

# Welcome!!

Thank you for your time, dedication, and commitment to Girl Scouts. Girl Scouts is a volunteer-based organization. Without you, there would be no Girl Scouting.

As a volunteer for Girl Scouts of Utah, you will have access to adult and girl member personal information. You are responsible for safeguarding this information. It should not be shared or used for any purpose that is not related to your volunteer duties. Because the primary concern at Girl Scouts is the health and safety of the girls and adults we serve, the release and distribution of any Girl Scout membership list to a Girl Scout council or non-Girl Scout entity, or release of any data or information on Girl Scout members, is prohibited except upon approval by Girl Scouts of the United States of America.

Starting with the 2008-2009 membership year, we have launched a new focus called "Transforming Leadership." Using the Girl Scout philosophy, leadership keys (Discover, Connect, and Take Action), and the values of the Girl Scout Promise and Law, it is our goal to give every participant a positive experience. Girls have the freedom to choose to participate in special interest groups, such as Juliettes, in Pathways, Series, Troops or Camps throughout the year.

From inner cities to the Internet, foster homes to homeless shelters, Native American reservations to migrant farm communities, schoolyard to backyards, Girl Scouts is there. Indeed, Girl Scouting is for every girl, everywhere. However, "everywhere" does not mean that all girls are aware of or have the opportunity to experience the fun and adventure of Girl Scouting.

Girl Scouts of Utah's goals are for Girl Scouting to truly reflect the face of Utah and to ensure that every girl who wants to join Girl Scouts has the opportunity to do so. This goal aligns with our long, proud history of diversity and inclusiveness. Our success will be measured by the excitement on a girl's face when she experiences a Girl Scout field trip for the first time or by the sense of accomplishment she feels after completing a personal goal. Success will also be measured by what she accomplishes later in life as a result of her Girl Scout experience. We believe that every girl deserves the opportunity to learn leadership and life skills that will help her achieve her goals.

The success of Girl Scouting is due to you—our volunteers. Your unique relationships with girls help us remain the pre-eminent organization for girls. With your support and direction, troop leaders and girls will understand the expected outcomes of the leadership experience. Our partnerships allow us to recruit more girls and adults, develop innovative program activities that benefit girls, raise needed funds to support the Girl Scout Movement, and share resources with other organizations committed to serving today's youth. We believe these investments will ensure a bright future for our community, country, and every girl, everywhere.

Once again, thank you for working to build a world of courage, confidence, and character for today's girls.

Lisa O'Bryan  
Director of Membership and Community Development

## **Service Unit Team**

The Service Unit team is a critical factor to the success of Girl Scouting in your community. The team consists of five adult volunteer positions. An adult volunteer may hold only one of these positions during any given membership year:

- Service Unit Director (SUD)
- Service Unit Bud (SUD-Bud)
- Finance Director
- Registrar
- Event Director

The Service Unit consists of four additional adult positions that are critical to the Service Unit. A volunteer who holds one of the five primary Service Unit positions can also accept the responsibilities of one or more of the following positions:

- Service Unit Cookie Manager (SUCM)
- Day camp director (refer to Service Unit Event Director section)
- Service Unit delegate
- Troop/group leader

This guide is designed to provide each Service Unit team member with the position requirements of the entire team, as well as to further explain the duties of each team member and how those duties contribute to the overall performance of the Service Unit. You will also find position agreement forms at the end of the guide for your reference.

Each Service Unit position requires management skills, dedication, and acceptance of GSU and Girl Scouts of the USA (GSUSA) policies and procedures. The following resources are provided to help locate information that supports the performance of all Service Unit positions:

- GSUSA's *Safety-Wise*
- GSU's *Volunteer Resource Guide* (VRG)
- GSU's *Fun Stuff Happening in Girl Scouting*
- GSU's *Volunteer Essentials*

## **Additional Support**

### **Team Jam**

This annual event gives Service Unit teams the opportunity to network with other volunteers throughout the council and to learn more about their roles and responsibilities.

### **Adult Training Workshops**

Workshops are designed for both experienced team members and those who are new to a Service Unit position. Training workshops provide information and fun ideas to help volunteers be successful. All members of the Service Unit team are required to take position-specific training. For more information regarding training times and dates, refer to the adult section of GSU's *Adult Education* Guide or contact your Volunteer Education Coordinator.

### **SUD Meetings and Service Unit Meetings**

It is recommended that each Service Unit Director or an assigned team member participates in a meeting hosted by Volunteer Services Coordinator (VSC). These meetings provide teams with important information and trainings that can be shared at Service Unit meetings.

Service Unit meetings provide an opportunity for Service Unit volunteers and troop leaders to share vital information and to network.



## Service Unit Director Position Description

### Summary:

The Service Unit Director (SUD) is the key administrative volunteer in a geographic area. The SUD works directly with the volunteers of the service unit to develop and direct the plan for extending Girl Scout membership within the Service Unit.

### Reports To:

Appointed by and accountable to the area Volunteer Services Coordinator (VSC)

### Responsibilities:

- Complete training for position within 6 months of appointment
- Ensure that the Service Unit works to meet the yearly objectives as set by the council Board of Directors
- Share knowledge, experience, and skills with a positive and flexible approach
- Work in partnership with volunteers and community members
- Recruit and manage volunteers for service unit team positions/committees
- Monitor team members' work and progress
- Develop communication methods to recruit, educate, mentor, welcome new leaders, and offer direct support to adult volunteers in service unit
- Conduct annual review of troop leaders, document strengths and opportunities for growth, and makes recommendations of reappointment of volunteer positions
- Conduct initial greetings and orientation and provide start-up packets for new volunteers
- Responsible for conducting service unit meetings
- Distribute council and service unit updates through e-mails, flyers, word of mouth, etc.
- Maintains a close liaison with the council's administrative and integrated support services to facilitate the implementation of the Girl Scout Mission
- Follow *Safety Activity Checkpoints*, GSU, and GSUSA policies and procedures to ensure a safe environment for girls, adults, and volunteers

### Qualifications:

- Enjoy working with girls and adults in a volunteer role with the ability to work with diverse populations
- Have leadership skills and ability to serve as a team leader, coach, and mentor
- Strong organizational skills, conflict management knowledge, and ability to delegate tasks and accountabilities

- Be at least 18 years of age and display mature judgment
- Be a registered member of Girl Scouts of the USA (GSUSA) and accept the belief and principles of the Girl Scout movement
- Abide by GSUSA and GSU policies and procedures
- Submit a completed GSU Volunteer Application Form
- Submit a completed GSU Criminal Background Check (CBC)
- Complete appropriate training courses
- Maintain confidentiality of Girl Scout information which is not to be used for any reason other than Girl Scout business

**Benefits:**

- Opportunity to make a positive difference in the lives of today's girls
- Networking and developing lifelong adult Girl Scout friends
- Personal growth and development of skills
- Sense of contribution and accomplishment



## Service Unit SUD-Bud Position Description

### Summary:

The Service Unit SUD-Bud supports the Service Unit Director (SUD) for a geographic area. The SUD-Bud supports the service unit through girl and volunteer recognition, manages policy-influencing volunteers, and ensures the service unit has appropriate delegate representation. The SUD-Bud should be prepared to assume the duties of the Service Unit Director, if necessary.

### Reports To:

Service Unit Director

### Supported By:

Volunteer Services Coordinator (VSC)

### Responsibilities:

- Shares knowledge, experience, and skills with a positive and flexible approach
- Works in partnership with volunteers and community members
- Oversee Service Unit Recognitions:
  - Develop recognitions plan to honor girls achievements within service unit
  - Develop and implement plan to recognize volunteer accomplishments within service unit
  - Develop and implement a plan that supports recognition of community and troop sponsorships
  - Identify worthy nominations for GSU service unit and council awards
  - Assist with the communication and attendance of service unit volunteers to attend GSU's Volunteer Appreciation Event/s.
- Manage policy-influencing volunteers:
  - Ensure the service unit has appropriate delegate representation at town meetings, service unit meetings, and annual meeting
  - Assist delegates when needed
  - Inform when delegate trainings are being offered
  - The SUD-Bud may become a service unit delegate, alternate delegate, or just manage the process by overseeing the election of those who will accept the role of delegate(s) for the service unit. This position communicates any concerns, questions, and suggestions regarding policies and procedures from the service unit directly to the Board of Directors and CEO.
- Submit media requests on behalf of troops and service unit
- Support service unit director and may assume the duties of the SUD, if necessary

- Distribute council and service unit updates through e-mails, flyers, word of mouth, etc.
- Maintains a close liaison with the council's administrative and integrated support services to facilitate the implementation of the Girl Scout Mission
- Follow *Safety Activity Checkpoints*, GSU, and GSUSA policies and procedures to ensure a safe environment for girls, adults, and volunteers

**Qualifications:**

- Enjoy working with adults in a volunteer role with the ability to work with diverse populations
- Have leadership skills and ability to serve as a team leader, coach, and mentor
- Strong organizational skills and ability to delegate tasks and accountabilities
- Be at least 18 years of age and display mature judgment
- Be a registered member of Girl Scouts of the USA (GSUSA) and accept the belief and principles of the Girl Scout movement
- Abide by GSUSA and GSU policies and procedures
- Submit a completed GSU Volunteer Application Form
- Submit a completed GSU Criminal Background Check (CBC)
- Complete appropriate training courses
- Maintain confidentiality of Girl Scout information which is not to be used for any reason other than Girl Scout business

**Benefits:**

- Opportunity to make a positive difference in the lives of today's girls
- Recognition of girl and adult achievements
- Self worth and personal gratification for making people feel accepted, welcome, and honored for their commitment to Girl Scouting
- Retention of volunteers within the service unit
- Networking and developing lifelong adult Girl Scout friends
- Sense of contribution and accomplishment



## Service Unit Finance Director Position Description

### Summary:

The Service Unit Finance Director supports the Service Unit Director for a geographic area. The Service Unit Finance Director teaches adult volunteers and supports individual accountability for Girl Scout funds within the service unit.

### Reports To:

Service Unit Director

### Supported By:

Director of Finance

### Responsibilities:

- Shares knowledge, experience, and skills with a positive and flexible approach
- Works in partnership with volunteers and community members
- Manage and maintain bank accounts and reports for service unit:
  - Co-signer on service unit bank account with service unit director
  - Co-signer on event/day camp account with event/day camp director
  - Complete and submit service unit annual financial report
  - Review service unit day camp/council-sponsored event(s) financial reports
- Work directly with troop leaders on financial issues
  - Review and keep copy of each troop annual financial report. Submit copy of report to Girl Scouts of Utah
  - Help troops open and close bank accounts, when necessary, and work with troop leaders in fairly distributing troop funds.
- Work with fund development liaison regarding fund-raising opportunities and ideas
  - Understand and communicate financial policies and procedures to service team
  - Communicate and oversee the Girl Scouts of Utah Family Campaign information to the service unit
- Distribute council and service unit updates through e-mails, flyers, word of mouth, etc.
- Maintains a close liaison with the council's administrative and integrated support services to facilitate the implementation of the Girl Scout Mission
- Follow *Safety Activity Checkpoints*, GSU, and GSUSA policies and procedures to ensure a safe environment for girls, adults, and volunteers

### Qualifications:

- Enjoy working with adults in a volunteer role with the ability to work with diverse populations

- Be computer literate.
- Detail oriented with ability to meet deadlines
- Be at least 18 years of age and display mature judgment
- Be a registered member of Girl Scouts of the USA (GSUSA) and accept the belief and principles of the Girl Scout movement
- Abide by GSUSA and GSU policies and procedures
- Submit a completed GSU Volunteer Application Form
- Submit a completed GSU Criminal Background Check (CBC)
- Complete appropriate training courses
- Maintain confidentiality of Girl Scout information which is not to be used for any reason other than Girl Scout business

**Benefits:**

- Opportunity to make a positive difference in the lives of today's girls
- Ensuring maximum benefits to girls by keeping Girl Scouting affordable and financially strong in the community
- Use of skills and talents to share with an organization needing your resources
- Networking and developing lifelong adult Girl Scout friends
- Sense of contribution and accomplishment



## Service Unit Registrar Position Description

### **Summary:**

The Service Unit Registrar supports the Service Unit Director for a geographic area. The Service Unit Registrar manages the membership information from the troops in the Service Unit ensuring accuracy and complete information.

### **Reports To:**

Service Unit Director

### **Supported By:**

Girl Services Director

### **Responsibilities:**

- Shares knowledge, experience, and skills with a positive and flexible approach
- Works in partnership with volunteers and community members
- Oversee membership registration of girls and adults in service unit:
  - Distribute membership registration forms to current and new troops
  - Instruct troop adults on the correct completion of registration forms
  - Receive forms, membership dues and HUGS donations monies from the troop, provide receipt of payment and forward on to council shop
  - Check each registration form for completeness and accuracy
  - Develop a system to maintain service unit membership registration information. Update service team members on a regular basis
  - Attend and participate in service team and service unit leaders' meetings
  - Contribute to the development of a diverse and pluralistic Girl Scout membership
  - Assist service team members in moving the service unit toward its goals
  - Confirm required training components are met by reviewing reports received from GSD
- Report to Service Unit Director on a monthly basis the status of troop membership
  - Review membership data and reports with service unit
  - Keep track of each troop, where they meet, troop leadership changes, which troops have openings or are accepting more girls in troop, and forward update information to GSD for database input
- Understand and work closely with troops as they participate in the early re-registration campaign
- Distribute council and service unit updates through e-mails, flyers, word of mouth, etc.
- Maintains a close liaison with the council's administrative and integrated support services to facilitate the implementation of the Girl Scout Mission

- Follow *Safety Activity Checkpoints*, GSU, and GSUSA policies and procedures to ensure a safe environment for girls, adults, and volunteers

**Qualifications:**

- Enjoy working with adults in a volunteer role with the ability to work with diverse populations
- Detail oriented with ability to meet deadlines
- Be at least 18 years of age and display mature judgment
- Be a registered member of Girl Scouts of the USA (GSUSA) and accept the belief and principles of the Girl Scout movement
- Abide by GSUSA and GSU policies and procedures
- Submit a completed GSU Volunteer Application Form
- Submit a completed GSU Criminal Background Check (CBC)
- Complete appropriate training courses
- Maintain confidentiality of Girl Scout information which is not to be used for any reason other than Girl Scout business

**Benefits:**

- Opportunity to make a positive difference in the lives of today's girls
- Easy to use, web-based membership program
- Ability to assist with more girls' ability to participate in the Girl Scout experience.
- Accurate girl and adult membership, recognition, and program records at your fingertips
- Networking and developing lifelong adult Girl Scout friends
- Sense of contribution and accomplishment



## Service Unit Event Director Position Description

### Summary:

The Service Unit Event Director works directly with the volunteers of the service unit and within the community to provide and coordinate safe quality program events for girls of all ages. The Service Unit Event Director must have the enthusiasm and ability to generate girls' interests and curiosities about the ways that they can *discover* themselves and their values, *connect* with others, and *take action* to make the world a better place through the New Girl Scout Leadership Experience.

### Reports To:

Service Unit Director

### Supported By:

Pathway Coordinator

### Responsibilities:

- Shares knowledge, experience, and skills with a positive and flexible approach
- Works in partnership with volunteers and community members
- Manage, plan, and oversee fun, interactive service unit events and activities involving girls' interests and needs, including *Council-Sponsored Events hosted by the Service Unit*
- Recruit, manage, and oversee the service unit's Day Camp. (The Event Director may be the day camp director or she/he may recruit and work with someone in the service unit who will assume the responsibility of all day camp planning and management)
- Selects and trains committee members for events and activities
- Manages the budget and financial accountability of events, including Activity Credit redemption and event registration process, to ensure that the handling of funds meet with Girl Scouts of Utah's (GSU) policies and procedures
- Communicate guidelines to leaders within the service unit regarding troop trips, camping, and day trips
- Work with troop leaders to approve Simple Troop Trips (2 nights or less in a non-camping environment) and Day Trips
- Inform service unit director when troops are taking special outings outside regular meeting places
- Communicates effectively and delivers clear, organized, and vibrant presentations or information to the individual or group
- Maintains a close liaison with the council's administrative and integrated support services to facilitate the implementation of the Girl Scout Mission

- Attend service unit meetings
- Follow *Safety Activity Checkpoints* and GSU policies and procedures to ensure a safe environment for girls

**Qualifications:**

- Enjoy working with girls and adults in a volunteer role with the ability to work with diverse populations
- Be at least 18 years of age and display mature judgment
- Be a registered member of Girl Scouts of the USA (GSUSA) and accept the belief and principles of the Girl Scout movement
- Enjoy working with girls and adults in a volunteer role with the ability to work with diverse populations
- Be at least 18 years of age and display mature judgment
- Be a registered member of Girl Scouts of the USA (GSUSA) and accept the belief and principles of the Girl Scout movement
- Abide by GSUSA and GSU policies and procedures
- Ability to supervise adult volunteers and committees
- Submit a completed GSU Volunteer Application Form
- Submit a completed GSU Criminal Background Check (CBC)
- Complete appropriate training courses
- Maintain confidentiality of Girl Scout information which is not to be used for any reason other than Girl Scout business

**Benefits:**

- Opportunity to make a positive difference in the lives of today's girls
- Sense of contribution and accomplishment
- Financial support for girl program when service units sponsor a *Council-Sponsored Event Hosted by the Service Unit*
- Events girls want can be held within their own service unit

## Service Unit Cookie Manager Position Description

### Summary:

The Service Unit Cookie Manager supports the Service Unit Director (SUD) for a geographic area. The Service Unit Cookie Manager coordinates and supervises the annual cookie product sale at the service unit level.

### Reports To:

Service Unit Director

### Supported By:

Cookie Program Manager

### Responsibilities:

- Shares knowledge, experience, and skills with a positive and flexible approach
- Works in partnership with volunteers and community members
- Attend council service unit cookie managers' training
- Supervise cookie program and delivery in the service unit area
- Training of Troop Cookie Managers (TCM):
  - Work with Service Unit Registrar to ensure that all troops and girls participating in the sale are currently registered
  - Obtain completed TCM Agreement forms from each TCM in service unit
  - Instruct TCMs in the service unit on the goals of the program, use of money earned, correct completion of forms, timelines, booth sale requirements and guidelines, and money collection/banking procedures
  - Compile and distribute all program and sales materials to TCMs
- Service Unit Paperwork and Delivery:
  - Review and/or enter troop orders and bank deposits into web-based cookie software program
  - Process troop orders and follow procedures as directed by council within designated deadlines
  - Obtain delivery sites for troop orders and submit information to Cookie Program Manager by required deadline
  - Accept and sign the receipt for cookies delivered to the cookie station(s)
  - Coordinate the distribution of cookies to TCMs in an efficient manner
  - Complete service unit/troop sales reports and evaluations and forward all documents as directed
- Coordinate booth sales of service unit:
  - Obtain permission from businesses for troops to hold booth sales at locations not listed on the GSU web site.
- Be responsible for all product handled

- If a troop does not pay in full, a collection report and all supporting documents must be submitted with service unit cookie reports
- Distribute council and service unit updates through e-mails, flyers, word of mouth, etc.
- Maintains a close liaison with the council's administrative and integrated support services to facilitate the implementation of the Girl Scout Mission
- Follow *Safety Activity Checkpoints*, GSU, and GSUSA policies and procedures to ensure a safe environment for girls, adults, and volunteers

### **Qualifications:**

- Enjoy working with adults in a volunteer role with the ability to work with diverse populations
- Have leadership skills and ability to serve as a team leader, coach, and mentor
- Strong organizational skills, maintain accurate records, conscientious about meeting deadlines, and math/accounting skills
- Be computer literate with access to a computer with internet connection, the ability to utilize a valid email address, and ability to enter data into a web-based membership database
- Accept responsibility for the product and monies handled
- Be at least 18 years of age and display mature judgment
- Be a registered member of Girl Scouts of the USA (GSUSA) and accept the belief and principles of the Girl Scout movement
- Abide by GSUSA and GSU policies and procedures
- Submit a completed GSU Volunteer Application Form
- Submit a completed GSU Criminal Background Check (CBC)
- Complete appropriate training courses
- Maintain confidentiality of Girl Scout information which is not to be used for any reason other than Girl Scout business

### **Benefits:**

- Opportunity to make a positive difference in the lives of today's girls
- Networking and developing lifelong adult Girl Scout friends
- Sense of contribution and accomplishment



## Service Unit Delegate Position Description

### Summary:

The Service Unit Delegate is a volunteer who communicates between the Board of Directors and the service unit. The delegate communicates policy questions, concerns, and suggestions from the service unit to the Board of Directors and CEO, and in turn communicates the discussion results back to the service unit. The delegate also serves as a voting member at the Council's Annual Meeting.

### Reports To:

SUD-Bud

### Responsibilities:

- Shares knowledge, questions, and concerns with a positive and flexible approach
- Works in partnership with volunteers and community members
- Follow *Safety Activity Checkpoints*, GSU, and GSUSA policies and procedures to ensure a safe environment for girls, adults, and volunteers
  
- **Meetings**
  - Prepare for and attend all service unit meetings of the service unit represented
  - Make arrangements for an alternate delegate to be at the service unit meeting when unable to attend
  - Request agenda time at appropriate service unit meetings to lead discussions on questions, concerns, and suggestions members would like communicated to the Board of Directors and CEO
  - Attend two (2) area Town Meetings annually; one (1) Spring and one (1) Fall
  - Make arrangements for an alternate delegate to represent the service unit at Town Meetings when unable to attend
  - Attend delegate trainings
  
- **Annual Meeting**
  - Attend Annual Meeting to elect board members, nominating committee members, and to vote on other business as necessary
  
- **Collective Delegates responsibilities (as defined by the bylaws):**
  - Communicate policy questions, concerns, and suggestions from the service unit to the Board of Directors and CEO
  - Communicate discussion results from the Board of Directors and CEO to the service unit

- Serve as voting members at Council's Annual Meeting
- Conduct other business as deemed to be in the general interest of GSU

**Qualifications:**

- Enjoy working with girls and adults in a volunteer role with the ability to work with diverse populations
- Maintain knowledge of current Girl Scout programs and staff
- Be a registered member of Girl Scouts of the USA (GSUSA) and accept the belief and principles of the Girl Scout movement
- Abide by GSUSA and GSU policies and procedures
- Be at least 14 years of age and display mature judgment
- Understand the difference between policy, governance and operational issues
- Share resources, talents, and expertise with the corporation, including contacts for financial support
- Serve as an ambassador to the community and monitor the public image of GSU
- Identify individuals for potential membership on the Board and its committees and refer names to Nominating Committee
- Complete appropriate training courses

**Benefits:**

- Opportunity to make a positive difference in the lives of today's girls
- Networking and developing lifelong adult Girl Scout friends
- Personal growth and development of skills
- Sense of contribution and accomplishment



## Troop/Group Leader Position Description

### Summary:

The troop/group Leader works directly with girls, helping them to develop their leadership skills on an individual or group basis. The troop/group Leader will have the enthusiasm and ability to generate girls' interests and curiosities about the ways that they can *discover* themselves, *connect* with others, and *take action* to make the world a better place through the New Girl Scout Leadership Experience.

### Reports To:

Service Unit Director

### Supported By:

Volunteer Services Coordinator

### Responsibilities:

- Shares knowledge, experience, and skills with a positive and flexible approach
- Works in partnership with girls and adults
- Manages the troop/group funds, ensuring that the handling of the funds meet with Girl Scouts of Utah's (GSU) policies and procedures
- Processes and completes all registration and other paperwork, ensuring that the handling of the paperwork meets GSU's policies and procedures
- Organizes fun, interactive, girl-led series of activities, which address current issues involving girls' interest and needs
- Communicates effectively and delivers clear, organized information to the individual or group
- Maintains a close liaison with the council's administrative and integrated support services to facilitate the implementation of the Girl Scout Mission
- Attend monthly service unit meetings or have a representative from troop attend
- Follow *Safety Activity Checkpoints*, and GSU policies and procedures to ensure a safe environment for girls
- Provides guidance and information regarding meeting and events with girls' parents or guardians on a regular and ongoing basis

### Core Competencies:

- **Girl Focus:**  
Helps girls set realistic, clearly defined goals/objectives to experience the New Girl Scout Leadership experience and achieve outcomes via Discover, Connect, and Take Action

- **Adaptability:**  
Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments
- **Fostering Diversity:**  
Understands differences and embraces differences
- **Oral Communication:**  
Expresses ideas clearly and concisely
- **Personal Integrity:**  
Demonstrates honesty, credibility, and dependability

### **Qualifications:**

- Enjoy working with girls and adults in a volunteer role with the ability to work with diverse populations
- Be at least 18 years of age and display mature judgment
- Be a registered member of Girl Scouts of the USA (GSUSA) and accept the belief and principles of the Girl Scout movement
- Abide by GSUSA and GSU policies and procedures
- Submit a completed GSU Volunteer Application Form
- Submit a completed GSU Criminal Background Check (CBC)
- Complete appropriate training courses
- Maintain confidentiality of Girl Scout information which is not to be used for any reason other than Girl Scout business

### **Benefits:**

- Opportunity to make a positive difference in the lives of today's girls
- Sense of contribution and accomplishment

### **Forms**

Volunteer Agreement Form  
Service Unit Cookie Manager Agreement Form