



**Troop Angel
Resource Packet**



Girl Scouts of Kentucky's Wilderness Road Council Volunteer Position Description

Name: _____

S U : _____

Position Title: Troop Angel

Reports To: Service Unit Manager

Term of Appointment: One-year term, renewable.

Position Summary: To provide assistance and encouragement to the first year leader or to an experienced leader moving to a different age level.

Duties and Responsibilities:

Help a new leader get off to a good start by assisting them with getting their troop organized. Please assist the new leader with the following activities:

1. Inform leader about required training (Welcome to Girl Scout Training & New Leader Learning Path)
2. Assist leader in securing parental help for the troop.
3. Assist leader in finding a meeting place.
4. Assist leader in getting troop organized.
5. Inform leader about service unit meetings and activities.
6. Introduce leader to program resources.

Provide support and encouragement to new leaders throughout the year by contacting new leaders on a regular basis. Contact new leaders at least 2-3 times per year, with one of these contacts being a face-to-face meeting. This will allow the troop angel to provide individual attention for questions, problems and sharing of information. Use the New Leader Checklist Form to review the following:

1. Discuss troop finance and budgeting.
2. Help leaders become familiar with badge activities and service project opportunities. Discuss the importance of involving girls in planning and decision-making.
3. Encourage leaders to participate in fall product and cookie program to fund troop.
4. Discuss Investiture and Rededication and Bridging.
5. Assist leaders in filling out paperwork.
6. Help leaders complete Annual Troop Review.

Qualifications:

1. Knowledge and commitment to the beliefs and principles of the Girl Scout movement.
2. Be a registered member of GSUSA, and be supportive of Girl Scouts-Wilderness Road Council.
3. Knowledge of Girl Scout program, policies and resources.
4. Communication skills.
5. Customer service skills.

Time Commitment: 3-5 hours per year, depending on the number of contacts.

I understand and agree to the duties, responsibilities and qualifications of this position.

Signature

Date

Volunteer Learning Progression

Follow the basic training expectations for troop leaders and/ or troop assistants to gain the tools needed to provide girls with a quality Girl Scout Leadership Experience and meet GSKWR council administrative and safety standards.

Not all training is required (see key), but all training is highly recommended for at least 1 troop leader or troop assistant in every troop.

Learning opportunities for volunteers come in a variety of formats, we have manuals, videos, webinars and in-person opportunities.

Key

- Required training — *
- Live/ Recorded Webinar — W
- Video — V
- In-person — I
- Online Manual — M

Basic Girl Scout Leader Training

- New Leader Learning Path * (V)
- Welcome to Girl Scouts Training * (V) or (I)
- Basics Daisy-Cadettes* (V)

Next Steps

- Planning Trips with Girl Scouts* (V)
- VTK (Volunteer Toolkit) Training (V)
- CPR/ First Aid * *(I)

**Required for 1 troop leader or troop assistant before leaving regular meeting space*

Your First Year

- Safety Activity Checkpoints* (M)
- Volunteer Essentials

Ch. 5* (M)

All webinars are hosted via Zoom. Find links along with all other Online training material on your gsLearn account, accessed through your My GS.

Troop Experience

What Girls Do!

- Bronze/Silver Award Training (I)
- Gold Award Training (I,V)
- Out and About Training (I,V)
- Troop Camp Training (I,V)

At least one troop leader or troop assistant attending the trip/ camp must complete trainings as needed in the progression below.

1. Troop Trips—planning for an activity outside of the regular meeting space or Girl Scout property.
2. Troop Camp Training—complete before planning a camp out and staying overnight on GSWRC property. (property rules, procedures, safety, skills, etc.)

Product Program

Audience— troop leaders and/ or cookie and fall product managers

- Fall Product Training* (I,V)
- Cookies 101 (V)
- Cookie Program Training* (I,V)

5 financial literacy Skills

1. Goal Setting
2. Decision Making
3. Money Management
4. People Skills
5. Business Ethics



COUNCIL TRAINING
COUNCIL IN-PERSON
OPPORTUNITIES:

www.gskentucky.org > Volunteer > Online Support for Volunteers

www.gskentucky.org > My GS > gsLearn

Build on your Girl Scout training and connect with fellow volunteers by attending enrichment events. Check with your Service Unit and the Training & Program (TAP) Calendar for enrichment opportunities.

NEW LEADER TRACKING SHEET

Directions: Use one sheet per new leader and provide copies to your Service Unit Manager or designate to assign a Troop Angel. Best time to complete Tracking Sheet is in person at the volunteer's first service unit meeting. Or via phone/Zoom after they have completed their Welcome to Girl Scouts training. This is to be filled out by the prospective volunteer.

Name of New Leader _____

Address _____

City/State/Zip _____

County _____ Service Unit _____

Best Phone #'s _____

E-Mail Address _____

Date Recruited _____

- Has volunteer registered as an adult member?
- Has volunteer completed their Criminal Record Check?
- Has volunteer completed their Volunteer Application?

Welcome Date Completed: By Whom:	New Leader Learning Path Date Completed: gsLearn	DA/BR/JR Basics Date Completed: gsLearn	First Aid/CPR Training Date Completed: By Whom:	Troop Camp Training: By Whom:
Date of First Contact: Phone, Email, or in Person	Date of Second Contact:	Date of Third Contact:	Date of Fourth Contact:	Date of Fifth Contact:

Name of Troop Angel Assigned _____

Phone# of Troop Angel Assigned _____

Email of Troop Angel Assigned _____

Troop Angel Award Form

Requirements:

A Troop Angel/Mentor is an experienced volunteer who shares her knowledge with new leaders. Troop Angels provide a great service to new leaders by helping them get off to a good start and giving them encouragement and support throughout the year. As a result, new leaders will feel welcome and more comfortable in their volunteer roles.

The Service Unit Manager assigns Troop Angels to new leaders. Troop Angels are required to contact a new leader a minimum of two to three times per year and complete a New Leader Interview Form. A Troop Angel may work with one or more new leaders.

Troop Angels who complete the assigned duties will earn a Troop Angel pin. A certificate is awarded to Troop Angels that have served two or more years. **Pins and certificates are awarded each year at the Service Unit Association meeting in the fall. To receive your pin or certificate, fill out the information requested below and submit to troopsupport@gswrc.org by June 30th**



Request for Pin/Certificate

Troop Angel's Name _____ Troop Number _____

Service Unit _____ Cluster Area _____

Please list the name(s) of each leader that the Troop Angel helped and attach the completed New Leader Interview Form for each leader listed.

1. _____ Troop Number _____ Grade Level _____

2. _____ Troop Number _____ Grade Level _____

3. _____ Troop Number _____ Grade Level _____

I have been a Troop Angel for _____ years.

I have earned _____ (please indicate pin or certificate).

Service Unit Manager Endorsement _____

Membership Specialist _____

New Leader Interview Form

A Troop Angel should contact a new leader a minimum of two to three times per year, with one of these contacts being a face-to-face meeting. You should contact the new leader within one week of receiving her information. Phone calls and emails are a great way to provide ongoing support to new leaders. This form provides a checklist for you to use when contacting new leaders at various times of the year. Please indicate the date of each contact and check off the items that were reviewed with the new leader.

Leader's Name _____ **Troop** _____

Address _____

Phone _____ **Email** _____

Fall/Winter

Date(s) of contact: _____

Type of contact: In-person Phone Email

Leader has completed the following required training:

- Welcome to Girl Scouts SLLS- Successful Leader Learning Series
- DA/BR/JR/CA Basics Planning Trips Insurance 101

- Leader has an assistant or co-leader.
- Troop is registered.
- Leader has involved the parents in her troop and has a troop committee.
- Leader knows where Girl Scout shops are located and how items can be purchased.
- Leader has met or talked with Service Unit Manager and Membership Specialist.
- Leader knows about Council resources and services.
- Leader knows how to register for Council programs and training (TAP).
- Leader has opened a Troop Checking Account.
- Leader understands girl-adult partnership and is working with girls to plan troop activities.
- Troop sold Fall Product.
- Troop has a Cookie Manager.
- Leader knows how to do an Investiture and Rededication Ceremony.

Winter/Spring

Date(s) of contact: _____

Type of contact: In-person Phone Email

- Leader has a clear idea of the financial records, troop activity records, and individual girl records that need to be kept for reporting at the end of the year.
- Leader has attended a Service Unit Meeting(s).
- Troop has earned journey awards
- Troop sold cookies.
- Troop participated in a service project.
- Troop has attended a service unit or Council event.
- Leader knows how to plan a Court of Awards Ceremony.
- Leader is aware of camping opportunities (resident camp, day camp, troop camping).
- Leader knows how to complete the Annual Troop Review report.

Comments: _____