

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.

YOUR SUPPORT TEAM

Service Unit Support Specialist (SUSS), Troop Support Specialist (TSS), Service Unit Team members

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.

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.
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 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 caregivers involved in the troop?

A: A Parent Meeting is the best time to start talking with caregivers about how they can help with the troop. We recommend using resources in the Volunteer Guide as a way to get 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 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 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 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 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 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 caregivers review the Volunteer Guide, especially the [Five Essential Skills](#) girls learn through Product Programs. Some caregivers choose to make a donation to the troop in lieu of participating in the Product Program. This is perfectly acceptable, although if 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. 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 books, Girl's Guide to Girl Scouting, uniforms, badges, fun patches, Girl Scout clothing, accessories, gifts, 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, 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 by Membership Area](#) 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.

TIP: Find the New Leader Checklist online at GirlScoutsNebraska.org > Volunteer Resources > Volunteer Training > Co-Leader Training.

Troop Co-Leader Volunteer Duties & Responsibilities

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

Service Unit Support Specialist (SUSS), 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' caregivers 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. Return all communications from council staff and troop members in a timely manner.
 - PLEASE NOTE: To ensure Troop Co-Leaders get the support they need, these volunteers are strongly encouraged to refrain from opting out of emails. By opting out, you will stop receiving monthly newsletters, program announcements, and other important information for you and your troop.

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 Year Calendar

OCTOBER

Our new Girl Scout year officially begins!

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

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

NOVEMBER

Enjoy the start of the holiday season!

- Participate in Service Projects in Your Community
- Nominate a Girl Scout Volunteer for a GSUSA or GSSN Volunteer Award

TROOP TIP: Complete training and share finances with parents/guardians.

DECEMBER

Prep for the Girl Scout Cookie Program.

- Start Working on Cookie Badges to be a Cookie Boss
- Hold a Troop Meeting All About Cookies This Month
- Registration for Summer Camps and Programs Open
- Enjoy the Spirit of the Holidays

TROOP TIP: Invite families to your troop cookie meeting, too.

JANUARY

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

- Place Your Initial Girl Scout Cookie Order
- Late January: Attend an Awesome Cookie Kick-Off Party with Your Troop

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–March: Girl Scout Cookie Program
- February 22: World Thinking Day

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 1: Early Bird Registration Opens
- April 22: Volunteer Appreciation Day—(a special day to thank volunteers for all they do—we'll be celebrating YOU)
- Visit Juliette's Boutique during the Volunteer Appreciation sale.

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
- Late July: The Annual Program Book Hits Mailboxes, Check Out Council-Sponsored Programs and Events

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 Manager or Troop Treasurer role.

SEPTEMBER

Prep for the new Girl Scout year!

- Renew Your Girl Scout Memberships
- Talk to the Girls About Their Goals for the Upcoming Girl Scout Year

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

SU 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 and Service Unit Support Specialist to help you understand your role.

Year-Round

WELCOME CALL TO NEW TROOP CO-LEADERS

Your SU Manager should let you know the new Troop Co-Leaders in your Service Unit. Then it is your job to contact 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 co-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 Mentor FAQs, and Co-Leader Basics Checklist to understand more about their role.

September–November

FACILITATE A NEW CO-LEADER MEET AND GREET

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

September–October

FALL PRODUCT PROGRAM CHECK-IN

Follow up 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

Follow up 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 of Early Bird registration for awesome perks. 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
- 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