Girl Scout Council of Orange County

TROOP LEADER / ADVISOR (01)
CO-LEADER /ASSISTANT LEADER / ADVISOR (02)

Name: _____ **Service Unit #**_____

Dates of Appointment:_____

PURPOSE OF POSITION: To guide girls in planning and carrying out activities that will reflect their interests and needs within the framework and policies of GSCOC and GSUSA.

TERM: Appointed by the Service Unit Manager for one year term.

ACCOUNTABLE TO: Accountable to the Service Unit Manager or designee.

RESPONSIBILITIES:

1. Guide girls in planning activities that help them to discover, lead and take action so they experience the fun, friendship and power of girls together.
2. Meet with troop helpers to implement long range plans made by the girls.
3. Communicate troop plans and needs to parents.
4. Maintain troop records, i.e.: attendance, badge work, permission slips and health history.
5. Maintain financial records of the troop and submit annual financial report by June 15th.
6. Coordinate troop representation at Service Unit, Association and Council meetings and events.
7. Keep Service Unit Organizer informed on current troop membership-number of active girls and available openings.
8. Receive service unit information and ensure its delivery to the parents.
9. Forward all paperwork to service unit as required (registration, product sales, financial report, VMS).
10. Appoint Responsible Adults for troop and conduct safety briefings.
11. Support and promote Council product sales and fund development activities.

QUALIFICATIONS:

1. Register as an adult member of Girl Scouts.
2. Complete the volunteer application process.
3. Attend orientation and all position-related training within six months of appointment.
4. Possess leadership skills for empowering girls and ability to work harmoniously with adults.
5. Demonstrate commitment to the mission, policies, standards and goals of GSCOC and GSUSA.
6. To be an Advisor of Girl Scouts 15-17, must be 21 years of age.

VOLUNTEER AGREEMENT

I have read the Volunteer Position Outline and Agreement and agree to carry out my responsibilities as described. If for any reason I am unable to perform any of my responsibilities, I may be asked to resign my position. I will fulfill the outlined duties with no monetary compensation. I certify under penalty of perjury that I have not been convicted of any criminal offense. The council will not knowingly accept voluntary services from a convicted sex offender, who is required to be registered pursuant to California Penal Code Section 290. Volunteers are required to disclose to Council if they are living with a sex offender or have regular personal contact with a convicted sex offender, as well as the nature and extent of such relationships or contacts. Please use the back of this form if you have information to disclose. Volunteers who violate this procedure will be barred from any further participation in Girl Scout activities.

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Volunteer's Signature Date Service Unit Manager's Signature Date