

Girl Scouts of Eastern Oklahoma
Annual Troop Leader/Advisor Agreement

In Girl Scouting, the leader has the most contact with the girls, as well as the most impact on them. The examples the leader sets of attitudes as well as actions may well influence the lives of girls. This agreement contains commitments to quality leadership and troop/group program. Please read carefully and sign below.

1. As a new leader/advisor, I will complete the GSUSA Successful Leader Learning Series requirements before my first troop meeting. OR As an experienced leader, I will complete conferences, workshops or training sessions offered by the council or a community entity that will enhance my skills as a leader.
2. I will observe all national and council policies, procedures and standards. I will place health and safety foremost in all troop activities, using the *Safety Activity Checkpoints* as my main resource. This includes having an appropriate level first aider as required by council. I will adhere to *Volunteer Essentials*, Volunteer Policies, and to the Girl Scout Promise and Law.
3. I will be responsible for regular troop meetings throughout the year and, using Girl-Adult planning, will plan and carry out a balanced program with appropriate, approved activities using Girl Scout resources, for the troop's program level.
4. I will be a financially responsible person. I will have a troop bank account. I will consult with the members of the troop before spending troop money. I will keep accurate financial records, complete financial reports as required and submit them to the proper person in January (statements May to December) and May (statements January to April). I am aware that I must keep receipts and bank statements for auditing. Failure to comply will result in non re-appointment.
5. I will be responsible for the registration/retention of girls and adults in the troop:
 - A. Prior to the first meeting in the fall, I will contact all girls and adults currently registered with the troop and encourage them to reregister.
 - B. By September 30, I will report to my service unit manager the names of those girls and adults who have reregistered. I will also report the names of those girls and adults who have chosen not to reregister along with the stated reason for that decision.
 - C. I will register the troop on time (by September 30) or as a new troop within one month, and continue to register additions to the troop as they are given to me.
6. I will attend leader meetings or send a representative. If neither is possible, I will notify the service unit manager in advance, and will make arrangements to get the materials from the meeting within one week.
7. I will involve parents in the activities of our troop by holding at least one parent meeting/event during the year, keeping them always informed about the plans of the troop.
8. I will strive to see that the troop completes the P.A.C.E. patch program and will turn in the form to the service unit manager on time.
9. I will support the council's goals (see examples below):
 - A. Council Fundraising: I agree to distribute any and all materials as related to Girl Scouts of Eastern Oklahoma adult fundraising events or programs.
 - B. Membership: I agree to not limit the size of my troop.
 - C. Program: I agree to distribute all materials related to council events and activities for girls and adults.
 - D. Product Sale Programs: I agree to give the girls in my troop the opportunity to participate in the Fall Product Sale Program and the Cookie Sale Program.

I have read the Troop Leader/Advisor Agreement and will fulfill all requirements as listed. I understand that these are the requirements for earning the Leader Award in the spring and must be completed in order to be considered for reappointment. I have also read and agree to the terms of the Volunteer Confidentiality Statement.

Name of Troop Leader (**Print**) _____ Troop # _____

Signature of Troop Leader _____ Date _____

Signature of Service Unit Manager _____ Date _____

The service team has reviewed this agreement and this leader HAS <input type="checkbox"/> HAS NOT <input type="checkbox"/> fulfilled the Troop Leader/Advisor Agreement.
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