


## GSSWT Overview of Volunteer Position Requirements and Trainings

		GSUSA Membership (Annual)	Background Check Screening (every 3 yrs)	Complete Position Description (As required)	Troop Leadership Essentials (TLE)	Grade Level Essentials	Money Manager Training online	Specialized Training Required
<b>Troop</b>	Co-Leader	X	X	X	X	Suggested	Suggested	
	Troop Camp Certified Volunteer	X	X					TCL 1 or 2
	Troop Cookie Manager	X	X	X				Cookie Training
	Troop First Aid/CPR Manager	X	X					CPR & First Aid Certification
	Troop Helper	X	X					
	Troop Money Manager & Co-Signer	X	X	X			X	
	Troop Nut Manager	X	X	X				Fall Product Training
	Adult Member	No direct involvement with troop. Contact Customer Care to find out how you can get involved.						
<b>Community</b>	Community Activity Coordinator	X	X	X	Suggested		Suggested	Community Team Training
	Community Chair	X	X	X	Suggested		X	Community Team Training
	Community Cookie Manager	X	X	X			Suggested	Cookie Training
	Community Leader Mentor	X	X	X	Suggested		Suggested	Community Team Training
	Community Membership Recruitment Coordinator	X	X	X	Suggested		Suggested	Community Team Training
	Community Money Manager & Co-Signer	X	X	X	Suggested		X	Community Team Training
	Community Nut Manager	X	X	X			Suggested	Fall Product Training
	Community Outdoor Coordinator	X	X	X	Suggested		Suggested	Community Team Training & Troop Camp Leadership (TCL)
	Community Recognition & Learning Coordinator	X	X	X	Suggested		Suggested	Community Team Training
	Administrative Volunteer	X	X					
<b>Other</b>	Council Delegates & Alternates	X	X					
	Council Trainer	X	X	X				Contact Volunteer Support for info
	GSSWT Board Member	X	X					
	GSSWT Committee & Working Task Group Members	X	X	X				

### Troop Volunteer Positions & Requirements

<p><b>Co-Leader</b></p>	<p>Co-leaders work together to inspire girls to discover what is important to them, connect with their community and take action to make the world a better place. They organize troop activities with the support of troop helpers. Co-leaders must accept the Girl Scout Promise and Law. Co-leaders must complete Troop Leadership Essentials (TLE) online before meeting with girls. See GSSWT Overview of Volunteer Position Requirements and Training chart on page 31 for position requirements and training. Be the leader and help build girls of courage, confidence and character!</p>
<p><b>Troop Camp Certified Volunteer</b></p>	<p>Do you enjoy camping and cooking over the campfire? Do you want to help girls experience all the fun of the outdoors? As the outdoor trained adult volunteer for the troop, you will help bring the great experiences of Girl Scout camping tradition to life for all girls. You will help arrange camp outings, set up activities and accompany your troop on camping trips and ensure proper camping/outdoor procedures are followed. Troop Camp Certified volunteers must accept the Girl Scout Promise and Law. See GSSWT Overview of Volunteer Position Requirements and Training chart on page 31 for position requirements and training.</p>
<p><b>Troop Cookie Manager</b></p>	<p>Be the most popular volunteer on the block with your Thin Mints connection! In addition to helping girls learn the “5 Skills”, you’ll pick up and issue cookie orders, accept money, issue receipts, deposit money, and keep detailed inventory and records. Much of the Girl Scout Cookie Program is managed with an online program, so you will need a computer and Internet access. Online training will be provided. Troop cookie managers (TCMs) must accept the Girl Scout Promise and Law. TCMs are required to complete a position description form, take mandatory training mentioned and sign a TCM agreement. See GSSWT Overview of Volunteer Position Requirements and Training chart on page 31 for position requirements and training.</p>
<p><b>Troop First Aid/CPR Manager</b></p>	<p>Troop first aid/CPR managers help keep girls safe. This position requires current certification in CPR and First Aid. At least one CPR and First Aid trained volunteer is required for all troop field trips and campouts. Adult/Child CPR and first aid courses (with a hands on component) at the following agencies generally meet GSUSA safety standards: American Red Cross, National Safety Council, EMP America, American Safety &amp; Health Institute (ASHI) and American Heart Association. CPR and first aid training that is available entirely online does not satisfy Girl Scout requirements. This volunteer must accept the Girl Scout Promise and Law. See GSSWT Overview of Volunteer Position Requirements and Training chart on page 31 for position requirements and training.</p>
<p><b>Troop Helper</b></p>	<p>Whether you have a special skill to share or want to lend a helping hand, as a troop helper you'll support the troop by assisting the co-leaders to carry out activities, have direct involvement with the girls, provide logistical support, chaperone events, drive girls and other roles in the troop. If you are a parent who wants to actively participate, you should sign up. Troop helpers must accept the Girl Scout Promise and Law. See GSSWT Overview of Volunteer Position Requirements and Training chart on page 31 for position requirements and training. To be a driver, you must be 21 or older, maintain insurance on your vehicle and passengers, and have a clean driving record.</p>

<b>Troop Money Manager &amp; Co-Signer</b>	<p>The troop money manager is responsible for maintaining accurate troop finance records and submitting the Troop Finance Report, along with receipts and bank statements, twice a year (December and June). Troop money managers and co-signers must accept the Girl Scout Promise and Law. See GSSWT Overview of Volunteer Position Requirements and Training chart on page 31 for position requirements and training.</p>
<b>Troop Nut Manager</b>	<p>Sweet success will be your reward as you coordinate the Fall Product Program (nuts and candy program) for your troop! Share information about the program with parents and girls, collect orders, distribute products, receive payments and maintain records. Much of the Fall Product Program is managed with an online program, so you will need a computer and Internet access. Online training will be provided. Troop nut managers (TNMs) must accept the Girl Scout Promise and Law. TNMs are required to complete a position description form, take mandatory training and sign a TNM agreement. See GSSWT Overview of Volunteer Position Requirements and Training chart on page 31 for position requirements and training.</p>
<b>Adult Member</b>	<p>Adult members hold no position in the troop. This position is used to clearly indicate to co-leaders that this adult member <b>does not</b> have a criminal background check (CBC) and <b>cannot</b> be involved with troop meetings and events where a criminal background check is required. If you have the adult membership role on your MYGS and would like to move to a position that is involved with troop functions, please contact Customer Care on how to change your role by calling 210-349-2404 or <a href="mailto:customercare@girlscouts-swtx.org">customercare@girlscouts-swtx.org</a>. We encourage all adults to be involved with their Girl Scouts to enrich the Girl Scout Leadership Experience and our highest priority is the safety of the girl. If you are interested in taking a more active role in your troop activities, call today and become a troop helper or another troop role.</p>
<p align="center"><b>Community Volunteer Positions &amp; Requirements</b></p>	
<b>Community Chair</b>	<p>Community chairs keep the community team in the loop and get everyone connected as the lead volunteer in the community. They work with their team to engage new and existing co-leaders and other volunteers, recruit new girls and adults, successfully meet goals that in turn support the Mission of Girl Scouting and provide for a rich, memorable and important Girl Scout experience for girls and adults within their community. Community chairs must accept the Girl Scout Promise and Law. See GSSWT Overview of Volunteer Position Requirements and Training chart on page 31 for position requirements and training.</p>
<b>Community Activity Coordinator</b>	<p>Community activity coordinators plan and implement events at the area/community level that provide high quality experiences for girls and are aligned to the Girl Scout Leadership Experience (GSLE). Community activity coordinators must accept the Girl Scout Promise and Law. See GSSWT Overview of Volunteer Position Requirements and Training chart on page 31 for position requirements and training.</p>

<b>Community Cookie Manager</b>	<p>Community cookie managers (CCMs) support and assist troops assigned in the community through the annual cookie program and activities. Depending on community size (number of troops and girls), it is recommended to have CCMs who can share the responsibilities by location (i.e., divide the troops in the community) or activity (i.e., one CCM handles orders, one handles money, etc.). CCMs must accept the Girl Scout Promise and Law. See GSSWT Overview of Volunteer Position Requirements and Training chart on page 31 for position requirements and training.</p>
<b>Community Leader Mentor</b>	<p>Community leader mentors reach out to new co-leaders to guide and support them toward becoming successful girl-led troop role models. They are the local expert to answer questions and provide ideas regarding the Volunteer Toolkit, Journey programs and badges, as well as travel, safety and things to do. Community leader mentors must accept the Girl Scout Promise and Law. See GSSWT Overview of Volunteer Position Requirements and Training chart on page 31 for position requirements and training.</p>
<b>Community Membership Recruitment Coordinator</b>	<p>Community membership recruitment coordinators promote, coordinate and cultivate new membership within your community. Organize new member events within the community in order to recruit girls and adults into the Girl Scout program. Community membership recruitment coordinators must accept the Girl Scout Promise and Law. See GSSWT Overview of Volunteer Position Requirements and Training chart on page 31 for position requirements and training.</p>
<b>Community Money Manager &amp; Co-Signer</b>	<p>Community money managers manage the community funds and guide co-leaders in proper financial management of troop funds. They also work with council staff to audit semi-annual troop finance reports. Community money managers and co-signers must accept the Girl Scout Promise and Law. See GSSWT Overview of Volunteer Position Requirements and Training chart on page 31 for position requirements and training.</p>
<b>Community Nut Manager</b>	<p>Community nut managers (CNMs) support and assist troops/groups assigned in the community through the annual fall product program and activities. Depending on community size (number of troops and girls), it is recommended to have multiple CNMs who can share the responsibilities by location (i.e., divide the troops in the community) or activity (i.e., one CNM handles orders, one handles money, etc.). CNMs must accept the Girl Scout Promise and Law. See GSSWT Overview of Volunteer Position Requirements and Training chart on page 31 for position requirements and training.</p>
<b>Community Outdoor Coordinator</b>	<p>Community outdoor coordinators establish, plan and implement volunteer-led outdoor experiences for girls that are aligned to the Girl Scout Leadership Experience (GSLE) such as day camps, camporees, encampments or other council or community camps. Community outdoor coordinators generate enthusiasm for the Girl Scout program experience and create a warm and welcoming environment for all participants. Community outdoor coordinators must accept the Girl Scout Promise and Law. See GSSWT Overview of Volunteer Position Requirements and Training chart on page 31 for position requirements and training.</p>

<b>Community Recognition &amp; Learning Coordinator</b>	<p>Community recognition and learning coordinators develop a culture of appreciation and recognition of community and troop volunteers by promoting and submitting GSSWT board approved awards and community level awards (Volunteer of Excellence or Friends of Girl Scouting), organizing local appreciation events and/or informal thank yous. They promote and encourage Council-wide and local learning opportunities. Community recognition and learning coordinators must accept the Girl Scout Promise and Law. See GSSWT Overview of Volunteer Position Requirements and Training chart on page 31 for position requirements and training.</p>
<b>Other Volunteer Positions &amp; Requirements</b>	
<b>Administrative Volunteers</b>	<p>Do you like to work in an office environment? Do you have a couple of hours a week? Join the administrative volunteer team! Administrative volunteers must accept the Girl Scout Promise and Law. See GSSWT Overview of Volunteer Position Requirements and Training chart on page 31 for position requirements and training.</p>
<b>Council Delegates &amp; Alternates</b>	<p>Council delegates and alternates must accept the Girl Scout Promise and Law. See GSSWT Overview of Volunteer Position Requirements and Training chart on page 31 for position requirements and training.</p>
<b>Council Trainer/Facilitator</b>	<p>Council trainer/facilitators lead in person trainings, review and update curriculum. Council trainers/facilitators must accept the Girl Scout Promise and Law. See GSSWT Overview of Volunteer Position Requirements and Training chart on page 31 for position requirements and training.</p>
<b>GSSWT Board Member</b>	<p>Board members must accept the Girl Scout Promise and Law. See GSSWT Overview of Volunteer Position Requirements and Training chart on page 31 for position requirements and training.</p>
<b>GSSWT Committee &amp; Working Task Group Members</b>	<p>GSSWT committee and working task group members must accept the Girl Scout Promise and Law. See GSSWT Overview of Volunteer Position Requirements and Training chart on page 31 for position requirements and training.</p>