

# Service Unit New Leader Mentor



# SU New Leader Mentor Volunteer Duties & Responsibilities

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## 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.

## YOUR SUPPORT TEAM

Troop Support Specialist (TSS), Service Unit Team members

## DUTIES

1. Contact new Troop Co-Leaders within 1 week of their training completion date, as assigned by TSS.
2. Attend and/or assist in the planning of the troop's first Parent Meeting and first Troop Meeting.
3. Provide troop banking guidance in keeping with council policies outlined in the Volunteer Guide.
4. 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.
5. Encourage new Troop Co-Leaders to involve parents and guardians 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 also includes attending local Service Unit/Volunteer Meetings.
6. Respond to phone calls and/or emails from new Troop Co-Leaders within 48 hours whenever possible or notify the TSS if unable to respond.
7. Follow up with the new Troop Co-Leaders at least quarterly during their first year of service.
8. Return all communications from council staff and volunteers in a timely manner.

## QUALIFICATIONS

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.

# FAQs: A Resource for New Leader Mentors

## **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 Basics Guide 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 involved in the troop?**

**A:** A parent meeting is the best time to start talking with parents about how they can help with the troop. We recommend using resources in the Volunteer Guide as a way to get parents 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 should I do if parents want to stay for the meetings or attend troop events?**

**A:** All adults wishing to attend troop activities must register as Adult Girl Scout Members and must complete the background screening process upon initial registration and every three years thereafter. See the Volunteer Guide for more information. If parents 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 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 your TSS to become signers on the account as well. 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 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 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 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 should I do if a parent will not allow their daughter to participate in the Product Programs?**

**A:** Participation in Product Programs is voluntary. However, it may help to have parents review the Volunteer Guide, especially the 5 Essential Skills girls learn through the Product Program. Some parents choose to make a donation to the troop in lieu of participating in the Product Program. This is perfectly acceptable, although if parents 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: What do I do with the money if the troop is splitting or some girls are moving to a new troop?**

**A:** Talk with 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 earn money for these items. Parents also can choose to purchase these items for their daughter or apply for Financial Aid from the council if there is a need.

**Q: Where can we buy these items?**

**A:** The council's Juliette's Boutiques carry Journey Books, Girl's Guide to Girl Scouting, uniforms, badges, fun patches, Girl Scout clothing, accessories, and more. Visit our website for hours and exact 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, series, 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 [GirlScoutsNebraska.org](http://GirlScoutsNebraska.org) 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 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 inbox for meeting notifications. Area 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 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 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.

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**TIP:** FIND THE NEW LEADER CHECKLIST ONLINE AT [GIRLSCOUTSNEBRASKA.ORG](http://GIRLSCOUTSNEBRASKA.ORG) UNDER "VOLUNTEER RESOURCES"

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# Troop Co-Leader Volunteer Duties & Responsibilities

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## ROLE DESCRIPTION

The Troop Co-Leader works directly with girls, helping them to develop leadership skills on an individual and/or group basis. The Troop Co-Leader has the enthusiasm and ability to facilitate the Girl Scout Leadership Experience through troop participation.

## YOUR SUPPORT TEAM

Troop Support Specialist (TSS), SU New Leader Mentor

## DUTIES

1. Work in partnership with girls to organize girl-led activities that allow troop members to learn by doing and allow for cooperative learning.
2. Partner with other volunteers and council staff for support and guidance.
3. Provide information regarding troop meetings/activities to girls' parents/guardians on a regular basis.
4. Project a professional image and serve as a positive role model, both in actions and words.
5. Share knowledge, experience and skills with a positive and flexible approach, allowing girls to Discover, Connect and Take Action.
6. Create an environment that is open and welcoming to all girls.
7. Ensure that all girls and adults attending troop meetings and events are currently registered Girl Scouts.
8. Meet all requirements in Safety section of Volunteer Guide and Safety Activity Checkpoints.
9. Follow troop financial management guidelines. Submit Troop Finance Report to council by June 30.
10. Appoint Troop Fall Product Manager and/or Cookie Manager and submit Product Program Intent Forms.
11. Attend Service Unit and council Volunteer Meetings or send an adult representative from the troop.
12. Encourage girls to participate in council-sponsored programs.
13. Returns all communications from council staff and volunteers in a timely manner.

## REQUIREMENTS

1. Maintain adult Girl Scout Membership for current membership year with satisfactory completion of background screening process.
2. Completion of all required Troop Co-Leader training.
3. Ability to work well with girls and adults.
4. Energetic and enthusiastic about empowering girls and adults to build courage, confidence and character.
5. Recognize the value of diversity within the community and encourage mutual respect and understanding among all people.
6. Represent Girl Scouts Spirit of Nebraska in a positive way.

# Girl Scout Yearly Calendar

## OCTOBER

***Our new Girl Scout year officially begins!***

- October 1: Recruit girls and adults to join your troop this month.
- October–November: Fall Product Program sales.
- October 31: Founder's Day (Juliette Gordon Low's Birthday).

*TROOP TIP: Consider adding a spot for a new girl in your troop.*

## NOVEMBER

***Prep for the Girl Scout Cookie Program.***

- Hold a troop meeting all about cookies this month.
- Check out our council-led programs and events.
- Attend a volunteer enrichment conference – a day full of training, updates, friends, and fun!

*TROOP TIP: Invite families to your troop cookie meeting too!*

## DECEMBER

***Enjoy the spirit of the holidays!***

- Participate in service projects in your community!
- Nominate the Girl Scout volunteer in your life for a GSUSA or Spirit of Nebraska Volunteer Award!

*TROOP TIP: Evaluate your training needs and share finances with parents/caregivers.*

## JANUARY

***Happy New Year! Set some goals. Cookie Program begins!***

- Place your initial cookie order.
- Registration for summer resident camps open!

*TROOP TIP: Consider planning a campout with your troop before the summer heat hits!*

## FEBRUARY

***Have your troop connect with international Girl Scout sisters!***

- February 22: World Thinking Day.
- Girl Scouts Spirit of Nebraska Cookie Program ends.

*TROOP TIP: Talk to your troop about who might be interested in resident camp this summer.*

## MARCH

***Take action this month with Girl Scout Week!***

- March 12: Girl Scouts' Birthday.
- Girl Scout Week – look for fun activities for girls to celebrate being Girl Scouts.

*TROOP TIP: Look for community engagement opportunities this month!*

## APRIL

**Volunteer Appreciation Month! Early Bird registration starts!**

- April 15: Early Bird registration opens.
- April 22: A special day to thank volunteers for all they do. We'll be celebrating YOU!

*TROOP TIP: Consider getting outdoors with your troop this month to work on badge work.*

## MAY

**Early Bird Registration continues.**

- Renew your troop's memberships for next year (and get in on some great perks!)

*TROOP TIP: Hold an end-of-year party to celebrate the troop's accomplishments & plan for summer/fall.*

## JUNE

**Wrap up the year and start summer camp!**

- Celebrate the incredible work of our Bronze, Silver, and Gold Award earners.
- Summer camp begins! Hooray! Who's excited for next summer already?
- Honor Troop application and Troop Finance Report due by June 30.

*TROOP TIP: Relax and enjoy your summer!*

## JULY

**Have a GREAT summer!**

- Attend a membership rally – learn how to bring more girls to Girl Scouting!

*TROOP TIP: Send a letter to your girls at camp.*

## AUGUST

**Gear up for the new year by recruiting girls and volunteers, form troops, and plan ahead!**

- Ensure your info is correct; update using the VTK or contact Member Support.

*TROOP TIP: Connect with parents who might be interested in volunteering for the Troop Cookie Coordinator or Troop Treasurer role.*

## SEPTEMBER

**Prep for the new Girl Scout year!**

- Renew your Girl Scout memberships.
- Have fun with other leaders, get motivated for the new year, and head home with inspirational ideas for your troop.

*TROOP TIP: Meet as a troop with a fun activity to kick off the school year, like a family picnic.*

# Service Unit New Leader Mentor Year-at-a-Glance

## UPON REGISTRATION

### ROLE ON-BOARDING

- Once you register as a Service Unit New Leader Mentor, meet with the SU Manager to help you understand your role.

## ONGOING

### WELCOME CALL TO NEW TROOP LEADERS

- Your SU Manager should let you know who the new Troop Co-Leaders in your Service Unit are. Then, it is your job to call those new Troop Co-Leaders and let them know about the amazing support you, your Service Unit, and the council has to offer. Encourage them to ask for help! Be sure to invite new leaders to any upcoming Service Unit meetings and New Leader Orientations.
- Be prepared to answer questions about troop meetings, troop-start up, registrations, etc. You can look over the Troop Co-Leader position description and responsibilities, New Leader FAQs and Co-Leader Basics Checklist to understand more about their role.

## SEPTEMBER–NOVEMBER

### FACILITATE A NEW LEADER MEET AND GREET

- We encourage you to facilitate a new leader networking event for new troop leaders in your area.

## SEPTEMBER–OCTOBER

### NUTS & CANDY CHECK-IN

- Check in with new Troop Co-Leaders to see if they have questions or concerns about the Fall Product Program. Let them know that this is a great opportunity for troops to earn start-up money.

## DECEMBER–JANUARY

### COOKIE PROGRAM CHECK-IN

- Check-in with new Troop Co-Leaders to see if they have questions or concerns about the upcoming Girl Scout Cookie Program and refer them to the appropriate resources if needed, such as your SU Cookie Coordinator and council staff.

## MARCH–MAY

### SPRING CHECK-IN

- Encourage and remind new troops to register early! If you don't hear back by July, follow up with new troops to see if they will be returning. If not, make sure they know the troop disband process. Be prepared to answer questions related to bridging and Court of Awards.



# New Leader Checklist

- Complete **membership registration** and **background check**
- Watch “**GS101**” training
- Watch “**Welcome to Spirit of Nebraska**” and “**Co-Leader Basics**” trainings
- Attend an in-person or over the phone **New Leader Orientation** with your Placement Specialist
- Watch “**Troop Finance**” webinar and **open a troop bank account** and complete the **Bank Account Information Form**
- Watch “**Explore Out**” webinar
- Review **volunteer policies** in the “Volunteer Guide”
- Get to know **Volunteer Resources** and **Forms** on our website, [GirlScoutsNebraska.org](http://GirlScoutsNebraska.org)
- Watch **VTK training videos**
- Get to know the “**MY GS**” and the “**Volunteer Toolkit**” (VTK)
  - Check out and confirm your **completed troop roster**
  - Plan a meeting** in the VTK
  - Take attendance** in the VTK
  - Send an email to parents** from the VTK
- Review the handbook section of the **Girl’s Guide to Girl Scouting** for your troop’s grade level
- Meet with your **Troop Support Specialist** for a follow-up meeting
- Hold a **parent meeting**
- Secure a troop volunteer to be **first aid/CPR trained**
- Attend the **Fall Product Training** (or send your Troop Fall Product Manager) and have troop participate in the Fall Product Program
- Attend the **Girl Scout Cookie Training** (or send your Troop Cookie Manager) and have troop participate in the Girl Scout Cookie Program
- Attend a **service unit meeting**, area volunteer meeting, and/or meet and greet (to meet and network with your Service Unit Team and area volunteers)
- Meet with your **New Leader Mentor** (where available) for quarterly check-ins
- Join your **area Girl Scouts Facebook group** to stay in the know
- Attend a **Volunteer Enrichment Conference** in the fall to learn more and network with other volunteers



**Girl Scouting  
builds girls of  
courage, confidence,  
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a better place.**

**[GirlScoutsNebraska.org](https://GirlScoutsNebraska.org)**

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