

Troop Roles and Expectations

Troop Roles and Responsibilities Include:

Troop Leadership Team: (2 unrelated, registered, and trained volunteers)

Members of the Troop Leadership Team (7-10-hours per month) take training to:

- Understand what is needed for the leadership, safety, and the program level they lead.
- Coordinate a team of volunteers and facilitate everyone's contributions.
- Communicate with families on a regular basis regarding troop activities, money management, and council-wide updates, holding two family meetings each year which can be in conjunction with court of awards.
- Communicate with new families as they join the troop.
- Ensure troop is represented at monthly Service Unit meetings.
- Ensure troop has a diverse set of experiences according to the Foundational Girl Scout Experience, including field trips.
- Use the Volunteer Toolkit or Experience Boxes to plan and facilitate meetings.
- Ensure a troop budget with girls' plans is completed at the start of each year with the Troop Banking Specialist and families.
- Obtain approval for high adventure, overnights, and travel by submitting an Activity and Travel
- Complete and submit the Year End Report by July 1 each year.
- Makes sure their troop is represented at the monthly Service Unit meeting

Troop Banking Specialist: (TLT plus one Checks and Balances Volunteer)

The Troop Banking Specialist (approximately 2 hours per month) takes training to:

- Open and manage the troop checking account (required) and maintain financial integrity.

- Engage the Girl Scouts in goal setting and budgeting.
- Make deposits, pay for expenses, and reimburse expenses from others, keeping receipts and records for three years.
- Should troop need to earn additional funds, assist Troop Leadership Team with completing the Additional Money Earning Event Request form
- Provide financial information to troop leaders for Year End Report due July 1 each year.

Troop Cookie Manager:

The Troop Cookie Manager (December to May – approximately 10 hours per month) takes training to:

- Assist Girl Scouts by setting and achieving goals through the Girl Scout Cookie Program.
- Educate families in process and serve as troop experts in cookie programs.
- Help schedule cookie booth opportunities and arrange for chaperones from the list of approved Troop Driver/Chaperones.
- Place orders, distribute cookies, and ensure timely collection of cookie payments.
- Keep accurate receipt of books of money collected and cookies distributed.
- Place rewards and recognition order and distribute to troop members.

Troop Fall Product Manager:

The Troop Fall Product Manager (September to November – approximately 3 hours per month) takes training to:

- Organize and facilitate the Fall Product Program, educating families about short term online opportunities for Girl Scouts to create their own ecommerce platforms to earn funds for the troop.
- Place orders, distribute Fall Product items, and ensure timely distribution of rewards and recognitions.

Troop Driver/Chaperone:

The Troop Driver/Chaperone (approximately 4-8 hours at different intervals) takes training to ensure safety and policies to:

- Chaperone girls in the troop when needed, including cookie booths.
- Support the troop in outdoor events when needed.
- Support the troop by managing girl-identified field trips and service projects.
- Complete the Troop Driver Request Form, have a clean driver record and is over 18 years old. If they are over 75 years old, they will have additional requirements.
- EVERY volunteer who is chaperoning girls MUST select this role and have an approved Driver Form on file.

Troop Support Volunteer:

The Troop Support Volunteer (approximately 6-10 hours per year) takes training on troop and the VTK to:

- Use the Volunteer Toolkit and help run at least one badge or journey at troop meetings each year.
- Assist troop by gathering supplies for troop meetings and act as a support system for troop leaders.

Troop Camping Adult:

The Troop Camping Adult (overnight or day cookouts between 6 and 48 hours per camping time per year) takes training to:

- Help the troops prepare and learn outdoor cooking techniques in a progressive fashion.
- Help secure camp property reservations using the council online system or reserving a non-council outdoor space.
- Help troops progress through Outdoor activities such as lodge camping, cabin camping, tent camping backpacking and leave no trace camping skills.

- Assist with girl-led planning of activities in the outdoors serving as the expert and outdoor chaperone, always ensuring safety.

Troop First Aider:

The Troop First Aider (4-48 hours depending on troop outings) has Child and Adult CPR and First Aid training that is recognized by Girl Scouts or is a licensed Health Care Professional to:

- Ensure health history forms and medical release forms are up to date and confidential and are brought on all field trips/overnights.
- Help Girl Scouts on field trips and, on overnights, self-administer required medication as determined by family and doctor.
- Administer basic First Aid in outings, calling 911 for emergencies.
- Travel with child to hospital if required to allow for Troop Leadership/Troop Driver/Chaperones/Troop Camping Adult to stay with troop for two deep leadership.

Troop Friends and Family:

- Caregiver who just wants to attend meetings and events excluding overnight events with their Girl Scout and are not chaperoning any additional girls.
- This role requires membership and the gsLearn session - GSUSA Girl Scouts Child Abuse and Neglect Prevention Course.