girl scouts nation's capital

Troop Leader Volunteer Appointment Form

_____ is appointed to the position of Troop Leader

for Troop _____ for the period of _____ to _____.

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.
METHOD OF SELECTION: Selected and appointed by the Service Unit Manager.
ACCOUNTABILITY: Accountable to the Service Unit Manager(s), Membership Specialist and Area Manager.
TERM OF POSITION: Appointed annually (usually October 1st – September 30th)

DUTIES AND RESPONSIBILITIES
Ensure timely registration of all girls and adults in the troop/group.
Ensure that all activities meet safety standards as indicated in *Volunteer Essentials* and Safety Activity Checkpoints.
Accept all girls into the troop as assigned by the Troop Organizer and the Troop catalog connecting with new girls within two days of notification of joining.
Recruit and manage the troop volunteer committee and inform parents of volunteer roles that need to be filled with at least 2 unrelated troop leaders and a separate unrelated Troop Money Manager.
Ensure 12 spaces for girls in the troop catalog and all meeting info is up to date at all times.
Help girls take increasing responsibility for the affairs of the troop and meet regularly.
Implement the Girl Scout Leadership Experience (Discover, Connect, Take Action), using GSLE processes (Girl-Led; Learning by Doing; Cooperative Learning)
Encourage flexibility in the troop program in order to meet the needs of the individual girls.
Maintain troop records, manage troop funds responsibly, and keep parents informed of troop meetings, programs, field trips, and camping activities including parent permission
Ensure that the troop is represented at all Service Unit meetings.
Provide all girls and parents with necessary information regarding all GSCNC and GSUSA opportunities including cookie sales and fall product sales.
Encourage troop participation in Association meetings and activities.
Actively support and encourage troop participation in SHARE and all GSCNC fund development campaigns.

	QUALIFICATIONS
	Register as an adult member of Girl Scouts of the USA.
	Complete background screening.
	Accept and adhere to the purpose and principles of Girl Scouting.
	Be familiar with current GSCNC and GSUSA programs.
	Be willing and able to work in a positive manner with diverse groups with varying lifestyles and cultures.
	Recognize, understand, accept, interpret, and support all Council goals, policies, guidelines and objectives, including the Human Relations Policy Statement.
	Complete required training. (Basic Leadership & Program Level)
	No outstanding debt with any GSCNC entity (e.g. – troops, service unit, etc.)
	Demonstrate planning, organizational, and problem-solving abilities.

I agree to fulfill the duties and responsibilities as listed above and have met or will meet all the qualifications as listed. I understand that failure to fulfill these responsibilities or qualifications could result in my dismissal from this position.

_____ _____ _____ _____ _____
Signature | Date | Years in Position | Signature of Service Unit Manager | Date