



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



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.

DUTIES AND RESPONSIBILITIES:		On-Target	
		Yes	No
<input type="checkbox"/>	Ensure timely registration of all girls and adults in the troop/group	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Assure maximum safety standards as a part of all activities	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Accept all girls in troop as assigned by the troop organizer	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Recruit adult volunteers to support troop programs	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Meet with the troop on an agreed-upon, regular basis	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Help girls take increasing responsibility for the affairs of the troop	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Encourage flexibility in the troop program to meet all individual girl needs	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Maintain troop records, manage troop funds responsibly, and keep parents informed of troop meetings, programs, field trips and camping activities	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	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	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Responsible for troop representation at monthly service unit meetings	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Provide all girls and parents with necessary information and applications regarding all GSCNC and GSUSA opportunities including: Cookie Sales: <input type="checkbox"/> Fall Product Sales: <input type="checkbox"/>	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Encourage troop participation in association meetings and activities	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/>	Actively support and assure troop participation in SHARE and all GSCNC fund development campaigns	<input type="radio"/> Yes	<input type="radio"/> No

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

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