



Girl Scout Troop Volunteer Roles & Responsibilities

Troop leaders have many responsibilities, but you don't have to do it all alone!

Delegating tasks helps create a supportive troop community where everyone contributes to making the experience great for the girls. Below are volunteer opportunities that caregivers*, troop committee volunteers, and troop leaders can take on to share the work and joy of troop life. The troop responsibilities list is quite extensive, but don't worry—you can pick and choose the roles and tasks that work best for your troop and your Girl Scouts.

Some roles/tasks do not require caregivers to be registered and approved volunteers. These positions with this requirement are marked with an asterisk (). However, any adult who is present during a Girl Scout event or troop meeting must be a registered and approved volunteer.*

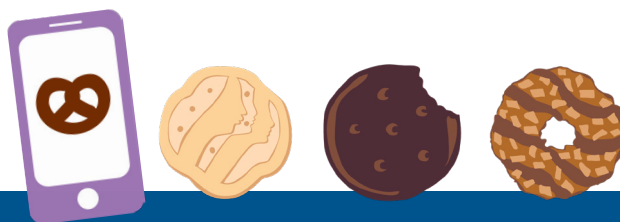


Troop Meetings

Role/Task	Description of Responsibilities
Attendance	Maintain a spreadsheet of all meetings and activities, recording which girls were present.
Badge Purchases*	Make regular trips to pick up badges or uniform pieces as needed.
Bank Account Signers (2)	Serve as authorized signers for the troop bank account. One will hold the debit card; the second will co-sign checks used for reimbursements, rentals, and supplies.
Bridging Planner	Help organize end-of-year parties and bridging ceremonies to celebrate the girls' accomplishments.
Communication Coordinator	Manage troop communication platforms (Facebook, BAND, newsletters) to keep all caregivers informed.
Crafter	Plan fun, creative activities for meetings—such as painting, slime making, or craft projects—for when the girls need to decompress.
Document and Post-Meeting Details	Use Facebook, the troop's text group, or newsletters to share pictures, meeting recaps, and details of what the girls accomplished and how they earned their badges.
Dues Collector	Collect and track troop dues as outlined in the caregiver agreement.
Finance Manager	Track all troop income and expenses, collect images of receipts, and maintain accurate financial records.
First Aider	Must be CPR and first aid certified. Carry a troop first aid kit and review all Health History forms to be aware of any medication needs.
Health History/ Photo Release Paperwork	Collect and maintain paperwork for adults and girls at the first meeting and before summer events.
Plan Meeting Steps	Select badges and research how girls will earn them.
Present Meeting	Lead the meeting and assign duties to others as needed.
Recycle/Reuse Partner*	Monitor local community groups for free or reusable supplies that can be used for troop activities.
Schedule Meetings	Ensure meeting times and locations are set and added to the calendar, including an outline of planned activities.

Troop Meetings continued...

Role/Task	Description of Responsibilities
Supply Runner	Purchase or order meeting supplies ahead of time (using the troop debit card if applicable).
Swag Maker*	Use a Cricut or heat press to create troop shirts, bags, or other troop-branded items.
Uniform Seamstress*	Assist by sewing badges onto vests or sashes during meetings.



Product Programs

Role/Task	Description of Responsibilities
Booth Blinger	Develop fun themes or decorations for cookie booths. Plan activities like bingo cards, challenges, or costumes to make selling more engaging.
Cookie Volunteer	Coordinate cookie communications, handle pickup and disbursement, make bank deposits, organize cookie booths, and manage troop cookie inventory.
Gifts & Goodies Volunteer	Manage all Gifts & Goodies (fall product) communications, collect payments for paper orders, and disburse product as needed.



Field Trips/Overnights

Role/Task	Description of Responsibilities
Community Partner (Field Trip Planner)	Communicate with local businesses or organizations to plan field trips and community partnerships.
Drivers (3)	Must be cleared volunteers with vehicles that can safely fit five children in the back (with car seat space for younger girls).
Field Trip Paperwork	Make copies and collect all required forms for field trips and camping events.
Food Prep/Cook	Plan meals and grocery lists for field trips and overnight events. Stay aware of allergies and dietary restrictions.
Outdoor Specialist	Assist with outdoor activities; be knowledgeable about safety, Leave No Trace principles, and campfire building (completion of Let's Go Camping training recommended).
Packing List Information	Share supply lists for day trips and overnight events.

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