

Volunteer Management

_____	001-VM	Welcome to Girl Scouting New Volunteer
_____	002-VM	Welcome to Girl Scouting Volunteer Renewal
_____	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 Coach Position Description
_____	014-VM	Program Coach Orientation
_____	015-VM	Program Coach Self-Assessment
_____	016-VM	Outdoor Program Coach Position Description
_____	017-VM	Outdoor Program Coach 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 Coach Position Description
_____	053-VM	Teen Coach 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	Leadership Development Pin
_____	060-VM	Awards Requiring Board Approval
_____	061-VM	Outline for Endorsement Letter
_____	062-VM	Individual Adult Record

Items 055-VM – 062-VM are included in 054-VM, Adult Recognitions in Girl Scouting Booklet.

Program Management

_____	200-PM	<i>Insurance Claim Form*</i>
_____	201-PM	<i>GS Basic Coverage Insurance Pamphlet*</i>
_____	202-PM	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

* 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	Financial Assistance Application
_____	307-FM	Scholarship Request for Membership Fees
_____	308-FM	Service Unit Cookie Share
_____	310-FM	Troop Checking Account Closure Letter
_____	311-FM	2009-2010 Chesapeake Challenge

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

Miscellaneous

_____	600-MM	Order Form for Stockroom Supplies
_____	601-MM	Sudden Program and Service Opportunities

Order Form for Service Team Forms

Service Unit _____ Date _____

Mail to _____
Name _____ Street _____ Development _____

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: *Stockroom, Girl Scouts of the Chesapeake Bay Council, Inc., 501 South College Avenue, 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 Council Office by _____ Date _____

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

