

Volunteer Management

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

- _____ 061-VM Outline for Endorsement Letter
- _____ 062-VM Individual Adult Record
- _____ 063-VM Juliette Coordinator Position Description

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

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

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 New Troop Authorization Form
- _____ 408-AM Worksheet for 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's Record

Miscellaneous

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



Order Form for Service Team Forms

Service Unit _____ Date _____

Mail to _____
Name

Street _____

City _____ State _____ Zip _____

I will pick up, please call when ready at the following phone number, _____

Please fill out the above information and mark how many copies you need next to the form number description. Mail to: C/O Girl Scouts of the Chesapeake Bay, 501 S. College Ave., Newark, DE 19713 or Fax to: 1-302-456-7188. A copy will be returned with your order. Please allow 1-2 weeks turn-around time. Thank You!

Filled by _____ Date filled _____ Date shipped _____ # of packages _____

Picked-up at GSCB Office by _____ Date _____

All forms are also available on our website at: www.GSCB.org

