



# 2018-2019 Troop SHARE Leader

## Volunteer Appointment Letter

This form is to be completed and reviewed annually with the Service Unit SHARE Leader.

Having successfully met the position qualifications, \_\_\_\_\_ is appointed to the position of Troop SHARE Leader for Troop \_\_\_\_\_ in Service Unit \_\_\_\_\_ for the period of \_\_\_\_\_ to \_\_\_\_\_. The volunteer agrees to fulfill the role, duties, and responsibilities of the position with accountability to the Service Unit SHARE Leader, Annual Giving Specialist, and Director of Development.

**ROLE:** Enthusiastically promote SHARE to troop families.

### DUTIES AND RESPONSIBILITIES:

### ON-TARGET

Demonstrates commitment to SHARE by making a suggested personal contribution of \$50 or more.	
Joins the SHARE Rally at <a href="https://rallyhood.com/rallies/16368">https://rallyhood.com/rallies/16368</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Training &amp; Volunteer Support</b>	
Receives annual training from Service Unit SHARE Leader.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Maintains monthly contact with Service Unit SHARE Leaders throughout campaign to discuss results and request support as needed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Goals &amp; Reporting</b>	
Familiarizes them self with Service Unit and Association SHARE goals.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reports Troop campaign progress to the Service Unit SHARE Leader.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Encourages families to indicate their Association, Service Unit, and Troop numbers whenever donating to SHARE.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reviews twice-monthly SHARE Report and communicates any corrections to the Service Unit SHARE Leader and Annual Giving Specialist.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Works with the Troop Leader, Service Unit SHARE Leader, and Service Unit Registrar to obtain an accurate list of parents with telephone numbers and emails for all girls registered with the troop.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provides formal and informal feedback on the SHARE campaign to improve the campaign.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Fundraising</b>	
Follows Volunteer Essentials and the SHARE Handbook for fundraising guidance throughout the year.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Presents SHARE opportunities at the fall parent's meeting, organizational meeting or at any/all appropriate opportunities. Encourages and strives for 100% family participation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Uses donor reports provided by the Service Unit SHARE Leader to follow up with families who have not contributed to SHARE.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Thanks everyone who makes a contribution to SHARE.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ensures that any SHARE envelopes they receive are mailed promptly. Requests additional pre-paid Troop Collecting Envelopes from Service Unit SHARE Leader or Annual Giving Specialist when needed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Promotes Ways to Give, including joining the <b>Friendship Circle</b> (monthly giving program), applying for <b>Matching Gifts and/or Volunteer Grants</b> from their employer, and making <b>President's Circle</b> level donations, especially for those with the capacity to increase.	<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
Register as a Troop SHARE Leader on Volunteer Systems.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Complete the background check through Verified Volunteers.	<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
Receive SHARE training from SHARE Service Unit, Association, or Regional Co-Chair.	<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

**METHOD OF SELECTION:** Selected and supported by Service Unit SHARE Leader and appointed by Troop Leader.

**ACCOUNTABILITY:** Accountable to the Troop Leader, Service Unit SHARE Leader, Association SHARE Leader, SHARE Regional Co-Chair, and Annual Giving Specialist.

**TERM OF POSITION:** Appointed annually.

I, \_\_\_\_\_, Troop SHARE Leader, 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 Troop Leader	_____ Date of Review	_____ Initials		