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

<table>
<thead>
<tr>
<th>Caregiver Availability</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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**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
- □ Knowledge of different cultures
- □ First aid/CPR
- □ Self care/personal hygiene
- □ Computer/technology
## Troop Team Position Descriptions

### Troop Leadership Team

<table>
<thead>
<tr>
<th>Position</th>
<th>Responsibilities</th>
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</table>
| **Troop Leader(s)**             | • Keeps troop records  
• Works with co-leader(s) and the girls to plan meetings  
• Attends Service unit meetings to stay up to date on council news and information  
• Works with leader and girls to plan meetings, and attends troop meetings  
• May attend Service unit meetings and attend special events and field trips |
| **Troop Treasurer**             | • Gives guidance with regard to troop financial affairs such as product sales and money earning activities  
• Informs caregivers of giving opportunities |
| **Troop Cookie Coordinator**    | (November - March)  
• Coordinates troop participation in the Girl Scout Cookie Program  
• Coordinates cookie booths for the troops  
• Attends council training in preparation of the cookie program  
• Trains girls at troop meeting  
• Ensures that program participants receive their earned incentives |
| **Troop Fall Product Coordinator** | (September - December)  
• Coordinates troop participation in the Fall Product Program  
• Attends council training for preparation of the program  
• Trains girls at troop meeting  
• Ensures that program participants receive their earned incentives |

### Troop Friends and Family

<table>
<thead>
<tr>
<th>Position</th>
<th>Responsibilities</th>
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<tr>
<td><strong>Service Project Coordinator</strong></td>
<td>• Helps leaders and girls plan and complete service projects within their community</td>
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</table>
| **Outdoor Program Coordinator** | • Helps plan for camp outing with girl and leader input  
• Attends appropriate training for outdoor and camping activities  
• Attends camp outs  
• Promotes other council-sponsored camp outs to interested girls |
| **Transportation Coordinator**  | • Responsible for securing transportation for the troop to take trips, field trips, or service projects  
• Works to ensure that all council and Safety Activity Checkpoints are in place |
| **Refreshments Coordinator**    | • Coordinates refreshments for meetings, programs, or other activities at which refreshments are needed  
• Note: this person is not responsible for bringing all the refreshments |
| **Communications Coordinator**  | • Contacts girls or caregivers as needed for troop updates, such as meeting cancellations or updated arrival time from trips.  
• Serves as an emergency contact when troop is traveling  
• 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 |
| **Craft Coordinator**           | • Works with leaders to plan crafts and activities that the girls have chosen  
• May shop for craft supplies and may attend meetings to help with the activities |
| **Recognition Coordinator**     | • Works with leader to ensure that all girls and leaders receive proper recognition  
• Works with parents, leaders, and girls to plan bridging ceremony |
| **Troop Shopper**               | • Shops for troop supplies as needed |