



Troop Support Menu

At A Meeting - At Home - On The Go

Your calendar is full. Your to-do list is jam-packed. You want to help out, but it's almost impossible to find the time. Don't panic. You don't have to give up your life to be a part of Girl Scouting!

There are only so many hours in a day, so girls and their families have to balance many growing and diverging interests, commitments, and responsibilities. That's why Girl Scouting today is more flexible than ever. You can choose how little or how much time and energy you can give – a month, a week, a day...a few hours. We're only asking for ***your promise*** of 4 hours, per family, per year – **4 Your Girl**.

Customize Your Family's Role

Here are a few of the many ways your family can support your Girl Scout; look through the job roles and select the one or a few that fit your family's time and interests. **Write the job role(s) on the back of the 4 Your Girl Promise Card**. Fill out the card and return it to your troop's leader. Time volunteered from all members of the family counts; that includes dads and grandparents, aunts, uncles and siblings too.

Remember that anyone working directly with girls in the troop, other than their own child, must complete a volunteer application and agreement, and pass a background check. Anyone handling money will additionally need to be a registered member of Girl Scouts. Look at the FAQ page for more info or ask your leader how to do it– it's not as hard as it sounds!

At A Meeting

Job Role:	Description:
Co-Leader / Assistant Leader *	Each troop needs a minimum of two adults. Some troops have success with several Co-Leaders sharing responsibilities by types of tasks, or times of year. Be creative and reduce burn-out! Membership registration and Getting Started workshop required.
Troop Cookie Manager *	Attend Cookie Program Manager training. Train the girls and families on the aspects of the sale. Order and receive troop's product. Distribute to the families for delivery and collect monies. Periodic involvement may begin in late November and increase during February and March. Many duties may also be done On the Go or At Home .
Troop Treasurer *	Work with Leaders and girls to help with budgeting, collection, deposits, payment of troop dues and funds and annual reporting. Many tasks can be done At Home . <i>Yearlong commitment.</i>
Leader Substitute	Step in if either the Leader or the Co-Leader cannot be present for a meeting or outing (Two adults are always required, one must be female). <i>As needed.</i>
Sisterhood Specialist *	Work with the girls to create a group agreement on respectful behavior, and a system of Patrols and Kapers for assigning and sharing tasks and responsibilities. Keep attendance and help to make sure everyone acts appropriately and contributes fairly. This is a good role for an adult planning to attend most meetings.
Activity Leader	Teach girls songs, skits, crafts projects, games, etc. <i>As needed.</i>
Special Topic Expert	Give a presentation or do an activity about a profession, hobby, or skills of interest to the girls. <i>Time varies by subject.</i>
Ceremonies Helper	Work with Leaders and girls to plan ceremonies. Provide support during ceremonies and presentation of awards for girls and volunteers. Work with girls to teach them Color Guard protocol and different types of flag ceremonies.
*	Job Roles with an asterisk involve a more significant time commitment.

At Home

Job Role:	Description:
4 Your Girl Coordinator *	Manage the Promise Cards and match families' volunteer interests up to the needs of the troop. Communicate with Leader, make phone calls or send emails. Track hours and recognition.
Communication Coordinator for Trips	Serve as an emergency contact person when the troop goes on day trips or overnight trips. Notify other parents of changes in itinerary, or emergencies. Ensure all families submit necessary forms. Recruit help for troop communication as needed.
Troop Newsletter *	Coordinate and create the troop newsletter, either printed or electronically. Includes communication with the Leaders and family volunteers. <i>Usually several hours bi-monthly.</i>
Badge Counselor	Work one on one with your girl to help plan and guide accomplishment of badge requirements.
Snacks Coordinator	Set up the schedule of girls/families bringing snacks for the meetings and reminders. Be sure to communicate with the Newsletter Coordinator.
Child Sitter *	If leader has a younger child, volunteer to help watch their child during the meeting. Usually a couple of hours bi-monthly.
Special Event Coordinator	Help coordinate any special event or celebration; example, holiday party, Service Unit event, year-end award celebration, family recognition, etc... As needed. Some of this work may be At a Meeting and On the Go .
Take Action / Service Project Supporter	Research and help organize Take Action or service projects; example, beach clean-up, food drive, community improvement initiative, etc. <i>Varies by scope of project, and may also be At a Meeting and On the Go.</i>
Decorations and Supplies Coordinator	Coordinate collection and organization of troop craft, ceremony, and event supplies. Provide support in making decorations for ceremonies, meetings and events. (Cut out patterns, make stencils, etc.) May work with the Special Events Coordinator, Ceremonies Helper, and/or Shopper. As needed, and may also be At a Meeting and On the Go .
Historian	Keep track of events, mementos, and photographs. Work with your girl or the whole troop to keep a scrapbook. <i>Time commitment varies on the scope of the project.</i>
Seamstress	Help sew uniform patches & badges for those needing help.
*	Job roles with an asterisk involve a more significant time commitment.

On The Go

Job Role:	Description:
Cookie Program Booth Chaperone	Pick up cookie cases from Cookie Manager, set up booth table and chaperone shifts of girls during annual sale. Return money to Manager. Usually 2-4 hour shifts on weekends in late Feb./early March.
Outdoor Specialist *	You can attend Day Trip Planning, Indoor Overnight or Outdoor Overnight, CPR/First Aid, and/or Wilderness First Aid. In order for a troop to go on extended outings, an accompanying adult (does not have to be the Troop Leaders), will take these pre-requisite workshops.
Overnight Trip Chaperone *	Chaperone the troop on overnight trips. Trips may be in indoor or outdoor settings. Camping experience helpful. May require driving. <i>As needed.</i>
Outdoor Certifications *	Become your troop's First Aider, get certified in Archery, Canoeing, or Small Craft Safety. Serve as a certified Lifeguard for aquatic activities. There are many outdoor and safety skills workshops offered by Girl Scouts of Western Washington. Must provide proof of certification. <i>As needed.</i>
Day Camp – Service Unit Volunteer *	Volunteer for one week (Monday - Friday) as camp staff volunteering with girls at a summer day camp. Usually requires two workshops. Camp is held in summer months.
Service Unit Leaders Meetings	Attend a Leader's Service Unit meeting when she or he is unable to go. Service Unit meetings are usually held in the evenings on a weeknight once a month for approx. two hours. <i>As needed.</i>
Driver	Troop Drivers must be 21 or older, with a good driving record, proof of insurance and vehicle registration. Transport a group of girls or supplies from one location to another. May be homes to camp, meeting place, special event location, cookie product delivery, etc. <i>Times vary depending on needs.</i>
Photographer / Videographer	Take pictures or videos of ceremonies, events, and outings. Share with Historian or show at meetings. May be At a Meeting or At Home too. <i>Varies by needs.</i>
Shopper	Get list of rewards and recognitions or materials as needed from the Leader and purchase at the Girl Scout Shop or order online. Coordinate purchase of craft or food supplies for activities or outings. <i>As needed.</i>
*	Job roles with an asterisk involve a more significant time commitment.

4 Your Girl FAQ

Does working just with our own daughter at home on her uniform, or Journey or badge work count?

Absolutely! Everything you do to support your girl's experience both inside and outside of the troop setting makes a positive difference.

Why do so many of the job roles require a criminal background check (CBC)? Does Grandma really need a CBC to do macramé with the girls? What other requirements are there?

- For everyone's protection and peace of mind, any adult who interacts with girls in the troop, other than their own, needs to fill out a **Volunteer Application** by going here: <https://www.girlscoutswv.org/apply>
Select the **Troop Parent Helper** role, and follow the directions for completing the **criminal background check** and **Volunteer Agreement**.
- Troop Leaders, Co-Leaders, and anyone **handling troop funds** (Treasurer, Cookie Manager, Booth Chaperone, Shoppers, etc...) also need to become **registered members** of Girl Scouts. Go here for more info on how to register: <https://www.girlscoutswv.org/registration>
- Troop Drivers** must be 21 or older, with a good driving record, proof of insurance, and vehicle registration.
- Some positions require **learning preparation**, see the job role descriptions.
- If you do not want to take these steps, there are still many ways to help.

Can any member of our family contribute?

Yes! Don't be confused by the Troop *Parent* Helper title. Research has shown that greater family involvement increases Leader and girl retention. Also, girls see the value of volunteerism, by experiencing the benefits of their most respected role models' contributions. Grandparents, aunts, uncles, siblings- everyone has something to share- and think how proud your girl will be when her family is recognized for hitting their 4 hour mark!

We are interested in a Job role with an *, but don't know how much time we can give.

Those roles will entail either some time over the whole year, or a large time commitment for a shorter period. In some cases, you can share the responsibilities with another family or the Leaders. Look for solutions and be flexible, but don't take on more than you can handle.

We see a lot of options, but have something else in mind, what should we do?

Read the job role descriptions carefully, there is a lot of flexibility. Still don't find one that fits? Share your ideas with your troop's Leaders, and see what could work.

4 Your Girl FAQ

We filled out a Promise Card, but the Troop Leader hasn't contacted us to help.

The goal of every troop is to be girl-led. It is possible the girls and Leaders have not yet expressed a desire to engage in the activity you want to help with. Contact your Leader or 4 Your Girl Coordinator and see if there is something else you can do. Also, some activities/tasks are seasonal, so it's good to check when your role will become important.

Isn't it the Troop Leaders' job to do these things? Why are families being asked to contribute?

Troop leaders are unpaid volunteers, often with families and jobs of their own. They give a significant amount of time and energy to fill this role- imagine how overwhelming all this would be to do alone. By having families contribute even just 4 hours over the year, Troop Leaders are able to offer more programming and activities for the girls. It also gives families the opportunity to bond and enjoy scouting together, while enhancing the experience of all girls in the troop. Plus, the more support a Leader gets, the longer they are willing to continue, and build their skills to do even more. It's a win-win-win for everyone!

How do we track and report our hours?

You will want to use the 4 Your Girl Family Promise Tracking Sheet. As members of your family assist the troop, keep a record of the Role filled, time spent, and a short description of what was done. Once you reach 4 hours, turn the sheet in to the 4 Your Girl Coordinator or Troop Leader, so they can recognize your service. Of course there is no reason to stop at 4, if you and your girl are loving how your family has helped, keep on going!

Our Troop's Info:

Troop #: _____

Troop Leaders' Names: _____

Contact phone #: _____

Contact email: _____

Our job role(s): Either circle them on the menu or write them here to remember

your family's promise. _____



Family Promise Tracking Sheet

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