



## Volunteer Position Agreement Troops

### PURPOSE:

Troop volunteers work together to provide a quality Girl Scout Leadership Experience (GSLE) for girls through service to the girls assigned to their troop.

### TROOP LEADERSHIP:

- Troops are led by at least two volunteers.
- Troop volunteers collaborate through their geographic service unit to gain support and resources
- Troop volunteers collaborate with various staff for resources, support, and guidance

### EXPECTATIONS OF ALL TROOP VOLUNTEERS:

- Be a registered member of Girl Scouts of the USA
- Comply with Girl Scout Council of the Southern Appalachians Policies and Procedures
- Be inclusive of any girl wishing to join a troop (if the required girl/adult ratio can be upheld)
- Collaborate with all volunteers, girls, and parents in the troop, as well as staff
- Set goals for the troop's experience in partnership with girl members of the troop
- Participate in training for your role

### QUALIFICATIONS:

- Demonstrate a passion for Girl Scouting
- Ability to work in a collaborative fashion
- Ability to be flexible
- Basic computer skills with e-mail access are desired but not required

### TERM:

Troop volunteers are asked to serve for a defined term. Requests for continued service are made based on the volunteer's desire to continue, performance, and the needs of the council.

### TROOP ROLES

- The following list is an overview of the roles and responsibilities commonly held by troop volunteers
- Each role is followed by the general responsibilities for that role
- Depending on the number of volunteers participating in the troop:
  - Responsibilities within each role may be divided among multiple volunteers
  - Several volunteers may serve in the same role
- Depending on the age, ability, and/or experience of girls in the troop, many responsibilities can and should be a part of their role, rather than completed by an adult volunteer
- Regardless of how roles are divided within a troop, the required girl/adult ratio must be upheld

## TROOP ROLES (continued)

Please “**check**” each responsibility you are willing and able to carry out as a volunteer within troop \_\_\_\_\_.

### Troop Leader

- Coordinate the goals and work of all volunteers within the troop
- Facilitate girl-led planning, preparation and implementation of the GSLE
- Ensure girls and their families are notified of date, time, and place of meetings and activities
- Ensure safety requirements are upheld for all meetings and activities
- Register the troop; submit money and registration materials immediately upon receipt

### Assistant Leader

- Facilitate girl-led planning, preparation and implementation of the GSLE
- Ensure girls and their families are notified of date, time, and place of meetings and activities
- Ensure safety requirements are upheld for all meetings and activities

### Troop Product Sales Manager or “Cookie Mom”

- Organize and carry out troop product sales, submit monies and reports by deadlines
- Receive, organize and distribute troop program materials, products, payments, and incentives
- Educate girls and parents in goal setting, safety, product, ordering, delivery, and responsibility
- Maintain contact with troop leader and service unit product sales manager during the sale
- Submit all reports and balance due to the service unit product sales manager by the deadline

### Troop Treasurer

- Set up and maintain accurate troop finance records
- Submit the Troop Finance Report and other designated paperwork by June 30 each year

### Troop Chaperone

- Ensure safety requirements are upheld for assigned meetings and activities

Other (please list general responsibilities): \_\_\_\_\_

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I agree to serve Girl Scout Council of the Southern Appalachians to the best of my ability in the above selected role(s) for a term ending September 30, 2012. I agree to the roles selected based on my interests and skills. I understand that failure to account for money and products received will be considered misappropriation of funds and may result in civil and/or criminal prosecution for the amount owed plus reasonable attorney fees and court costs. At the end of my term I will return all materials, supplies, or resources supplied to me during my term to Girl Scout Council of the Southern Appalachians staff.

Name \_\_\_\_\_ Service Unit \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_