

GSWW Service Unit Team Manual

Section 2:

Community Development



Information vital to the function of: Community Development - girl & adult recruitment, new troop formation, girl placement & community outreach

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Service Unit Community Development Manager Position Description

The **Community Development Manager's** purpose is to ensure that girls in the assigned area have the opportunity to participate in Girl Scouting by providing coordination and support to the SU Community Development Team. The Community Development Manager helps the Service Unit achieve its goal of serving girls in a manner that is guided by the Girl Scout Mission, Promise and Law.

Qualifications: The ability and willingness to contribute to a supportive Service Unit environment and conscientious effort toward meeting the responsibilities of the position is required. Good follow-through, organization and public speaking skills are a plus.

Service Commitment: The Service Unit Manager will appoint the Community Development Manager for a one year renewable term in which she or he can expect to provide approximately 2-3 hours of service per week, depending on the needs of the Service Unit. This is a year-round position.

Supervision and Support: The SU Community Development Manager is supported by and accountable to the Service Unit Manager(s) and GSWW Neighborhood Troop Services staff.

Duties and Expectations:

- Become/remain a registered GSUSA member.
- Attend appropriate training(s) and updates.
- Be guided in all actions by the Girl Scout Mission, Promise and Law, and comply with the policies of GSWW and GSUSA.
- Recruit, orient and support Community Development Team members and other volunteers assisting with community awareness of Girl Scouting the recruitment of girls and leaders into the Service Unit.
- Participate in the development and implementation of Service Unit goals, assuring that the goals reflect the long term health and well-being of the Girl Scout movement by growing and strengthening the Service Unit.
- Attend Service Unit Team and Volunteer/Leader's Meetings.
- Listen to volunteers' successes and concerns, and share with Service Unit Team and staff as appropriate.
- Assure that Service Unit volunteer meetings include information and training relevant to the support and implementation of the SU goals relating to community development.
- Maintain GSWW confidentiality standards

The Girl Scout Mission:

Girl Scouting builds girls of Courage, Confidence and Character who make the world a better place.

The Girl Scout Promise:

On my honor, I will try
to serve God* and my country,
to help people at all times,
and to live by the Girl Scout Law

*May be replaced by a word that reflects your personal beliefs

The Girl Scout Law:

I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout



Overview of the Community Development Function

This is where it all begins for any girl or adult in Girl Scouting. It's how we let people know we're here, how their girls can join and what we're all about. A positive attitude toward Girl Scouts speaks volumes to our community and is contagious. You are a vital part of the Girl Scout Leadership Experience, and you will also be one of the first faces that the community equates to Girl Scouts.

Helping girls become part of Girl Scouts is the most valuable service a Girl Scout volunteer can provide. The Community Development Team makes sure that every girl has an opportunity to experience and participate in Girl Scouts.

This is achieved by:

- Getting the word out to your local community about Girl Scouts – who we are, what we do, etc.
- Recruiting and placing girls
- Encouraging adults to become Girl Scout Leaders
- Helping them form troops

To help support you in successfully achieving your goals, you'll work in close partnership with your Area Manager. Therefore, you should consider your Area Manager to be a member of the Community Development Team and communicate with her or him on a regular basis.

Why Recruit??

- Because there are lots of girls out there who really want to be Girl Scouts! The Community Development function exists to provide girls with the opportunity to make their dream come true. They're counting on us!
- Girls in the world today need Girl Scouts. We must reach out to more girls because of our conviction that **every** girl can benefit from the experience, and they need our encouragement to belong.
- Even the best run Service Units lose at least 20% of their girls each year due to uncontrollable factors. If a SU doesn't continually seek out new girls, Girl Scouting in that area would cease to exist in just a few years.
- If Girl Scouting is alive, vital, and worthwhile it must continue to grow and flourish for each new generation of girls.

Creating a Community Development Team

Now that you know what the Community Development function does, let's look at some ways that the work can be divided to accomplish those tasks. Breaking the function down into many small jobs means you don't get overloaded and it helps develop a sense of camaraderie and commitment among the Service Unit.

Each volunteer on the Community Development Team plays a key role in the recruitment efforts of the Service Unit. The different roles can be adjusted to suit the unique needs of your Service Unit. There's no wrong or right way to implement this structure.

Your first goal is to find people who will help carry out these roles based upon their level of comfort, experience and interest. It turns out that everyone in your Service Unit is a potential helper for your team – that means Leaders, parents and even the girls!

Things to think about when putting together your team:

- Some roles can be filled by one person, others are designed to be carried out by several people.
- Some Service Units will use the titles suggested below, and some will create their own.
- Some of the duties are one-time activities, so one person can easily fill more than one role.

The point is: think flexibly when considering who to ask for help.

Possible Titles:

- Community Development Manager, or
- Troop Organizer

Who: You!

What: Overseeing the Community Development Function

Possible Titles:

- School Organizer, or
- Recruitment Event Organizer

Who:

- Troop Leaders or parents affiliated with a particular school
- Anyone who can arrange to have an event, man a table or otherwise distribute info to the public about GS

What:

- Schedule and plan a parent information meeting at a particular school or community location
- Distribute GS info at a community event
- Organize a girl event to attract members and inform parents about Girl Scouts

Possible Title: Recruitment Speaker

Who: People (the number may depend on the size of the SU) who feel comfortable speaking in front of groups about GS

What: Speaks at parent information meetings/recruitments about the benefits of Girl Scouts & how girls & parents participate

Possible Title: Placement Specialist

Who: Someone who is very organized and commits to quickly refer girls into troops. (In some regions, this is a staff member, so please check with your Area Manager before appointing someone to this position.)

What: Manages girl waitlist, places girls into existing or new troops or refers them to another Girl Scout participation option

Girl Scout Membership

In order for any girl to become a registered Girl Scout, the membership requirements are relatively simple. Remember, our goal is to make sure that **every girl, everywhere** is able to:

discover

connect

and

take action

within Girl Scouts.

A Service Unit should create, nurture and sustain a welcoming atmosphere that ensures all girls and adults feel included and accepted. Therefore, no girl or adult shall be denied membership to Girl Scouting because of race, religion, creed, color, ethnicity, national origin, socioeconomic status or disability. In addition to the standards above, no adult shall be denied admission because of age, gender, sexual orientation (including gender identity), or marital status.

Girls become members of Girl Scouts when they:

- have made the Girl Scout Promise and accepted the Girl Scout Law
- have paid their annual membership dues (financial assistance is available)
- are in one of the appropriate grade-levels:
 - Daisy Girl Scouts Grades K - 1
 - Brownie Girl Scouts Grades 2 - 3
 - Junior Girl Scouts Grades 4 - 5
 - Cadette Girl Scouts Grades 6 - 8
 - Senior Girl Scouts Grades 9 - 10
 - Ambassador Girl Scouts Grades 11 - 12

Membership as a Girl Scout adult is granted to any adult who:

- accepts the principles and beliefs in the Girl Scout Promise, Law & Mission
- has paid annual membership dues (financial assistance is available)



GSUSA's Ten Consistent Messages About Girl Scout Membership

All girls are encouraged to become members and begin to make their mark in their schools, in their communities and in the world. To support these convictions, GSUSA has developed ten consistent messages about Girl Scout membership that should be considered as you develop your recruitment strategies. These ten messages are our **core membership values**, and they are a big reason why Girl Scouts has remained the premier all-girl organization since 1912.



Girl Scouting is for girls—Girl Scouting exists for girls and provides a unique setting for leadership development and girl decision-making opportunities. Girls, working in partnership with caring adults, can explore their potential in Girl Scouting without competition from boys. As the world becomes more and more co-educational, Girl Scouting provides one of the rare opportunities to work and play in an all-girl setting, which is considered by educators to be essential to the encouragement of girls' future aspirations.



Girl Scouts of the USA is a membership organization—Girl Scouting is open to all girls between the ages of 5 and 17 and to adults over 18 years of age who accept the Girl Scout Promise and Law and pay annual membership dues or become Lifetime members. These are the only requirements for membership. Each adult participating in the Girl Scout Movement shall be registered as members with Girl Scouts of the USA. The Girl Scout program, handbooks and other program resources, uniforms, and insignia are developed and produced by GSUSA for the exclusive use of its members.



Individual spiritual beliefs are respected in Girl Scouting – Every Girl Scout group shall respect the varying religious opinions and practices of its members in planning and conducting activities. Girls are encouraged and helped through the Girl Scout program to become better members of their own religious group, but every Girl Scout group must recognize that religious instruction is the responsibility of parents/guardians and religious leaders.



Adults provide role models in Girl Scouting — All Girl Scout adults - women and men - bring special talents and expertise that enrich Girl Scout program for girls. Every volunteer & staff position is open to both men and women; however, the female role model is essential in carrying out the purpose of Girl Scouting. Interaction with women in leadership positions is of particular importance in the development of girls.



Girl Scouting is committed to inclusiveness—All Girl Scout councils shall be responsible for seeing that membership is reflective of and extended to all girls in all population segments and geographic areas in their jurisdictions. A girl shall not be denied admission or access to Girl Scouts because of race, color, ethnicity, creed, national origin, socioeconomic status, or disability. Reasonable accommodations shall be made for girls with disabilities to ensure access. The Girl Scout program will include pluralism, a system with individuals or groups differing in background, experiences and culture that allows for the development of a common tradition while preserving each group's right to maintain its cultural heritage.



Girl Scout program is an informal educational program adapted to meet the developmental, educational, emotional, and social needs and interests of girls in the program age levels. Program experiences and activities are based on the Girl Scout Promise and Law and enable girls to grow and develop. The Girl Scout program has four fundamental program goals (please see page 5). Girls and young women who have mental developmental disabilities should be registered as closely as possible to their chronological age but may retain their girl membership through their 21st year and then move into an adult membership category.



A Girl Scout council is chartered by GSUSA—A Girl Scout council has the authority and responsibility to provide and safeguard the Girl Scout program, build an organization to serve its membership, and extend membership opportunities to all girls within its jurisdiction. Girl Scout councils develop organizational structures to provide effective services to troops, groups and individuals in every community. Council resources are allocated to organize groups of girl members and to train and support their adult leadership and to provide individually registered members with group experiences among peers that are carried out in partnership with adults.



Girl Scout councils are community-based organizations—A Girl Scout council seeks to be an integral and responsive part of the communities in its jurisdiction. For this reason, Girl Scout councils establish partnerships and collaborations with local agencies and businesses. The end results of these cooperative efforts should be better delivery of Girl Scout program and increased membership and retention.



An effective Girl Scout council ensures that Girl Scout program is delivered to all girls ages 5-17 in all segments in its jurisdiction – The Council Performance Assessment (CPA) uses membership share (membership to population percentage) to determine the degree of effectiveness in meeting charter obligations, and provide a review of the council's progress toward fulfilling the criteria and standard of GSUSA every four years.

10.

Membership growth is an interdependent responsibility of councils and GSUSA—Girl Scout councils

and GSUSA work in concert to achieve annual membership goals. The national organization provides a wide range of membership services and resources to councils. Councils recruit girls and adults as members; they deliver Girl Scout programs to girls and provide training for the adults who support them.

How Do Girls Learn How to Get Involved with Girl Scouts?

Girls are encouraged to become members of Girl Scouts in a variety of ways:

- **Parent information meetings:** These are generally our most effective recruitment technique. They are normally held at schools or other community spaces and the goal is to introduce parents to Girl Scouts and provide answers to commonly asked questions. Parent meetings can also be the best time to recruit Leaders to form new troops.
- **Recruitment or Community Events:** Information about Girl Scout participation is commonly distributed at a special event designed to introduce girls to Girl Scouts. Alternately, information can be distributed at a community event that attracts large numbers of girls and their parents.
- **GSWW website or other marketing tools:** Parents may seek membership for their daughter by completing an inquiry on the GSWW website, or calling the regional office after seeing a poster, visiting a booth at a fair or other marketing opportunity
- **Other Girl Scouts:** Girls already involved in Girl Scouts usually want their friends to join with them. This is especially effective in recruiting Cadette, Senior & Ambassador grade-level girls. Other Girl Scouts can be your best recruiters!

Different Ways Girls Can Participate in Girl Scouts:

Many people know about Girl Scout troops, but did you know that there are lots of other ways that girls can participate in Girl Scouts? As long as there's a caring Adult/Girl partnership that involves role-modeling and has a foundation in the Girl Scout Promise & Law...that's Girl Scouting! Let's review the most widely used ways girls participate in Girl Scouts in our council:

- [TROOPS](#) - The Girl Scout troop continues to be the basic method of organizing and delivering program to girls within the Girl Scout movement. Troops often include girls from more than one school grade, and should reflect the diversity of socio-economic, racial, cultural and religious groups in the community.

The minimum standard of a troop is 5 girls and two adults, one of whom must be a trained Girl Scout Leader. But a troop really should have two trained leaders and be large enough to give the girls experience in self-government. The ideal new troop size ranges between 10-15 girls. Troops can meet once a week, every two weeks or once a month as long as they meet often enough to fulfill the needs and interests of girls and to maintain continuity.

- [Individually Registered Members \(IRM's\)](#) - Girls who want to be members of Girl Scouts but are unable, or do not wish to join a troop, may register as an IRM (also known as a "Juliette" Girl Scout) when filling out the girl registration form. These individual members can participate in all events, programs, workshops, and/or camping experiences offered by the council or their Service Unit.

Senior and Ambassador Girl Scouts who work as Leaders-in-Training in Daisy, Brownie or Junior Girl Scout troops, should register as individual members of the Service Unit or as members of Senior or Ambassador level troop, and not as girl (or adult) members of the younger girl troop.

- [Short Term Troops](#) - are generally less than eight weeks in duration and are generally conducted by the Service Unit to introduce Girl Scouting to girls of any grade-level from any school in the area. The goal of a short-term troop is to keep girls and adults active and connected until a new permanent troop is organized or located. A variation on this is sometimes known as a "Supertroop", which may either be short-term or continue for an indefinite period of time.
- [Girl Scout Camp](#) - Girl Scout camp experiences are a great introduction to the GS community. Every girl can participate in Day Camps or Resident Camps, both of which are offered throughout the council jurisdiction.
- [GSWW Outreach Initiatives](#)—Outreach troops are led by GSWW staff with the assistance of volunteers. They are designed to provide a Girl Scout experience to girls who would not have an opportunity to participate in the usual method. Sometime the girls are referred to an outreach troop because of a particular need or circumstance.
 - [Girl Scouts Beyond Bars](#) - Girls whose mothers have been incarcerated may participate in this special program that permits them to work with their mothers to learn leadership and life skills together with the guidance of trained Girl Scouts staff.
 - [Girl Scouts Fostering a Future](#) - Developed for girls who are in foster- or relative-care. GSFF provides a consistent group of peers and adult leaders who provide permanence for girls whose lives may be marked by instability.
 - [Girl Scout Skills for Life](#) - These programs are developed for girls who reside in specified low-income housing or community and whose families are not able to transport them to or from Girl Scout activities.
 - [Pierce & Thurston County Outreach](#) - Programs for girls that are sponsored by local municipalities and presented in partnership with Boys & Girls Clubs.



Recruitment Basics

Now that we've covered the fundamentals of Girl Scout membership, let's move on to how we recruit girls and adults to form new troops. This section will introduce you to the most commonly used (and most successful) recruitment techniques and the purposes behind them.

Who...

Recruitment Audience: Kindergarten & elementary school age girls are the most willing and excited to join Girl Scouts, so the majority of your efforts will be to reach them. As you begin planning, remember that ever since its founding in 1912, Girl Scouts has embraced an all-inclusive philosophy that is dedicated to providing quality programming to every girl, everywhere -- regardless of her ethnicity, socio-economic status, religion, culture or ability. Therefore, we should make every effort to market our program to all the girls in our community, assuring that none of our choices exclude, prevent or limit participation.

It may be useful to seek out information that will help the Team find areas or schools with large numbers of girl who might not currently know about Girl Scouts or might not think the organization is open to them. The Office of the Superintendent of Public Instruction website offers demographic data that may be useful to you. You can find their website at www.k12.wa.us

What...

Recruitment Supplies: Regional offices and staff can provide you with a variety of tools and resources to assist you in holding recruitments. Call your local Regional Office or Area Manager at least 48 hours in advance to reserve most materials. Some of the materials available are:

- Recruitment flyers that can be personalized to notify parents about upcoming parent information nights and recruitment events (**flyers must be ordered at least 3-4 weeks prior to the event**)
- Personalized recruitment bracelets or stickers are sometimes available from Regional Offices. They can be an excellent reminder to parents of an upcoming event when distributed to girls at a school
- Recruitment kits containing everything you need to put on a recruitment night
- Photo displays, videos, flags, parade banners and more to support any opportunity to be visible in the community

When...

Recruitment Timing: Although recruiting happens year-round, the very beginning of the school year is the time when parents are most likely to respond to recruitment announcements. It is recommended that you and your Team begin to plan for the Fall recruitment season at least one month in advance and schedule as many recruitments as possible for September and early October.

Cookie season is another time when parents are more aware of Girl Scouting and interested in finding troops for their daughters. A second stage of recruitment should be planned in the Spring to give these girls the chance to participate.

Where...

Recruitment Locations: Elementary schools will be your top venue for the recruitment of girls into Girl Scouts. Open houses and Kindergarten orientations are just a few events that provide us with an opportunity to reach out to parents to market the Girl Scout program. However, specially arranged parent-information nights held at individual schools will be the most effective way to reach the largest number of interested parents. Parents are much more likely to attend an information night at their own child's school, so setting up recruitment dates one school at a time is your best bet for recruitment success.


Older girls respond better to "Bring-A-Friend" activities at the troop level than to parent info meetings at Middle/Jr. High or High Schools. Be sure to request that Cadette, Senior & Ambassador troops hold at least one of these events per year and let the girls take the lead on how to encourage their friends to come.


How...*Read on!*


Setting Up a Recruitment

If your local school district policy allows it, you'll want to try to set up a recruitment event at each school in your Service Unit. This will give you the best chance of reaching every girl and parent in your area and forming as many new troops as possible.


But wherever you hold them, most recruitments will require the same basic steps for preparation:

 **Step 1:** Decide on a date & location and book it. This may involve having your Area Manager sign a Facilities Use permission request which will be provided by the school or administration of the location you've chosen.

 **Step 2:** Decide who will be helping out and make sure they know when, where and what they are expected to do. (See "What To Do at the Recruitment" for more info on this.)

 **Step 3:** Order flyers and reminder bracelets, stickers or other marketing materials from your Area Manager & distribute them to girls and their parents

- Order flyers at least 3-4 weeks before the event and arrange to distribute them a week or so beforehand
- Order reminder bracelets or stickers at least a week before the event and distribute them the day of the event to remind parents and girls to come that night
- Keep in mind that schools will vary in the way they distribute information, so when you are considering delivering Girl Scouts recruitment materials to the schools, it is important to find out their preferred method. Your Area Manager may already have a relationship with the school administration, so check with her/him first.
- Some schools won't distribute materials directly to the students for you, so you may have to be creative in getting the word out to parents. Consider putting up a large poster in the school foyer and handing out flyers, bracelets or stickers during dismissal time as girls are leaving school for the day. Or, find out when the school is holding its annual open house and pass out information there. You still want to get permission to do any of these activities, so check with the school administration or your Area Manager beforehand.

 **Step 4:** Reserve and pick up a Recruitment kit from your Regional Office or Area Manager at least 48 hours in advance of the event.

Ideas for Recruitment Events

If your schools won't allow you to hold a parent information night on their property, you may decide to put on a special Recruitment Event. The following are just a few ideas for events that can help girls understand how fun and exciting Girl Scouts can be.

Daisy Events

- ❖ Daisy Low Storyteller - tell the Juliette Low story, perhaps in costume character.
- ❖ Giant Show & Tell - Daisy scrapbooks and crafts, with Daisy girls in their aprons
- ❖ Teddy Bear Picnic - Have girls bring their Teddy Bear and have a Tea Party! Teach simple first aid using the Teddy Bear as a "patient", teach songs, make a hat for the animal, etc. Parents meet separately and learn about Girl Scouts and leadership.

Brownie Events

- ❖ Try it & Take it - Sample a Try-It activity with items to take home. If the girls earn a Try-It, give them a certificate stating that if they join Girl Scouts they could then purchase the Try-it and wear it on their uniform

- ❖ Juliette Low Birthday Party - Provide cup cakes and party games for all in a school multipurpose room. Hand out information on how to get into Girl Scouting.
- ❖ Make New Friends Event - Teach girls a song and make multi-cultural wooden friendship doll sticks
- ❖ Brownie Dessert or Ice-Cream Social - serve a variety of brownies/ice cream and present information on Girl Scouts

Junior Events

- ❖ Tent Talk - A variety of tents set up with Junior, Cadette, Senior &/or Ambassador Girl Scouts sharing stories, songs and showing badges
- ❖ "Girl Only" clubhouse - Use big appliance boxes to build a clubhouse with photo displays, posters, etc. inside
- ❖ Begin-A-Badge - Several simple activities from the Jr. Badge Book can be modified and used at an event, create a worksheet to take home and provide a snack
- ❖ Act Locally - Set an entry fee of cans, cake mix, pet food, baby food, books, toys, and use the event as a service project, you can even have people help sort and pack up. Give out Girl Scout information to new people who participate.

All Grade-Levels

- ❖ Bring-A-Friend Events
- ❖ Summer Fun Days
- ❖ Community Fair Booths
- ❖ Marching in Summer Parades
- ❖ Girl Scouts in the Park Day



A Few More Ideas for Promoting Girl Scouts to Girls & Parents

It will always help your cause if parents are already aware and excited about Girl Scouts by the time they get the flyer. To do that you can:

- ✓ Help Girl Scouts become visible by encouraging or arranging for them to do flag ceremonies for school assemblies and community events!
- ✓ Ask troops to make posters of their activities or bulletin boards to put up at their school!
- ✓ Invite the public to a Thinking Day or a Girl Scout Birthday Celebration!
- ✓ Hand out membership information with every box of cookies!
- ✓ Have a Service Unit-sponsored "Bring-A-Friend" skating party or other fun event!



At The Recruitment

Who should be there & who should be speaking:

- A **Recruitment Speaker** should facilitate the meeting and be prepared to give parents information on how their daughters can join Girl Scouts. See “What Parents Need to Know” below and the Recruitment Specialist Position Description in the Appendix for specifics and more about this position.
- Girls already enjoying Girl Scouts make the best recruiters. Be sure to involve individual girls or troops of girls and ask them to share their experiences and passion for Girl Scouts. It helps develop their leadership skills and provides the potential new Girl Scouts and parents with a tangible model of what Girl Scouts can be for them.
- Ask troops to come to the event and do activities with the potential girl members. If they can't come, see if they'd like to create a display showing their activities or showing what they like about Girl Scouts.
- Ask Girl Scout Leaders and parents to add to the meeting with their own stories of how they help or what their daughter gets out of being in Girl Scouts.
- If a Leader from an established troop is looking for more girls, invite her to the recruitment to give parents details and welcome new girls into the troop.

Materials you could have on-hand:

- Put up posters with the Promise, Law and Mission of Girl Scouts - put the values of the program out there for all to see
- Set up a display with photos, Girl Scout program books, and uniform pieces
- Brochures for the parents and giveaway items for the girls such as Girl Scout pencils, bracelets or other items that can be supplied by your Area Manager

What parents **NEED** to know:

The following is a list of points that should be covered by the Recruitment Specialist or Speaker/Facilitator for a parent information meeting or any presentation made to parents who are interested in getting their daughters into Girl Scouts.

As you consider what to say, remember that most -- if not all -- of the parents who come to a recruitment event have very little (or no) real understanding of what Girl Scouts really is. It is even likely that they will THINK they know things about Girl Scouts that are actually incorrect. In addition to providing parents with information, you'll need to counter the misinformation that they came in with.

1. **The true benefits of Girl Scouting** – Use your own words and experiences to help parents understand that GS is more than just a social club, it's a path that can help girls make good choices for their lives and succeed in the future.
2. **Girl Scouts is a volunteer-run organization** – Some parents may assume that Girl Scout Leaders are all paid staff. It's important to clarify that there are no Girl Scout troops without volunteers to lead them.
3. **We are a values-based organization** -- The Girl Scout Promise, Law, Mission and Program Outcomes all provide the foundation for the Girl Scout experience. If possible, provide parents with handouts with this information to take home with them, but be sure to clarify that this does not mean we are a religious organization.

4. **We serve girls grades K through 12** – Provide a quick run-down of the GS grade levels, plus let parents know that girls of all ages are “real” Girl Scouts, since some will assume that younger girls are not.
5. **General info on GS troop leadership** – If you don’t already have a troop prepared to take girls, discuss how new GS troops are formed, how Leaders are chosen, receive background checks and trained (see “Models of Troop Leadership” on page 13 for details). One great way to get parents in the right mind-set is to let them know up front that every parent will need to help the troop provide Girl Scouting to their girls.
6. **Meeting location & time** - They’ll want to know when and where the troop meets, so if you have a troop already in place with openings, give them that info. If not, explain how the meeting times, location and other details will be decided by the Leadership Team once a new troop gets started.
7. **Cost** – In addition to the \$12 per year national dues, give parents a brief idea of how troop dues are decided by the Leadership Team and additional program fees that may arise. Three other things you’ll want to let them know relating to cost:
 - a. One of the primary reasons behind the GS Cookie program is so that girls can raise money to pay for their own activities. This reduces the cost of participating for the families and puts all the girls on an even footing no matter what their parent’s financial situation.
 - b. It can be useful to point out that the \$12 per year cost is possible because we are a volunteer-run organization. So, rather than spending hundreds of dollars to pay staff, instead they’ll be asked to give their time supporting and helping with the troop.
 - c. This is also a great time to let them know that Financial Assistance is offered by GSWW.
8. **Girl Scouting is about Role Modeling** – Unlike programs where parents just pick-up or drop off, In Girl Scouts we want the families to participate: to support the troop in providing a wonderful program for their daughters, share in activities, spend quality time and build memories together.



FAQs about Girl Scouts:

What do Girl Scouts do?

Girl Scouts do just about everything from sports to science to career exploration to community service! What makes it a “Girl Scout activity” is the mentoring that happens when girls work with trusted adults, with the guidance and values inherent in the Girl Scout Promise and Law and Program Goals. For ideas on specific activities, projects, and events, check out our website or Event Guide.

How do I get my girl into a Girl Scout Troop?

There are far more girls seeking troops than adults willing to volunteer, so troops usually fill up as soon as they are formed. This means that there may be a wait to find an opening that can last weeks, months or even longer. Therefore, parents are encouraged to consider helping form new troops by being part of a Leadership Team. This guarantees your girl a spot in a troop at a time that is convenient for you!

Can I bring my other children to Girl Scout meetings or activities?

Girl Scout meetings and activities are designed specifically for girls in the age group being served and are not meant to accommodate boys or younger or older girls. In addition, non-member insurance and child-care is usually not available unless arranged in advance. Some events are designed for the whole family, but unless that is clearly stated in advance, siblings should not attend.

What about the uniform?

While it is not required, both girl and adult Girl Scouts may choose to wear uniforms to show their pride in belonging to a movement held in high regard in our society. There are a wide variety of uniform components available through the Girl Scout store, so that some part is affordable for every girl.

Can adults participate in Girl Scouts even if they don't have a daughter?

Yes! In addition to being part of a troop's Leadership Team, there are several other ways adults can volunteer.

Can boys or men participate?

Girl Scouting exists to serve girls. Our many years of experience shows that girls have unique needs and interests that are best met in a program designed especially for them, delivered in an all-girl setting. Boys too, have unique needs and interests, which are addressed by organizations designed specifically for them. Adult men can volunteer in Girl Scouting in every capacity that women can. However, as one of the most valuable parts of a girl's experience is gained through role modeling, each troop must have at least one female Leader.

How do I help start a Girl Scout Troop/become a Girl Scout Leader?

The first step is to complete an application packet (available on-line or from your local Regional Office) and sign up to attend your first training called *Getting Started*. A troop may start only after a minimum of two adults commit to be on the troop's Leadership Team and at least one of them has attended *Getting Started*. After that, you and your Co-leaders will decide together on things like meeting time and place and the division of duties. You do not need any prior Girl Scout experience to be a Leader, just the understanding that the best way to spend quality time with a girl is to give her an experience that will enrich her for the rest of her life.

What are the requirements to become a Girl Scout Leader?

Leadership Team members are interviewed and given a background check, plus they must attend the Leadership Course which is divided into two parts: *Getting Started* is approximately 2½ hours long and can be provided either one-on-one, in a small group arranged at the convenience of the participants, or by signing up for a class. The second half of the Leadership Course is delivered in a classroom setting and is approximately 4 hours long.

Are there materials available to give us ideas for troop meetings?

In addition to the information provided in the Leadership Course, Girl Scouts of the USA publishes Journeys, Handbooks, Badge books and Leader's Guides, which provide enough high quality Girl Scout program ideas for every meeting. All are available for purchase at the Girl Scouts Store. In addition, Girl Scouts of Western WA provides supplemental events, program activity kits, patch programs, books, videos, equipment and loads of other materials that can be checked out for free or at a minimal charge at your local Regional Office.

Will anyone be helping us?

As a Girl Scout volunteer, you can count on help from a variety of people. Once a month you can attend a Service Unit meeting in your neighborhood. There, you'll have the opportunity to connect with other Leaders from your area and get ideas, advice, training and information on upcoming events. Each Service Unit also has a Team, made up of experienced Girl Scout Leaders whose job it is to help you in all aspects of providing quality Girl Scouting to your girls.

When I was a Girl Scout, we did certain activities. Will my girl be doing those same things?

The reason Girl Scouts has remained a vital and valuable program for so long is because it is designed to address the specific and always changing needs of **today's** girls. While it is fun to hear about adults' own Girl Scout experiences, it is essential that the girls themselves have a say in what they do. The core values

embodied in the *Girl Scout Promise* and *Girl Scout Law* will always remain the same, but the activities used to instill those values are as varied and changing as the girls themselves.

Additional Tips for Successful Parent Info Meetings:

- Create a spirited atmosphere. Your enthusiasm is the best testimony to the value of our program. Don't be shy... share your passion and enthusiasm and make this night FUN!
- Be positive - focus on the rewards (Don't use guilt to get parents to volunteer as a Leader).
- Having the room set-up ahead of time with separate tables for each GS grade-level will encourage parents to start talking together and get to know one another.
- Make sure information is collected for every girl (i.e. name, grade, school) plus contact info for parents
- Have a current GS troop take the girls into another area and do an activity, teach them a song or the GS Promise. Bring them back at the end of the meeting to show the parents what they've accomplished in just the short time they've been there.
- Start your meeting with an activity that draws on the commonality of the group. Ask parents to think back to their childhood. Who were the special people and the special events that made a difference to them as children?
- Ask parents what they hope their daughters will receive from participating in Girl Scouts — this will help them see that Girl Scouts is not just babysitting.
- Go around the room and have them speculate on how they might be able to help the troop – what specialized skills they have, etc.
- Let them discuss how they can form a troop. Move them into the specifics of - Who, What, Where & When.
- Ask parents who are considering being part of the Leadership Team to stay after to complete volunteer applications and sign-up for an interview. Schedule the Getting Started Orientation with them immediately, within a week if possible.
- Have something for each new girl to take home – GS bracelets, lip balms, pencils, stickers, etc.
- Keep the meeting time limited, one hour is plenty of time to fill parents in on the benefits of GS

Benefits of Volunteering

Remember, our goal is to recruit girl members and adults to lead the troops. Sometimes, an adult can be on the fence about whether or not to volunteer. It can help if you can share both your own reasons and some of these other benefits and opportunities that adults get from volunteering for Girl Scouts:

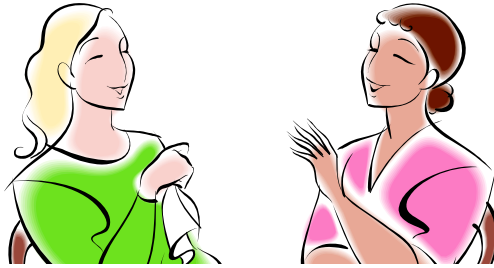
- making a difference in girls' lives
- sharing their knowledge, experience & skills
- contributing to their community
- impacting the community for the better
- discovering outlets for creative expression
- enjoying opportunities for recreation & fun
- serving as a role model to girls
- making new friends
- turning belief into action
- gaining marketable skills & experience for career
- growing on a personal level
- feeling needed
- getting the satisfaction of serving and helping others

Finally...did you know that

80%

of those who do not volunteer said the primary reason was:

THEY WERE NOT ASKED!



After the Recruitment

What you do after a parent information meeting or other recruitment event is crucial to your success at providing girls with a Girl Scout opportunity.

Remember: several people have put **a lot** of time and energy into organizing the events, getting people excited about joining Girl Scouts and collecting the names of potential Leaders & girl members. If it stops there, then all that work was for nothing. Following-up with potential volunteers and guiding them through the process of forming new troops is an essential part of the process.

Models of Troop Leadership

New volunteers usually have no idea how adults provide leadership to a troop. One of the first things they'll need to understand is how a troop is structured. You can help by providing them with a suggested model to follow. Not all models work for everyone, so consider their situation and propose the one that you think will provide the girls with a strong foundation to last them for many years to come.

This first model meets the minimum requirement:

- One adult agrees to be the Troop Leader (an O1 on his or her registration form) and a second adult agrees to be the Assistant Leader (O2).
- They are both required to submit volunteer applications, agree to a background check and undergo an interview. The primary Leader is also required to complete the Leadership Course and it is highly recommended for the Assistant Leader as well.
- The drawback of this model is that the troop often becomes entirely dependant on one person, and that person tends to be overburdened with the pressure of running the troop. Assistant Leaders must attend the Leadership Courses and provide a significant amount of support if a troop is going to succeed using this model.

A second model is called Cooperative Leadership, or a **Co-op Troop**:

- One parent agrees to be the primary contact for the troop and register as the troop's "Leader" (O1) in addition to completing the application & background check.
- All (or most) of the other parents in the troop complete an application & background check and register as Co-Leaders (O2).
- Each parent agrees to meet a specified responsibility - either running one meeting a year, helping the girls complete one Try-It or Badge, or organizing some other specific activity.
- Because troops are required to have a *trained* Leader at each troop meeting, several of the parents attend the *Getting Started* orientation and the *Troop Leadership* class.

- This leadership model can only work if all the parents follow-through on their responsibilities and work hard to maintain effective communication.

The third (and most successful) model is the **Leadership Team**:

- At least two, but preferably 3 or 4 adults agree to form a Team, working in an equal partnership with one another.
- All the members of the Leadership Team complete applications, background checks, interviews and attend the *Getting Started* orientation and the *Troop Leadership* class.
- One person agrees to be the primary contact and register as the O1, and the others all register as O2s, however all are known as and consider themselves to be Troop Leaders or Co-Leaders (whichever title they prefer).
- This model is particularly successful when the Team takes the time up front to clearly define each member's responsibilities. It can also survive even if someone has to step out of the team, as it is much easier to recruit another adult to fill the space.

Most parents feel more comfortable agreeing to be part of a Leadership Team or a Co-op Troop than taking on the primary Leadership responsibility for a troop alone. Offering one of these two latter options will often be more appealing than the first option.

Organizing New Troop Leadership Teams

The next part of the process involves getting them prepared to actually start a new Girl Scout troop. These tasks include:

- Immediately (within a week of the recruitment if possible) schedule the Interview & *Getting Started*
- Complete the Volunteer Application packet, including the Intellicorp criminal background check form
- Once the background check has cleared, provide them with a list of girls of the appropriate grade-level who are seeking a troop in their area

The final step is to transition them into the Service Unit and help them begin meeting with their girls:

- Give their contact information to the person in the Service Unit who assigns Mentors/Coaches
- Invite them to the next Service Unit meeting & make sure someone knows they are coming and is prepared to welcome them (Mentor/Coach?)
- Help them schedule and prepare for their first meeting with the girls & parents of the new troop (Mentor/Coach?)





Girl Placement Process

Ready? Here is where you (or your **Placement Specialist**) assign girls to specific troops based upon availability and the needs of each girl. In other words, some girls may only be able to meet on specific days or evenings, specific times during the week and/or weekend. Having information handy about troop meetings, days and times and where troops meet will help you significantly when you are assigning girls to troops. You'll also want to work with your Service Unit to see if it's possible to create other participation opportunities for girls on the waiting list.

✓ Create a Troop Placement Roster:

With help from your SU Registrar, Area Manager or on your own, create a roster of every troop currently in your SU. On it you'll need the following information:

- Troop # & contact info (Leaders' names, phone & email address)
- Meeting Time, Day & Location
- Names of school(s) that current girl members attend
- Grade-level(s) of current girl members
- If possible, include a space for the number of girls that the Leaders are willing to take into the troop

✓ Create a Girl Placement List (aka Waitlist)

In addition to girls who attend parent information meetings and other recruitment events, there will be several girls whose parents have contacted the Regional Office requesting placement.

Every girl who requests placement into a troop must be tracked, therefore the waitlist isn't just designed for girls who are waiting to be placed. You want to record as much information about your process as possible, since it is very easy to forget what you did with each girl. Create a spreadsheet containing the following information:

- Girl Name
- Grade
- School
- Parent Name
- Parent Contact info (phone number, email address if they have one, address can also be useful)
- Date request received
- Referred to Troop #___
- Date of referral
- Date of follow-up w/Parent
- Notes/Special comments – in addition to special requests, you should also note if the parent has expressed a willingness to be on a Leadership Team or otherwise help form a new troop, or if the girl is earmarked to be placed in a troop that is in the process of forming. (Just be sure you provide the new troop Leaders with these girls' names as soon as they're ready to have their first meeting!!!)

✓ Refer girls to Troops

Timing of placement is CRUCIAL! Nothing is more frustrating to a parent (or damaging to the Girl Scout image) than waiting several weeks before hearing from someone – unless it's not hearing from anyone at all! Also, many parents will only wait a short amount of time before giving up, so you will find that the longer it takes to place a girl, the less likely she is to actually join a troop. After all the trouble everyone has gone through to get these girls excited about Girl Scouts, don't lose them by delaying!

For **every** referral that comes to you:

1. Add the girl to your list (note the date that the referral was received by GSWW)
2. **Within one week**, contact a Troop Leader that is likely to take the girl, and ask if she is willing to talk to the parent to discuss whether or not this troop is a good fit for her (note the date)
 - Give the Leader:
 - The parent's contact info
 - The girl's name
 - The girl's grade and school she attends
 - Make sure the Leader knows that she should contact the parent **within a week**, and to follow-up with you on the result of that conversation
3. **Also within a week**, contact the parent (note the date) and let him or her know:
 - You have referred the girl to a possible troop match (do not guarantee anything!)
 - The Leader of the troop should be contacting them soon
 - If they don't hear from the Leader in a week or two or if it turns out that the troop won't fit their needs, the parent should contact you again
 - However – it's important to let the parent know that there are only a very limited number of existing troops that can take girls (if any!), so flexibility is necessary.
 - This is an excellent opportunity to give the parent a little bit of info on GS and get an idea of whether or not they might be interested in becoming part of a Leadership Team, especially for grade levels where troops may not currently exist or are already maxed out.
4. If the Leader is unable to take the girl, contact another Leader and repeat the process
5. If it seems unlikely that the girl will be placed via this method, there are a couple of things you can do:
 - Ask your Area Manager if there is another Service Unit or Outreach troop in the area that might have a space for her (in some cases you may need to let the parent know and ask if they mind going to another neighborhood).
 - Offer the parent the option of participating as an Individually Registered Member and invite them to attend an upcoming Service Unit event.
 - If your Service Unit (or another one in the immediate area) has a "Supertroop" or short-term troop option, refer the girl to it until a new troop can be formed.
 - If it is Spring or early Summer, offer to send the parent a Girl Scout Camp brochure and let them know that camp is a great way to experience Girl Scouting even when a troop isn't available. (Also Day Camp or Community Camps – your Area Manager can help you gather info on what's available in your region.)
 - Bring the girl's information with you to the Service Unit meeting and ask around if someone can take her.

✓ **Keep things current**

Once you have established your list and method for placement, you have to maintain it. There are a few things that will be expected of you:

- Keep your Area Manager in the loop – contact her or him **at least** once a month with the current standing of your placement list (i.e. # of girls referred, # placed, and # still in process).
- If a parent has been offered a troop and refused or did not respond to the Leader's contact attempts, get in touch with them to find out if they still want placement for their girl.
- If you have tried to contact the parent and they don't respond, mark the girl as "inactive" or use some other method to indicate this on your list. Your final call or email should be to let them know you're removing the girl from the list and if they decide they still want her to be placed they must call you to "re-activate" her name. (Don't actually delete her name; we still need to know what happened with that girl.)
- Toward the middle or end of summer, start a new list -- but don't delete, erase or lose the old one! Transfer the info from girls whose referrals are still active and begin again.

Appendix:

The following pages are copies of existing documents relating to the Community Development function, including a Community Organizing Checklist, Interview Report Form, and position descriptions for possible Community Development Team Members.

Community Development Checklist

Customize the checklist below to help remind you not only what to do, but also to help decide who will be responsible for carrying out each task.

SPRING

Task

- Create a fall recruitment plan with your Team
- Initiate spring recruitment events for adults and girls
- Distribute kindergarten orientation flyers
- Select & organize community event opportunities
(i.e. 4th of July Parades, summer festivals, Farmer's Markets, etc)
- Acquire bridging lists and begin placing girls
- Encourage troops to participate in Membership Renewal

Person(s) Responsible

SUMMER

Task

- Finish placing bridging girls
- Train your School Organizers & Recruitment Specialist
- Order fall flyers and other tools
- Participate in selected community events
- Host a summer fun day for girls on a waiting list
- Cull waiting list of those who are no longer interested

Person(s) Responsible

FALL

Task

- Promote recruitment events in schools at noon-time
- Hold Parent Info Mtgs. at all schools or community locations
- Place girls in troops
- Form new waiting list and contact parents
- Hold an event for girls on waiting list
- Contact girls who attended summer camp
- Place powerful GS notice in school/community newspapers

Person(s) Responsible

WINTER

Task

- Identify girls/troops who have not re-registered
- Evaluate recruitment plan so far
- Celebrate successes
- Plan spring recruitment events

People/Tools

Interview Report Form for Volunteer Leadership Applicants

Candidate: _____ Date: _____ SU#: _____

Interviewer: _____ Position(s): _____

- | | |
|--|---|
| <input type="checkbox"/> Application completed | <input type="checkbox"/> Address and phone numbers confirmed |
| <input type="checkbox"/> Position description shared | <input type="checkbox"/> Discussed time commitment for position |

Association to Girl Scout Organization

What position are you interested in and why are you interested in taking on this responsibility?

What is your knowledge of Girl Scouts and the Girl Scout leadership development program?

Working with Girls

Please describe your previous training and relevant experience working with youth and what age girls you have worked with.

How would you describe yourself as a role model for children/others?

Please describe your experience (if any) with child abuse, neglect or children in other at-risk environments.

Teamwork

Please describe a situation in which you worked to resolve a conflict.

Please describe how you would help bring a group of girls to a decision.

Tell me about a time when you had your greatest success in building a successful, enthusiastic team.

Diversity

Can you support, promote, and encourage diversity and pluralism?

Please discuss your experience with people whose backgrounds are different from yours and how you would adapt programs to provide for differences among girls (cultural, physical, racial, religious, etc.).

General

Please describe your organizational skills. Are you comfortable with completing paperwork?

Are you able and willing to take the required/supplementary training for the position(s) you wish to volunteer for?

Are you able and willing to attend meetings that provide information/support to this position?

What would make you feel like you have been a successful volunteer?

If selected, when are you available to start?

Interviewer Portion

- Verified references for accuracy
 - Discussed training requirements for position
 - Discussed timeframe/process for filling the position
- Based upon this interview, would you recommend the applicant's appointment to this position?
- Yes
 - No
 - Uncertain

If no or uncertain, please explain:

Would you recommend this applicant for a different position?

- Yes
- No
- Uncertain

If yes, specify position:

Interviewer's summary notes:

Interviewer's Signature & Printed Name

Date

Please forward to appropriate regional office to be placed in the candidates file.

Service Unit Community Development Manager Position Description

The **Community Development Manager's** purpose is to ensure that girls in the assigned area have the opportunity to participate in Girl Scouting by providing coordination and support to the SU Community Development Team. The Community Development Manager helps the Service Unit achieve its goal of serving girls in a manner that is guided by the Girl Scout Mission, Promise and Law.

Qualifications: The ability and willingness to contribute to a supportive Service Unit environment and conscientious effort toward meeting the responsibilities of the position is required. Good follow-through, organization and public speaking skills are a plus.

Service Commitment: The Service Unit Manager will appoint the Community Development Manager for a one year renewable term in which she or he can expect to provide approximately 2-3 hours of service per week, depending on the needs of the Service Unit. This is a year-round position.

Supervision and Support: The SU Community Development Manager is supported by and accountable to the Service Unit Manager(s) and GSWW Neighborhood Troop Services staff.

Duties and Expectations:

- Become/remain a registered GSUSA member.
- Attend appropriate training(s) and updates.
- Be guided in all actions by the Girl Scout Mission, Promise and Law, and comply with the policies of GSWW and GSUSA.
- Recruit, orient and support Community Development Team members and other volunteers assisting with community awareness of Girl Scouting the recruitment of girls and leaders into the Service Unit.
- Participate in the development and implementation of Service Unit goals, assuring that the goals reflect the long term health and well-being of the Girl Scout movement by growing and strengthening the Service Unit.
- Attend Service Unit Team and Volunteer/Leader's Meetings.
- Listen to volunteers' successes and concerns, and share with Service Unit Team and staff as appropriate.
- Assure that Service Unit volunteer meetings include information and training relevant to the support and implementation of the SU goals relating to community development.
- Maintain GSWW confidentiality standards

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On my honor, I will try
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to help people at all times,
and to live by the Girl Scout Law

*May be replaced by a word that reflects your personal beliefs

The Girl Scout Law:

I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout

School/Recruitment Event Organizer Position Description

The School/Recruitment Event Organizer's purpose is to provide parents and girls at a designated school with the information and opportunity necessary to participate in Girl Scouting. This is accomplished through organizing parent information meetings at a school or other community location, distributing materials, acting as a community resource and using all available means to assure that girls and their families learn about the benefits, methods and goals of the Girl Scout program. (Individuals may choose to be either a School Organizer or a Recruitment Event Organizer depending on the needs of the service unit.)

Qualifications: The ability and willingness to contribute to a supportive service unit environment and conscientious effort toward meeting the responsibilities of the position are required. Good working relationship with the school administration and well-informed regarding the school community is a plus.

Service Commitment: The Community Development Manager will appoint the School/Recruitment Event Organizer for a one year term in which she/he can expect to provide a minimum of 10 hours of service over the course of the school year,

Supervision and Support: The School/RE Organizer is supported by and accountable to the SU Community Development Manager and Girl Scouts of Western Washington.

Duties/Expectations:

- Become/remain a registered GSUSA member.
- Attend appropriate training/updates for the position
- Agree to be guided in all actions by the Girl Scout Mission, Promise and Law, and to comply with the policies of GSWW and GSUSA.
- Work with the Service Unit Team to implement a year-long recruitment plan for girls and adults
- Arrange for at least one parent meeting per year at the designated school or a nearby community space
- Assure the distribution of materials to the girls and parents of the school informing them about the parent meeting and other general information regarding the Girl Scout program
- Position self as a resource for the parents of the school regarding the Girl Scout program
- Encourage and assist with the formation of new Troop Leadership Teams at the school
- Participate in Service Unit Volunteer/Leader's meetings and SU Team meetings as requested

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Service Unit Recruitment Speaker Position Description

The SU Recruitment Specialist's purpose is to inform parents about Girl Scouting and encourage girl participation. This is accomplished through facilitating and speaking at parent information meetings, addressing community groups, and generally providing information to girls and their families about the benefits, methods and goals of the Girl Scout program.

Qualifications: The ability and willingness to contribute to a supportive service unit environment and conscientious effort toward meeting the responsibilities of the position are required. Strong belief in and understanding of the Girl Scout program is a plus; must be comfortable speaking in front of groups.

Service Commitment: The Community Development Manager will appoint the Recruitment Specialist for a one year term in which she/he can expect to provide a minimum of 1-2 hours of service weekly during recruitment season (usually Fall and Spring), depending on the needs of the SU. This is a year-round position.

Supervision and Support: The Recruitment Specialist is supported by and accountable to the SU Community Development Manager and Girl Scouts of Western Washington.

Duties/Expectations:

- Become/remain a registered GSUSA member.
- Agree to be guided in all actions by the Girl Scout Mission, Promise and Law, and to comply with the policies of GSWW and GSUSA.
- Work with the Service Unit Team to implement a year-long recruitment plan for girls and adults
- Facilitate gatherings of parents of potential Girl Scout members
- Develop a set of key messages and deliver information to groups about the benefits of Girl Scouting
- Answer parent questions and remain informed about Girl Scout opportunities in your Service Unit and region
- Encourage and assist with the formation of new Troop Leadership Teams
- Participate in Service Unit Volunteer/Leader's meetings and SU Team meetings as requested

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Service Unit Troop Organizer Position Description

The SU Troop Organizer's purpose is to ensure that every girl living within the boundaries of the service unit has an opportunity to participate in Girl Scouts. This is accomplished through the distribution of recruitment materials, organization of parent information events and the recruitment of adults as leaders for newly forming troops. In addition, they may be responsible for the placement of girls into existing troops.

Qualifications: The ability and willingness to contribute to a supportive Service Unit environment and conscientious effort toward meeting the responsibilities of the position are required. Excellent communication and organization skills are preferred. Experience with organizing small activities and public speaking are a plus.

Service Commitment: The Service Unit Manager will appoint the Troop Organizer for a one year term in which she/he can expect to provide a minimum of 1-2 hours of service weekly, depending on the needs of the SU. During peak recruitment seasons (usually Fall and Spring), additional hours may be required. This is a year-round position.

Supervision and Support: The Troop Organizer is supported by and accountable to the Service Unit Manager and Girl Scouts of Western Washington.

Duties/Expectations:

- Become/remain a registered GSUSA member.
- Attend appropriate training/updates for the position
- Agree to be guided in all actions by the Girl Scout Mission, Promise and Law, and to comply with the policies of GSWW and GSUSA.
- Work with the Service Unit Team to develop and implement a year-long recruitment plan for girls and adults
- Assure that recruitment materials have been ordered and distributed
- Arrange for and hold girl and adult recruitment events
- Recruit and organize troop leadership teams
- May be required to place girls in existing troops throughout the year, maintain girl and adult waiting list, and/or contact lapsed girls to reregister them in troops or individually
- Participate in Service Unit Team and Volunteer/Leader's meetings
- Maintain GSWW confidentiality standards

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Service Unit Placement Specialist Position Description

The SU Placement Specialist's purpose is to ensure that every girl who expresses interest in joining Girl Scouts be given the opportunity. This is accomplished through maintaining a Service Unit waitlist and matching interested girls with likely troops or other participation options.

Qualifications: The ability and willingness to contribute to a supportive Service Unit environment and conscientious effort toward meeting the responsibilities of the position are required. Proven ability to follow-through on commitments, excellent communication and organization skills are preferred.

Service Commitment: The Service Unit Manager or designee will appoint the Placement Specialist for a one year term in which she/he can expect to provide a minimum of 1-2 hours of service weekly, depending on the needs of the SU. During peak recruitment seasons (usually Fall and Spring), additional hours may be required. This is a year-round position.

Supervision and Support: The Placement Specialist is supported by and accountable to the Service Unit Manager or designee and Girl Scouts of Western Washington.

Duties/Expectations:

- Become/remain a registered GSUSA member.
- Agree to be guided in all actions by the Girl Scout Mission, Promise and Law, and to comply with the policies of GSWW and GSUSA.
- Work with the Service Unit Team to develop and implement a year-long recruitment plan for girls and adults
- Maintain an up-to-date troop placement roster and girl waitlist
- Refer girls to troops or other participation options in a timely manner
- Follow-up with parents regularly and in a timely manner
- Provide GSWW staff with updates as needed
- Participate in Service Unit Team and Volunteer/Leader meetings
- Maintain GSWW confidentiality standards

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make the world a better place, and
be a sister to every Girl Scout