

# SU New Leader Mentor Volunteer Duties & Responsibilities

## **ROLE DESCRIPTION**

The Service Unit New Leader Mentor provides support to new Troop Co-Leaders during their first year of service. Length of term is two (2) years. In Service Units with multiple Service Unit New Leader Mentors, duties will be shared.

## **DUTIES**

1. Reach to new Troop Co-Leaders within the first month of volunteering to support them with any planning, coordinating, or financial needs. This can include assisting in the first Troop Meeting, first Parent Meeting, or tips and tricks on how to lead meetings.
2. Provide troop banking guidance in keeping with Council policies outlined in the Volunteer Guide.
3. Provide suggestions/examples of age-appropriate activities pertaining to the Girl Scout Leadership Experience (GSLE) and opportunities for the girls to Discover, Connect, and Take Action.
4. Encourage new Troop Co-Leaders to involve caregivers as volunteers and provide suggestions for recruiting additional troop volunteers as needed. Also encourage participation in Girl Scout Cookie and Fall Product Programs, council-sponsored programs, award ceremonies, and artVenture. This includes attending local Service Unit/Volunteer Meetings.
5. Respond to phone calls and/or emails from new troop co-leaders within 48 hours (whenever possible) or notify the TSS or SUSS if unable to respond.
6. Follow up with new troop co-leaders bi-monthly within their first year of service. This can be a phone call, email, or in-person meeting.
7. Return all communications from Council staff and volunteers in a timely manner.
8. Assist Troop Co-Leaders in identifying and using Council resources.
9. Hold volunteer and Co-leader bonding events quarterly.

## **REQUIREMENTS**

1. Maintain adult Girl Scout Membership for current membership year with satisfactory completion of background screening process.
2. Minimum of two (2) years experience in a Troop Co-Leader role in Girl Scouts.
3. Successful completion of all required trainings for Troop Co-Leaders.
4. Energetic and enthusiastic about empowering adults to build courage, confidence, and character.
5. Recognize the value of diversity and encourage mutual respect and understanding among all people.
6. Represent Girl Scouts Spirit of Nebraska in a positive way.
7. Complete New Leader Mentor training.

# New Leader Mentor FAQs

## **Q: What is the first step for my new troop?**

**A:** After you have completed required trainings, we recommend holding a Parent Meeting as the first step in forming your new troop. Guidelines and a recommended agenda can be found in the *Volunteer Guide*. We also recommend that you read the [Co-Leader Handbook](#) for an overview of what you'll need to know as you begin leading your troop. Review for the guide for more tips on holding troop meetings and engaging girls.

## **Q: How do I get parents/caregivers involved in the troop?**

**A:** A Parent Meeting is the best time to start talking with parents/caregivers about how they can help with the troop. We recommend using resources in the [Volunteer Guide](#) as a way to get parents/caregivers thinking about the various ways they can help. Also see the *Volunteer Guide* to learn more about how to make the best use of your support team. You can find more information about forming a Troop Committee in the *Volunteer Guide*.

## **Q: What if parents/caregivers want to stay for meetings or attend troop events?**

**A:** All adults wishing to attend troop activities must register as Adult Girl Scout members, must complete the background screening process upon initial registration, and every three years thereafter. See the *Volunteer Guide* for more information. If parents/caregivers do not wish to register or have questions or concerns about this process, invite them to contact their Placement Specialist (PS) for more information.

## **Q: How do I open a Troop Bank Account?**

**A:** Talk with your Troop Support Specialist (TSS) before selecting a bank for your troop's account. Your TSS will provide you with letters to take to the bank to ensure that the account is set up properly. You will need a second registered volunteer and the SUSS or your TSS to become signers on the account. The two volunteer signers should not be related or living in the same household. See the *Volunteer Guide* for more information on establishing a troop account. Make certain that all parents/caregivers and girls understand that troop funds are the property of the troop and are to be used for troop activities and that money earned through council-sponsored [Product Programs](#), troop money-earning activities, donations, and any other troop funds will not become the property of any individual member. See the *Volunteer Guide* for more information and tips on budgeting.

## **Q: How can my troop earn start-up funds?**

**A:** The two council-sponsored [Product Programs](#) are the best ways for troops to earn funds. These programs allow girls to experience the Girl Scout Leadership Experience (GSLE) while earning money for their troop and incentives for themselves. Your troop will need to appoint a Cookie/Fall Product Program Manager, submit the [Product Program Intent Form](#) to the Council, and the Cookie/Fall Product Program Manager will need to complete the appropriate training through Product Program department in order for the troop to participate in these programs. See the *Volunteer Guide* for more information. Some troops also agree to have "troop dues," which are funds each girl contributes to the troop account. Your Parent Meeting is the ideal forum to discuss troop dues and troop finances.

## **Q: What if a parent/caregiver will not allow their girl to participate in the Product Programs?**

**A:** Participation in Product Programs is voluntary. However, it may help to have parents/caregivers review the *Volunteer Guide*, especially the [Five Essential Skills](#) girls learn through Product Programs. Some parents/caregivers choose to make a donation to the troop in lieu of participating in the Product Program. This is perfectly acceptable, although if parents/caregivers are making a large gift and/or would like a tax receipt, please refer to the *Volunteer Guide* for the Donations to Troop policy.

**Q: How do I handle the money if the troop is disbanding or some girls are transferring troops?**

**A:** Talk with the SUSS or your TSS to determine how the troop account should be handled.

**Q: Who pays for books, uniforms, badges, etc.?**

**A:** Many troops choose to pay for these items or at least pay a portion of the cost toward each girl's uniform, books, etc. Council-sponsored Product Programs are a great way to fund these items. Parents/caregivers may choose to purchase these items for their girl or apply for [Financial Aid](#) from the Council if there is a need.

**Q: Where can we buy Girl Scout materials?**

**A:** The Council's [Juliette's Boutiques](#) carry Journey books, grade level handbooks, uniforms, badges, fun patches, Girl Scout clothing, accessories, gifts, and more. [Visit our website](#) for hours and shop locations. You may also order online.

**Q: Where are some good places to go for field trips or troop activities?**

**A:** We recommend using the [Annual Program Book](#) to find events, travel opportunities, and camps for your troop members to participate in. Our online [Community Collaborator Directory](#) has many excellent resources for field trips and special outings related to badge work and Journey activities. Additionally, be sure to attend your local Service Unit meetings to learn about upcoming Service Unit events in your local area.

**Q: What are the requirements for planning a field trip?**

**A:** Review the Volunteer Guide for rules and guidelines on planning trips with girls. Be sure that everyone who will be driving/providing transportation has completed the [Driver Safety Form](#) and meets all requirements outlined on the back of this form. Visit our website to watch the [Explore Out Guide webinar](#), which is required training for all Troop Co-Leaders taking their girls on a trip away from their usual meeting place.

**Q: How can I make sure I am planning a good balance of activities with the girls?**

**A:** With the girls in your troop, review the [Honor Troop Application](#) at your very first meeting and use it to help plan your year. Troops who successfully meet all the requirements and submit their application by June 30 of each year are designated as Honor Troops and receive special recognition such as a patch, certificate, and mention in the [Juliette Gazette \(JG\) Magazine](#).

**Q: How can I meet other Troop Co-Leaders and Troop Volunteers in my area and across the state?**

**A:** Council Volunteer Meetings and Service Unit Meetings are the best places to connect with local troop co-leaders and volunteers on a regular basis, so be sure to watch your mail and email for meeting notifications. Our [Facebook Groups](#) are additional tools to communicate and share ideas with other volunteers in your area. Attending council-sponsored programs, Girl Award ceremonies, Volunteer Award ceremonies, artVenture, and other council and Service Unit events also are great ways to connect with other volunteers.

**Q: Who else, aside from my SUSS, TSS, and SU New Leader Mentor, can I contact with questions?**

**A:** Your Service Unit Team volunteers are excellent resources. Each has a specific role and responsibilities in the Service Unit. These volunteers are selected by the SUSS and TSS to represent the Service Unit and the Council in a specific capacity and are chosen based on their experience, skills, talents and love for Girl Scouting. In addition, the [Council Member Support Team](#) is always happy to assist you or find the proper staff member to answer your question. Additionally, your Product Program Specialist is happy to assist you with Product Program questions, and the Juliette's Boutique staff can provide information about books, uniforms, and other items.

**Q: Where can I find the New Co-Leader Checklist?**

**A:** [The checklist](#) may be found on our website under under Members > For Volunteers > [Volunteer Resources](#).