

**Volunteer Management**

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|--------|-------------------------------------------------------------------------|--------|---------------------------------------------------------------|
| 001-VM | Welcome to Girl Scouting New Volunteer                                  | 034-VM | SU Education Coordinator Position Description                 |
| 003-VM | Volunteer/Parental Counseling/ Resolution and Communications Procedures | 035-VM | SU Education Coordinator Self-Assessment                      |
| 004-VM | SU Manager Position Description                                         | 036-VM | Family Partnership Manager Position Description               |
| 005-VM | SU Manager Self-Assessment                                              | 037-VM | Family Partnership Manager Self-Assessment                    |
| 006-VM | Welcome to Girl Scouts Letter                                           | 038-VM | Fall Product Sales Program SU Manager Position Description    |
| 007-VM | Thanks for Volunteering Letter                                          | 039-VM | Fall Product Sales Program SU Manager Self-Assessment         |
| 008-VM | Volunteer Reference Request Letter                                      | 040-VM | Fall Product Sales Program Troop Manager Position Description |
| 009-VM | Volunteer Reference Form                                                | 041-VM | Fall Product Sales Program Troop Manager Self-Assessment      |
| 010-VM | Organizer Position Description                                          | 042-VM | SU Cookie Program Manager Position Description                |
| 011-VM | Service Team Organizer Orientation                                      | 043-VM | SU Cookie Program Manager Self-Assessment                     |
| 012-VM | Organizer Self-Assessment                                               | 044-VM | SU Cookie Cupboard Coordinator Position Description           |
| 013-VM | Program Consultant Position Description                                 | 045-VM | SU Unit Cookie Cupboard Coordinator Self-Assessment           |
| 014-VM | Service Team Program Consultant Orientation                             | 046-VM | SU Unit Cookie Booth Coordinator Position Description         |
| 015-VM | Program Consultant Self-Assessment                                      | 047-VM | SU Cookie Booth Coordinator Self-Assessment                   |
| 016-VM | Outdoor Program Consultant Position Description                         | 048-VM | Troop Cookie Program Manager Position Description             |
| 017-VM | Outdoor Program Consultant Self-Assessment                              | 049-VM | Troop Cookie Program Manager Self-Assessment                  |
| 018-VM | Site Liaison Position Description                                       | 050-VM | Volunteer Facilitator Position Description                    |
| 019-VM | Site Liaison Self-Assessment                                            | 051-VM | Volunteer Facilitator Self-Assessment                         |
| 020-VM | Troop Leader Position Description                                       | 052-VM | Teen Consultant Position Description                          |
| 021-VM | Troop Leader Self-Assessment                                            | 053-VM | Teen Consultant Self-Assessment                               |
| 022-VM | Troop Committee Member Position Description                             | 054-VM | Adult Recognitions in Girl Scouting Booklet                   |
| 023-VM | Troop Committee Member Self-Assessment                                  | 055-VM | Application for Outstanding Leader                            |
| 024-VM | SU Registrar Position Description                                       | 056-VM | Application for Outstanding Volunteer                         |
| 025-VM | SU Registrar Self-Assessment                                            | 057-VM | Years of Service Pin                                          |
| 026-VM | SU Recognition Chair Position Description                               | 058-VM | Application for Green Angel Patch                             |
| 027-VM | SU Recognition Chair Self-Assessment                                    | 059-VM | Application for Leadership Development Pin                    |
| 028-VM | SU Auditor Position Description                                         | 060-VM | Application for Awards Requiring Board Approval               |
| 029-VM | SU Auditor Self-Assessment                                              | 061-VM | Outline for Endorsement Letter                                |
| 030-VM | SU Treasurer Position Description                                       | 062-VM | Individual Adult Record                                       |
| 031-VM | SU Treasurer Self-Assessment                                            | 063-VM | Juliette Coordinator Position Description                     |
| 032-VM | SU Public Relations Representative Position Description                 |        |                                                               |
| 033-VM | SU Public Relations Representative Self-Assessment                      |        |                                                               |

## Program Management

- 201-PM Property Reservation Procedures
- 202-PM Property Reservation/Troop Camping Application
- 203-PM Field Trip Application
- 204-PM Service Unit Encampment Application
- 205-PM Equipment Rental Agreement
- 206-PM Service Unit Event Guidelines
- 207-PM Service Unit Event Report Form
- 208-PM Juliette Low World Friendship Fund Contribution Report
- 209-PM Super Troop Application
- 212-PM Adult Education Registration
- 213-PM Adult Education Sign-in Sheet
- 214-PM Education Record Card
- 215-PM Event Registration
- 216-PM Outdoor Program Support and Program Equipment Rental Reservation
- 217-PM Indemnity Contract
- 218-PM Education Session Evaluation
- 219-PM Service Team Training Evaluation
- 220-PM Grade Level Essentials Evaluation
- 221-PM Leadership Essentials Evaluation

## Financial Management

- 300-FM Financial Guidelines for Troop Leaders
- 301-FM Detailed Cash Record and Annual Report of the Troop
- 302-FM Summary of Troop Detailed Cash Report
- 303-FM Troop Money-Earning Activity Application Packet
- 304-FM Guidelines/Report on Receipt of Money for Troop/Service Unit
- 305-FM Report of Club/Organization Donation
- 306-FM Loan or Financial Assistance Application
- 307-FM Scholarship Request for Membership Fees
- 308-FM Service Unit Cookie Share
- 309-FM Service Unit Fall Product Sales Share
- 310-FM Troop Checking Account Closure Letter
- 311-FM Service Unit Money-Earning Application

## Administrative Management

- 401-AM Service Team Meeting Guidelines
- 402-AM Information Summary for United Way/United Funds Requests
- 403-AM Recruitment Event Guidelines
- 404-AM Families Make It Happen
- 406-AM Parent Meeting Guidelines
- 407-AM Troop Authorization Form
- 408-AM Worksheet for Troop Organizers
- 409-AM Troop Projection Sheet
- 410-AM Troop Projection Summary Sheet
- 411-AM Troop Check List
- 412-AM Registration Summary Sheet
- 413-AM Troop Inventory Sheet
- 414-AM Individual Girl Record Sheet

## Miscellaneous

- 600-MM Table of Contents
- 601-MM Sudden Program and Service Opportunities
- 602-MM Order Form for Stockroom Supplies

*\* These pamphlets are prepared by Mutual of Omaha and provide detailed information about GSUSA activity insurance for members.*