

New Troop Early Decisions for the Group

Meeting Information (best guess, this may be changed later)

Meeting Day	Meeting Time
Meeting Place	First Meeting Date
Meeting Frequency	Registration Deadline (a week before 1 st meeting)

Financing Your Troop (after you sell Cookies, you may not need to collect funds from families)

Troop Startup Fee (usually about \$25)	Troop Dues (usually about \$1 per meeting)
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Uniforms (see handout)

Uniform pieces. Will the troop collect funds and purchase the pieces for the girls or will parents order their own? Use the handout to decide on which pieces to purchase. You can wait and have the girls decide too!

Troop Leadership each troop needs leader(s)—and every family helps out!

Troop Leader Name	<u>Email</u>	<u>Telephone</u>
Troop Assistant Leader Name	<u>Email</u>	<u>Telephone</u>

Troop Key Roles or Positions

Troop Treasurer Opens troop bank account, tracks funds and fills out an annual report.	<u>Name</u>	<u>Email</u>	<u>Telephone</u>
Troop Fall Product Program Manager (Fall) Coordinates Fall Product Program for the troop. Training is provided.			
Troop Cookie Program Manager (Spring) Coordinates the Cookie Program for the troop. This can be a team. Training is provided.			

Additional “Troop Helper” Roles (troops work best when everyone lends a hand-feel free to add more-roles may be shared)

	<u>Name</u>	<u>Email</u>	<u>Telephone</u>
<p>Meeting Helpers Helps at troop meetings. Can be a group or rotated among all parents</p>			
<p>Trip & Outdoor Advisor Completes training assist girls in planning, budgeting, and organizing outings, indoor overnights or trips.</p>			
<p>First Aider Completes CPR/First Aid and GSNorCal training and is present at all Girl Scout field trips/events when required.</p>			
<p>Camp Advisor Completes training and assists girls in planning, budgeting and organizing the troop’s outdoor experience.</p>			
<p>Award Advisor Assists Junior Girl Scouts and up to complete the Bronze, Silver, or Gold Award.</p>			
<p>Troop Registrar Annually coordinates the registration process and reminds members to register.</p>			
<p>Service Project Planner Plans and researches service projects with the girls and guides the troop through community service projects.</p>			
<p>Snack Coordinator Manages the snack rotation and sends out reminders to families</p>			
<p>Photographer/Historian Takes photos, records troop special occasions. Can put together as a slide show or scrapbook, etc.</p>			
<p>Party Planner Plans and coordinates parties and celebrations with the girls.</p>			
<p>Ceremonies Coordinator Plans ceremonies with the girls and coordinates the activities for investiture, flag ceremonies, bridging, etc.</p>			
<p>Communication Coordinator Creates a system for being able to communicate with all troop members i.e.; Rallyhood, Facebook, email, etc.</p>			
<p>Craft Coordinator Plans and coordinates a few craft projects for special occasions and collects supplies for a troop craft box.</p>			