

PURPOSE	APPOINTED BY	TERM
Assists girls in planning, budgeting, and organizing local field trips, day trips, overnights or longer trips. Makes reservations, plans logistics, organizes drivers, first aiders, and chaperones and files any necessary paperwork before the trip.	Troop Leader	One year Renewable each year

RESPONSIBILITIES	<ul style="list-style-type: none"> <li>• Complete online <a href="#">Trip and Outdoor Basics</a> course and additional courses as required for the type of trip or activity your troop will participate in. For trips that will last 3 nights or more <a href="#">Extended Troop Travel</a> training is also required.</li> <li>• Meet with the girls on a regular basis to plan, schedule, and budget for their trip(s) based on their program level abilities and be present during the entire troop trip.</li> <li>• Ensure that <a href="#">Adult-to-Girl Ratios</a> are followed in accordance with GSNorCal regulations.</li> <li>• Coordinate qualified <a href="#">Troop Drivers</a> and <a href="#">First Aiders</a> and ensure they take the appropriate training and follow GSNorCal safety policies.</li> <li>• Be familiar with the Girl Scout program for the program level you are working with.</li> <li>• Understand the Girl Scout Leadership Experience (GSLE) and incorporate outcomes into activities and plans.</li> <li>• Follow the <a href="#">Outdoor Progression</a>, <a href="#">Travel Progression</a>, and <a href="#">GS Guide to U.S. Travel</a> guidelines.</li> <li>• Adhere to health and safety standards as outlined in <a href="#">Volunteer Essentials</a>, <a href="#">Girl Scout Safety Guidelines</a>, <a href="#">Introduction to Safety Activity Checkpoints</a> and specific <a href="#">Safety Activity Checkpoints</a>.</li> <li>• Understand and follow the <a href="#">Outings, Trips, and Travel Checklist</a> in <i>Volunteer Essentials</i>.</li> <li>• Complete and submit the <a href="#">Trip or High-Adventure Approval Form</a> before the trip.</li> <li>• Communicate with the Troop Leader, Trip Chaperones, First Aiders, Troop Emergency Contact and parents during trip planning and during the trip as needed.</li> </ul>
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Registered and volunteer approved Girl Scout (at least 18 years of age) who lives the values of the Girl Scout Philosophy</li> <li>• Must complete the volunteer application and background check process</li> <li>• Ability and desire to work with people from diverse backgrounds</li> <li>• Able to maintain confidentiality when sensitive issues arise</li> <li>• Ability to foster a spirit of cooperation and teamwork with adult volunteers as well as function constructively and cooperatively in a group</li> <li>• Demonstrates strong organizational skills with the ability to plan, supervise, evaluate, and communicate effectively</li> </ul>

For more information, details and training for this position, go to: <https://training.gsnorcal.org/course/view.php?id=221>

## APPOINTMENT

Your appointment to the above position begins on \_\_\_\_\_ and will continue to September 30, 20\_\_\_\_

Service Unit	Printed Name	Signature	Date
Appointed by	Printed Name	Signature	Date