



Girl Scouts.

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



Girl Scouts.

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

ROLE: Work in partnership with girls to develop and provide well-rounded opportunities that are age-appropriate, fun, and in line with the basic Girl Scout philosophy

Table with columns: DUTIES AND RESPONSIBILITIES, On-Target (Yes, No). Rows include: Ensure timely registration of all girls and adults in the troop/group, Assure maximum safety standards as a part of all activities, Accept all girls in troop as assigned by the troop organizer, Recruit adult volunteers to support troop programs, Meet with the troop on an agreed-upon, regular basis, Help girls take increasing responsibility for the affairs of the troop, Encourage flexibility in the troop program to meet all individual girl needs, Maintain troop records, manage troop funds responsibly, and keep parents informed of troop meetings, programs, field trips and camping activities, Authorized to open a troop checking account in the name of GS Troop # and GSCNC With Federal Tax ID # 54-0732966 and at least two authorized signatories, Responsible for troop representation at monthly service unit meetings, Provide all girls and parents with necessary information and applications regarding all GSCNC and GSUSA opportunities including: Calendar Sales: Cookies Sales: QSP: Encourage troop participation in association meetings and activities, Actively support and assure troop participation in SHARE and all GSCNC fund development campaigns

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

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

Signature Date Number of Years in Position Date of Review Initials
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.