

## Troop Leader/Co-Leader/Advisor 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 Leader/Co-Leader/Advisor of Troop # \_\_\_\_\_ for the period of \_\_\_\_\_ to \_\_\_\_\_. The volunteer agrees to fulfill the role, duties, and responsibilities of the position with accountability to the Service Unit Manager(s), Membership Specialist, and Area Manager.

**ROLE:** Work in partnership with girls to develop and provide well-rounded opportunities that are age appropriate, fun, and further the mission of Girl Scouting.

### DUTIES AND RESPONSIBILITIES:

### ON-TARGET

Ensure timely registration of all girls and adults in the troop/group.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ensure that all activities meet maximum safety standards as indicated in <i>Volunteer Essentials</i> and the <i>Safety Activity Checkpoints</i> .	<input type="checkbox"/> Yes <input type="checkbox"/> No
Accept all girls into the troop as assigned by the Troop Organizer (only Troop Organizers and Membership Specialists can place girls into troops).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Recruit and manage the troop volunteer committee and inform parents of volunteer roles that need to be filled.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Meet with the troop on a regular basis.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Help girls take increasing responsibility for the affairs of the troop.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Encourage flexibility in the troop program in order to meet the needs of the individual girls.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Maintain troop records, manage troop funds responsibly, and keep parents informed of troop meetings, programs, field trips, and camping activities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Maintain a troop checking account and follow all money management procedures outlined in <i>Volunteer Essentials</i> , including submission of all bank statements and receipts to the Service Unit Money Manager.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ensure that the troop is represented at all Service Unit meetings.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide all girls and parents with necessary information regarding all GSCNC and GSUSA opportunities including cookie sales and fall product sales.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Encourage troop participation in Association meetings and activities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Actively support and encourage troop participation in SHARE and all GSCNC fund development campaigns.	<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
Complete the Volunteer Position Application process.	<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 with varying lifestyles and cultures.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Recognize, understand, accept, interpret, and support all council goals, policies, guidelines and objectives, including the Human Relations Policy Statement.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Complete required training: Basic Leadership <input type="checkbox"/> Program Level <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does not have any outstanding debts with any GSCNC entity (e.g.- troops, Service Unit, etc.).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have a knowledge of current Girl Scout programs and community resources.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Maintain patience, warmth, and strong human relations skills.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have a genuine liking for and an interest in girls and the time to devote to them.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrate planning, organizational, and problem-solving abilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**METHOD OF SELECTION:** Selected and appointed by the Service Unit Manager or Membership Specialist.

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

**TERM OF POSITION:** Appointed annually.

I, \_\_\_\_\_, Troop Leader/Co-Leader/Advisor of Troop # \_\_\_\_\_, 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.