



**GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL  
VOLUNTEER APPOINTMENT LETTER  
FOR ASSISTANT TROOP LEADER/ADVISOR**



Having successfully met the position qualifications, \_\_\_\_\_ is appointed to the position of Troop # \_\_\_\_\_ Assistant Troop Leader/Advisor 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), field director, and area manager.

**ROLE:** Participate in the troop/group's total planning process and carry out assigned responsibilities, which have been accepted after discussion and mutual agreement with the troop/group leadership.

<b>DUTIES AND RESPONSIBILITIES:</b>		<b>On-Target</b>	
		<b>Yes</b>	<b>No</b>
<input type="checkbox"/>	Participate in a supportive role, leaving the ultimate troop/group responsibility to the troop leader/advisor		
<input type="checkbox"/>	Provide input and action in planning and implementation of troop/group programs		
<input type="checkbox"/>	Perform specific duties as assigned		
<input type="checkbox"/>	Represent the troop/group in local area meetings, if requested		
<input type="checkbox"/>	Meet with the troop/group leader/advisor on a regular basis		
<input type="checkbox"/>	Assume role of troop/group leader/advisor when needed		
<input type="checkbox"/>	Actively support SHARE and all GSCNC Fund Development campaigns		

<b>QUALIFICATIONS:</b>		<b>On Target</b>	
		<b>Yes</b>	<b>No</b>
<input type="checkbox"/>	Register as an adult member of Girl Scouts of the USA <b>Date:</b>		
<input type="checkbox"/>	Complete the Volunteer Position Application process <b>Date:</b>		
<input type="checkbox"/>	Accept and adhere to the purpose and principles of Girl Scouting		
<input type="checkbox"/>	Show a willingness to work with diverse groups with varying life styles and cultures in a positive manner		
<input type="checkbox"/>	Recognize, understand, accept, interpret, and support all council goals, policies, and objectives including the Human Relations Policy Statement		
<input type="checkbox"/>	Complete required training 101: _____ Level: _____ Camping: _____ Travel: _____		
<input type="checkbox"/>	Owe no outstanding debt to the council		
<input type="checkbox"/>	Have a knowledge of up-to-date Girl Scout program and community resources		
<input type="checkbox"/>	Maintain patience, warmth, and strong human relations skills		
<input type="checkbox"/>	Have a genuine liking for and an interest in girls and the time to devote to them		
<input type="checkbox"/>	Demonstrate planning, organizational, and problem-solving abilities		

I, \_\_\_\_\_, Troop # \_\_\_\_\_ Assistant Troop Leader/Advisor 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.

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Signature \_\_\_\_\_ Date \_\_\_\_\_ Number of Years in Position \_\_\_\_\_ Date of Review \_\_\_\_\_ Initials \_\_\_\_\_

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Signature Service Unit Manager \_\_\_\_\_ Date \_\_\_\_\_ Date of Review \_\_\_\_\_ Initials \_\_\_\_\_

*Use back to expand on the duties and responsibilities of this position and or the volunteer's role in meeting them.*