

# Families Make it Happen

Help make their Girl Scout experience great!



## Family Information

Caregiver Name \_\_\_\_\_ Child Name \_\_\_\_\_

Preferred Mailing Address \_\_\_\_\_

Preferred Phone \_\_\_\_\_ Preferred Email \_\_\_\_\_

Occupation \_\_\_\_\_

How often are you willing to help with her troop?  Weekly  Monthly  Occasionally

I want to know more about being a volunteer  Yes  No

I would like to support the troop in this role (positions descriptions on back):

- Troop Leader(s)  Service Project Coordinator  Communications Coordinator
- Troop Treasurer  Outdoor Program Coordinator  Craft Coordinator
- Troop Cookie Coordinator  Transportation Coordinator  Recognition Coordinator
- Troop Fall Product Coordinator  Refreshment Coordinator  Troop Shopper

Caregiver Availability	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

## Do you have special skills to share with the troop?

- Auto maintenance  Culinary arts/nutrition  Engineer/science
- Bike repair  Performing arts  Other \_\_\_\_\_
- Camping/outdoor  Sports
- Career Career/college readiness  Home repairs
- First aid/CPR  Knowledge of different cultures
- Computer/technology  Self care/personal hygiene
- Arts and crafts

## Troop Team Position Descriptions

### Troop Leadership Team

<b>Troop Leader(s)</b>	<ul style="list-style-type: none"> <li>• Keeps troop records</li> <li>• Works with co-leader(s) and the girls to plan meetings</li> <li>• Attends Service unit meetings to stay up to date on council news and information</li> <li>• Works with leader and girls to plan meetings, and attends troop meetings</li> <li>• May attend Service unit meetings and attend special events and field trips</li> </ul>
<b>Troop Treasurer</b>	<ul style="list-style-type: none"> <li>• Gives guidance with regard to troop financial affairs such as product sales and money earning activities</li> <li>• Informs caregivers of giving opportunities</li> </ul>
<b>Troop Cookie Coordinator (November - March)</b>	<ul style="list-style-type: none"> <li>• Coordinates troop participation in the Girl Scout Cookie Program</li> <li>• Coordinates cookie booths for the troops</li> <li>• Attends council training in preparation of the cookie program</li> <li>• Trains girls at troop meeting</li> <li>• Ensures that program participants receive their earned incentives</li> </ul>
<b>Troop Fall Product Coordinator (September - December)</b>	<ul style="list-style-type: none"> <li>• Coordinates troop participation in the Fall Product Program</li> <li>• Attends council training for preparation of the program</li> <li>• Trains girls at troop meeting</li> <li>• Ensures that program participants receive their earned incentives</li> </ul>

### Troop Friends and Family

<b>Service Project Coordinator</b>	<ul style="list-style-type: none"> <li>• Helps leaders and girls plan and complete service projects within their community</li> </ul>
<b>Outdoor Program Coordinator</b>	<ul style="list-style-type: none"> <li>• Helps plan for camp outing with girl and leader input</li> <li>• Attends appropriate training for outdoor and camping activities</li> <li>• Attends camp outs</li> <li>• Promotes other council-sponsored camp outs to interested girls</li> </ul>
<b>Transportation Coordinator</b>	<ul style="list-style-type: none"> <li>• Responsible for securing transportation for the troop to take trips, field trips, or service projects</li> <li>• Works to ensure that all council and Safety Activity Checkpoints are in place</li> </ul>
<b>Refreshments Coordinator</b>	<ul style="list-style-type: none"> <li>• Coordinates refreshments for meetings, programs, or other activities at which refreshments are needed</li> <li>• Note: this person is not responsible for bringing all the refreshments</li> </ul>
<b>Communications Coordinator</b>	<ul style="list-style-type: none"> <li>• Contacts girls or caregivers as needed for troop updates, such as meeting cancellations or updated arrival time from trips.</li> <li>• Serves as an emergency contact when troop is traveling</li> <li>• Works with troop leader to see that troop activity information is shared with newspapers and other media outlets as well as the service unit team.</li> </ul>
<b>Craft Coordinator</b>	<ul style="list-style-type: none"> <li>• Works with leaders to plan crafts and activities that the girls have chosen</li> <li>• May shop for craft supplies and may attend meetings to help with the activities</li> </ul>
<b>Recognition Coordinator</b>	<ul style="list-style-type: none"> <li>• Works with leader to ensure that all girls and leaders receive proper recognition</li> <li>• Works with parents, leaders, and girls to plan bridging ceremony</li> </ul>
<b>Troop Shopper</b>	<ul style="list-style-type: none"> <li>• Shops for troop supplies as needed</li> </ul>