				

Building Cleanup

	Sweep Floor	Clean Toilets/ Sinks	Stack Tables Chairs/ Benches	Wash Floors	Pick up Trash
Girls					
Helping Adults					

Kaper Chart Examples

The sample below is very general Kaper charts for meals.

	Breakfast Saturday	Lunch Saturday	Dinner Sat- urday	Snack Saturday	Breakfast Sunday
Chop - Fire					
Slop - Cooks					
Hop - Hostess					
Mop - Clean Up					

Chop - Fire

- Tie Hair Back
- Wear Gloves
- Prepare fire circle
- Fill fire buckets
- Lay Fire
- Light Fire
- Tend Fire
- Put out Fire
- Replenish firewood

Slop - Cooks

- Wash Hands
- Tie Hair Back
- Post Menu
- Pick Up Food
- Prepare food for Cooking
- Dispose of trash - recycle
- Cook food
- Pack up leftovers
- Clean up food prep area
- Set cookware to soak

Hop - Hostess

- Clean and set table
- Make a centerpiece
- Lead grace (optional)
- Invite adults to meal
- Put away condiments
- Dispose of food not eaten
- Wash leader's dishes

Mop - Clean-Up

- Heat Dishwater
- Set up dishpans
- Fill dishpans
- Clean Table
- Check trash can
- Clean Cookware after everyone is done with their own dishes
- Dispose of dishwater
- Clean & dry dishpans