



Troop Organizer Volunteer Appointment Letter

This form is to be completed annually with the Service Unit Manager and retained by the Service Unit Manager.

Having successfully met the position qualifications, _____ is appointed to the position of Troop Organizer for _____ to _____. The volunteer agrees to fulfill the role, duties and responsibilities of the position with accountability to the Troop Leaders, Service Unit Manager(s), Membership Specialist, and Area Manager.

ROLE: Recruit new girls and adults and organize/reorganize troops/groups within the Service Unit in consultation with the Service Unit Manager and/or Membership Specialist. Ideally, Troop Organizers should oversee only one school, place of worship, or other specific recruitment area, and they should be personally connected with that area.

DUTIES AND RESPONSIBILITIES

ON-TARGET

Recruit and organize troops, Juliettes, individually registered adults, and resource volunteers by distributing recruitment flyers and other items within the recruitment area.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Maintain a list of all girls and adults that are interested in joining new troops. Form new troops and promptly place girls and adults into new and existing troops using the Eight Placement Guidelines from GSUSA (provided at Troop Organizer Training).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Link newly recruited volunteers with the Service Unit Welcome Specialist or other Service Unit Team member.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Help recruit troop committees to ensure parental involvement in the operations of the troop.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Work with the Service Unit Registrar to maintain a current record of troops, Juliettes, individually registered adults, and resource volunteers within the recruitment area and to ensure registration of girls and adults that have been placed into troops.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Support efforts to recruit and place girls from areas of the Service Unit that are not being served or are underserved. Contact your Linguistic Outreach Specialist if assistance is needed with translation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attend Service Unit meetings and participate as a member of the Service Unit Team (including attending Service Unit Team meetings).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Advise the Service Unit Manager of any problems or concerns.	<input type="checkbox"/> Yes <input type="checkbox"/> No

QUALIFICATIONS

ON-TARGET

Register as an adult member of Girl Scouts of the USA.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receive approval to volunteer from Girl Scouts Nation's Capital via the Volunteer Position Application process.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Complete the required Troop Organizer Training.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have no outstanding debts with any Girl Scout Nation's Capital entity (troops, Service Units, etc.).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Accept and adhere to the purpose and principles of Girl Scouting.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Be willing and able to work in a positive manner with diverse groups of varying lifestyles and cultures.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Recognize, understand, accept, interpret, and support all of the goals, policies, guidelines, and objectives of Girl Scout Nation's Capital, including the Human Relations Policy Statement.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrate planning and organizational skills.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrate an ability to speak before groups and to market involvement in the Girl Scout movement to girls and adults.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrate knowledge of troop organization according to the guidelines of Girl Scout Nation's Capital.	<input type="checkbox"/> Yes <input type="checkbox"/> No

METHOD OF SELECTION: Selected and appointed by the Service Unit Manager.

ACCOUNTABILITY: Accountable to the Troop Leaders, Service Unit Manager(s), Membership Specialist, and Area Manager.

TERM OF POSITION: Appointed annually.

I, _____, Troop Organizer, agree to fulfill the duties and responsibilities as listed above and have met or will meet all qualifications as listed. I understand that failure to fulfill these responsibilities and/or qualifications could result in my not being re-appointed and/or dismissal from this position.

_____ Signature	_____ Date	_____ Years in Position	_____ Date of Review	_____ Initials
_____ Signature of Service Unit Manager	_____ Date of Review	_____ Initials		

Use additional paper to expand on the duties and responsibilities of this position.