

TROOP ORGANIZER MANUAL



GIRL SCOUT MISSION

**Girl Scouting builds girls of courage,
confidence, and character,
who make the world a better place.**

GIRL SCOUTS OF NASSAU COUNTY, INC.

110 Ring Road West

Garden City NY 11530-3296

Phone 516.741.2550 * Fax 516. 741.2207

www.gsnc.org

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TABLE OF CONTENTS

Troop Organizer Volunteer Description

Your Image of Girl Scouting

Benefits of Girl Scouting

How to Market Girl Scouting

Recruiting Girls and Adults

Planning Recruitment

Tips for a Successful Interview

Volunteer Policies and Forms

Leader/Advisor Position Description

Forming and Registering Troops

Pathways

Membership Scenarios

Non-Disclosure Agreement



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TITLE: **TROOP ORGANIZER**

PURPOSE: As a member of the Service Team, work with other members of the Association to implement the recruitment and registration process in the assigned area to ensure that all girls have the opportunity to participate in the Girl Scout Movement.

APPOINTED BY AND ACCOUNTABLE TO: The Chair of Association Volunteers, their designee, or to the assigned Member Services Staff (if Association does not have a Chair)

QUALIFICATIONS:

- Ability to work with adults
- Organizational skills
- Willingness to accept direction

RESPONSIBILITIES:

- Become a registered Girl Scout.
- Uphold the guidelines of the Council and work in partnership with your Field Director.
- Take all precautions regarding privacy of information of individuals.
- Recruit qualified adults to lead and support Troops within the Association.
- Recruit and place new and re-registering girls in Troops.
- Attend and report at the Service Team meetings.
- Participate in the development of an Association Plan of Work including recruitment and registration needs based on statistics provided by your Field Director.
- Develop a plan for serving girls on waiting lists in cooperation with the Service Team.
- Support Troop Leaders to ensure registration of all individuals and the collection of Family Partnership contributions is done in a timely manner.
- Help secure a Troop meeting place and provide assistance for the parent meeting if needed.
- Collect completed forms with payment including Tag-Along and Family Partnership and deliver to the Council.
- Maintain accurate records.
- Coordinate Troop equipment including Troop checkbook from disbanded Troops.
- Take training and updates required for the position.

TERM: One year with an annual review. May be re-appointed.

YOUR IMAGE OF GIRL SCOUTING

What is your image of Girl Scouting? What kind of mental pictures do you see when someone says those words, **Girl Scouting**? Do you see girls having fun? Do you see girls in uniforms? Do you see Troop meeting activities? Do you see adults enjoying themselves as they work with the girls? Or do you see adults arguing? A pile of work ahead? Tired faces?

*Whatever you **THINK** Girl Scouting is.....That's what it is.*

Does your enthusiasm about the program make you glow and inspire other people with your enthusiasm? Or does your body language say that Girl Scouting is too much work?

Your actions, your attitude, and your words tell other people about Girl Scouting. Much has been said and written about the "**Power of Positive Thinking**." In Girl Scouting, your attitude and thinking affect other people...not only girls, but the adults as well. A frown and a grumble are just as infectious as a smile and a kind word. Which would you rather pass on to others?

*Whatever you **THINK** Girl Scouting is.....That's what it is.*

How can you expect to generate enthusiasm among adults, girls, or their parents if your attitude tells them that it isn't really much fun after all? How can you expect a project or activity to be successful when you knew all along that it was doomed to fail?

*Whatever you **THINK** Girl Scouting is.....That's what it is.*

There's a lot more to be said for the Girl Scout song "**I've Got That Girl Scout Feeling**." The more Girl Scouts who have that Girl Scout Feeling, "up in their head, deep in their heart and down in their toes," the more fun and exciting the program can be for all Girl Scouts, adults included.

Your image of Girl Scouting is showing. It shows at every meeting: Troop, Association or Council...during all your activities, on all field trips, and at every camping event. What image of Girl Scouting do you pass on?

*Whatever you **THINK** Girl Scouting is.....That's what it is.*

BENEFITS OF GIRL SCOUTING FOR GIRLS

Girl Scouts is the largest personal development and leadership program for **girls**. Girl Scouts is **fun**. It provides a **safe environment** for girls to connect. In Girl Scouts girls will **discover, connect** and **take action**. Here are a few of the many benefits Girl Scouting offers all girls.

Through participation in Girl Scouting, a girl:

- ❖ Develops leadership skills.
- ❖ Grows in social skills.
- ❖ Practices communication skills.
- ❖ Meets new people and makes new friends.
- ❖ Learns by doing.
- ❖ Explores career opportunities.
- ❖ Takes trips and travels to new places.
- ❖ Works with caring, trained adults.
- ❖ Acquires skills that will be useful in the future.
- ❖ Learns about her community and its needs.
- ❖ And has Fun!

BENEFITS OF VOLUNTEERING IN GIRL SCOUTING

Adults volunteer for a variety of reasons, including:

- ✓ Meaningful use of time.
- ✓ Sharing knowledge, experience and skills.
- ✓ Community involvement – investment in the community.
- ✓ Helping to develop the future.
- ✓ Creative outlet.
- ✓ Opportunity for recreation.
- ✓ Opportunity to be a role model.
- ✓ Opportunity to meet new people – professional contacts.
- ✓ Sense of accomplishment.
- ✓ Opportunity to transfer beliefs into action.
- ✓ Salable skills and experience for jobs and promotion – career exploration.
- ✓ Fun.
- ✓ Opportunity for personal growth and development.
- ✓ Personal need – feeling you're needed.
- ✓ Satisfaction of serving and helping.
- ✓ Prestige of volunteering for a national and international organization.
- ✓ Opportunity to get family and friends involved.
- ✓ The opportunity to work with and make a difference in the lives girls..

“The number one reason people don't volunteer: No one asked”

HOW TO MARKET GIRL SCOUTING

This section will focus on two of the most important areas of marketing: **Preparation** and **Presentation**. That's what selling is all about. We are all sales representatives of Girl Scouting. What is a sales representative? According to the dictionary, it is a person who makes their living by selling. One of the definitions of professional is "done in a business-like manner." A liberal interpretation of these definitions is a person who makes their living by efficiently selling a product or service.

The primary ingredients of selling: **Preparation, Attitude, Preparation, Knowledge, Preparation, Presentation, Preparation, Follow-Up**. Were there any repetitive words there? You bet there was! If you are willing to prepare for a presentation, then the attitude is there. In preparing your presentation, you gain more knowledge about your subject. With proper preparation your presentation will be successful, and if you are prepared to follow-up, then you have all of the ingredients of a successful sale.

The other primary ingredient is to know your customer. Learn all you can about their likes, dislikes, and habits. Introduce yourself to each one of them, if you don't already know them.

Generalizations that apply to any type of meeting:

- Be **Positive, Pleasant, and Persuasive** without being pushy.
- Believe in Murphy's Law that says whatever can go wrong will, and prepare for it.
- **Believe in your ability** to get your point across in the most positive manner.
- **Emphasize the features and benefits** of Girl Scouting, and be able to counteract any objections with your knowledge.
- **Remember** that each group's needs, wants and objections can be different even though they are right next door to each other.
- **Remember** maintain the control needed to be able to answer any detractors. You will rarely be able to sell a program on the first try, but your rejections will seldom be total. Be able to accept rejection gracefully and graciously and use this as a tool that needs to be honed finer in order to be successful. Start your honing process by suggesting another meeting in the near future. Go back to your service team with an honest critique, and plan for success the next time.
- **Never talk too long.** Time your presentation so that there is still enthusiasm when you are finished.
- **Closing, the most important part of the presentation!!** Closing means getting the person or people to do what you spent so much time and effort on. It is also the most difficult part.

When to close:

- When you find yourself repeating or belaboring your subject;
- When you start getting nods of agreement from the key people;
- When the body language is open and accepting you.

Let them know that now is the time for them to make the commitment, but never back yourself into a corner that you can't get out of. This is when counteracting negatives in a positive manner is most important, because you have now laid it on the line. This is where you are going to get them and they know it.

After the meeting

If it was a successful meeting, seek out the people that you got the positive vibes from, work to get their commitment and begin organizing the Troop. If it was not so successful, then you go to these positive people, discreetly, for feedback and input for use at the next meeting. This is when you start preparing your follow-up. At no time do you show your disappointment or put your tail between your legs like a whipped puppy and slink out of the meeting.

RECRUITING GIRLS AND ADULTS

Recruitment isn't just about fall anymore! It's about engaging and reengaging girls and adults throughout the year. Consider a quarterly approach; deliver a series offerings in the fall, winter, spring, and summer, for example. By concentrating efforts in this way, recruitment, volunteer on-boarding, and re-engagement efforts will be less overwhelming.

The primary role or function of the Troop Organizer is to market the Girl Scout program to adults and girls, to make sure everyone knows Girl Scouting is thriving in the community and all girls have the opportunity to participate.

Why is recruitment needed?

Recruitment exists in Girl Scouting to maintain growth in the Movement. Girl Scouting would cease to exist without the recruitment of girls and adults and the organization of new Troops and groups.

Who to recruit?

Adults are needed to provide leadership to the **girls** interested in belonging to a Troop or other Pathways. Be sure to share the position description with potential candidates.

Adult Volunteers in Girl Scouting

Adult Volunteers:

- ❖ A volunteer can be any person eighteen years of age and over.
- ❖ A volunteer is a caring individual, concerned with the well being of others, who enjoys working with his or her community.
- ❖ A good volunteer is responsible and reliable.

Positions to be recruited: While the Troop Organizer is concerned primarily with recruiting adults to serve as Troop Leaders, there are many other volunteer opportunities within the community. If family members are unable to serve as Leaders they may be interested in another position and can be referred to the appropriate person.

- Troop Leader
- Short Term volunteers for these positions assist the Leader and the Troop and should be referred to the Troop Leader, who will need the help of a committee throughout the year.
 - Troop Cookie Manager
 - Troop Fall Products Chair (Mags&Munchies)
 - Troop communication person
 - Snack parent
 - Troop Treasurer
 - Other positions as requested by the Leader
- Some adults may be interested in helping as part of the Association Service Team. Refer people interested in these positions to the Chair of Association Volunteers (CAV) or the Field Director if there is no CAV.

PLANNING RECRUITMENT

There are many ways and places to recruit girls and adults but before you begin the process, you need to meet with the Service Team and discuss the following:

- When will the girl be notified of Troop placement (within a month, during the summer, September)?
- How will the girl be notified of Troop placement (via letter of notification which is available from Council, a postcard, telephone, email)?
- How long will the girl's name be kept on the Waiting List if she cannot be placed?
- Will the parent be called before the name is removed from the Waiting List?
- How and when will an interested adult be contacted to further explore their volunteer commitment?
- Whose name and telephone number will be given to the adult in case the parent or girl needs more additional information?

Some of the ways to recruit Leaders and girls are:

1. **Person to Person:** This is the most successful method. It does not require any advance or special presentation, can be done anywhere, anytime, at any place. Talk about your volunteer involvement and soon others will ask you for information about becoming a Girl Scout volunteer.
2. **Flyers: Mail-back or *Come to a Parent Meeting*:** These are ordered through the Girl Scout Service Center/Field Director and can be distributed through your local schools/community after obtaining the appropriate permissions. When the mail-back is returned, the girl should immediately be placed on the Association Waiting List. A form for this list can be found on your Association webpage.
3. **Community Events:** Opportunities that take place outside of Girl Scouting; these may include a display table at a parents' meeting, in a library, a community service fair, etc.
4. **Group Presentations:** Presentations made to the PTA, at Back to School Night, or to local community groups, etc. To be effective with this type of recruitment, recruiters should be comfortable making public presentations. Consider appropriate attire for all presentations. Invite another Girl Scout volunteer or current Girl Scout to help with the presentation.
5. **Special Events:** Special events give girls and adults a sample of what they can do in Girl Scouting. Invite existing Troops to plan and host the event, or ask if a group of older girls would like to do so (girls at this age are always looking for service hours). Plan an hour of activities, and arrange to have a little quiet time to speak with parents separate from the girls if possible.

TIPS FOR SUCCESSFUL INTERVIEWS

An interview is a conversation that helps you get to know the potential volunteer and begin to assess their suitability for the leadership position. It also provides the potential volunteer with a basic understanding of what the position involves, and an opportunity to ask questions.

When you have an adult interested in volunteering, an interview will help you assess the person's skills, interests, concerns and commitment level. Through the interview process it is possible to learn if a person meets the needs of the Troop and can commit to the goals of the organization. While an in-person conversation provides the best feedback for you, many people use the telephone to find out about potential volunteers and to help the volunteers have a better understanding of both the position they are interested in (usually leadership) and the support that will be available to them. Group interviews (assembling all the potential volunteers together to discuss leadership and/or other roles, such as in a parent meeting) can be effective when many new Leaders are needed.

In order to make best use of your time:

- Review the Girl Scout Leader/Advisor position description
- , the various tasks and responsibilities the position entails, the time commitment required to find satisfaction in the position, the systems of support available and the qualifications necessary.
- Put candidates at ease. The interviewer must let them know she or he is interested in them as a person and cares about their needs and goals.
- Encourage candidates to talk about themselves – their previous experiences with volunteerism and their interest, skills and goals.
- Obtain enough information and personal data to be able to determine if the candidate's interest and qualifications match those needed for the position. For example: Why is the candidate interested in Girl Scouting? Why is she or he interested in working with girls?
- Be specific about the various tasks and responsibilities entailed in the position, about girls' expectations, time commitments and job satisfactions.
- Encourage the candidate's questions about Girl Scouting, the Council and the position.
- Set a time to make a decision about the position (Is leadership right for them? What Troop will you place them in? Who would work well with them on the leadership team?). Let the person know when you will get back to them with the details.
- If needed, discuss with the candidate other volunteer positions in Girl Scouting and make a referral if appropriate.

VOLUNTEER POLICIES AND FORMS

It is the policy of Girl Scouts of Nassau County, Inc. that Girl Scouts of Nassau County's **Volunteer Policies** (VP) adopted by the Board of Directors are to be followed. These policies are provided to you under separate cover. The Volunteer Policies were adopted to ensure the job satisfaction of volunteers. As a Troop Organizer you have the first or initial contact with new Girl Scout Adult Volunteers and are responsible for initiating the Volunteer Application process.

Steps to be followed are as outlined below:

1. Application

Each potential volunteer must fill out the *Application For Adult Girl Scout Volunteer Candidate*,. There is space provided on the back of the second page for the applicant to list **three** references who are not related to the applicant. The forms, including reference information, should be completely filled out.

2. Reference and Background Check

Request for Reference forms are sent out as soon as possible following the receipt of an application. The completed reference form is returned to GSNC. The background check is performed by an outside agency through the Volunteer Portal and any negative background checks are referred to the Director of Member Services for further action.

3. Appointment by Chair of Association Volunteers or Field Director

The new volunteer is appointed to the position by the Chair of Association Volunteers (CAV) or the Field Director when there is no CAV, for the term specified in the *Volunteer Description*, usually one year. **NOTE:** Training is required for each volunteer position; see *GSNC Policies, Standards and Guidelines*.

4. Follow-up/Support

Each volunteer is encouraged to seek and accept support, feedback and supervision in their volunteer role and to review her/his performance at the end of the year.



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TITLE: LEADER/ADVISOR

PURPOSE: To provide adult direction and support to girls with sensitivity to their needs and interests.

APPOINTED BY AND ACCOUNTABLE TO: The Chair of Association Volunteers, their designee, or to the assigned Member Services Staff (if Association does not have a Chair)

QUALIFICATIONS:

- Belief in the importance of girl decision-making.
- Ability to work with girls and adults.
- Willingness to develop leadership skills.
- Willingness to accept direction.

RESPONSIBILITIES:

- Complete Girl Scouts of Nassau County's Application for a Girl Scout Volunteer and agree to a background check.
- Complete training.
- Abide by GSNC *Policies, Standards and Guidelines*
- Support Council's annual goals and objectives.
- Present positively all Council fund raising campaigns and ensure that support is provided for your Troop chair.
- Ensure accurate and timely registration of all girl and adult members of the Troop.
- Promote Association, Council and GSUSA programs to girls and their parents/guardians.
- Use Girl Scout resources as a basis for program activities.
- Prepare and plan, with the other leader(s) and girls, to identify activities of interest.
- Provide opportunities for girls to understand and respect differences between people and live proudly in a pluralistic society.
- Account for Troop monies and ensure that accurate Troop records are maintained.
- Attend or ensure representation at scheduled leader meetings.

TERM: One year with an annual review. May be re-appointed.



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Guidelines for Placing Girls in Troops:

The following order of placement should be followed:

- 1st - Members registered in the Association during the previous Girl Scout year. This includes girls who participate in short term programs or summer camps, who are Individual Girl Scouts, girls bridging to the next level and girls who are moving into your area but were registered in other Councils or in Overseas Troops/Groups
- 2nd - Girls from the current year’s Waiting List
- 3rd - Newly recruited girls

Remember that there was always be adequate coverage for any Troop meeting.

Adult Coverage required for Troops:

The New Girl Scout Leadership Experience provides direction for Girl Scout program adapted to meet the developmental, educational, emotional, and social needs and interests of girls at the six Girl Scout grade levels.

National Standard Adult-to-Girl Ratios – Girl Scout Grade Levels

Girl Scout Grade Level	Grade	Troop Size: # Of Girls	General Meetings Two Non-Related Adults (At Least One Of Whom Is Female) For Each Number (Below) Of Girls	Plus One Adult For Each Additional Number (Below) Of Girls	Events, Trips, And Camping: Two Non-Related Adults (At Least One Of Whom Is Female) For Each Number (Below) Of Girls	Plus One Adult For Each Additional Number (Below) Of Girls
GS Daisy	K–grade 1	5–15	12	6	6	4
GS Brownie	Grades 2–3	5–25	20	8	12	6
GS Junior	Grades 4–5	5–30	25	10	16	8
GS Cadette	Grades 6–8	5–30	25	12	20	10
GS Senior	Grades 9–10	5–30	30	15	24	12
GS Ambassador	Grades 11–12	5–30	30	15	24	12

REGISTERING THE TROOPS

Membership Requirements:

Membership as a Girl Scout is granted to any girl who:

- ◆ has made the Girl Scout Promise and accepted the Girl Scout Law and
- ◆ has paid annual membership dues*.

Membership as a Girl Scout adult is granted to any person who:

- ◆ accepts the principles and beliefs in the Girl Scout Promise and the Girl Scout Law and
- ◆ has paid annual or lifetime membership dues*

Membership dues are not refundable or transferable to another person.

**Limited Financial Assistance is available from Girl Scouts of Nassau County for any individual who demonstrates need in order to pay Girl Scouts of the USA's annual membership dues. Contact your Field Director for further information.*

*Families may also choose to pay for their membership with Cookie Credits. These may be used **only** for the immediate family members.*

New or Reregistering?

An individual is considered **new** the first time they register with GSUSA, **NOT** the first time they register with a Troop. Any adult returning to the Girl Scout Movement after having registered as a girl (or adult) is **reregistering**, and her registration should be marked accordingly.

Requesting Troop Numbers

These numbers are assigned according to the numerical sequence determined by the Council. For reporting purposes, all members registered individually are listed under Troop numbers that are in the 9000s.

Troop numbers not used in any membership year are returned to the Association's bank of numbers and **can only be reactivated** by the Council Registrar. To obtain a number, contact the Field Director for your Association, and she will request it for you.

Options for girls from disbanded Troops:

- Placement in other Troops in the Association if there is space.
- Maintain registration as an Individual Girl Scout and participate in Council and Association events as available.
- Return to *Waiting List* (either as a registered or non-registered member) until leadership is found for the area. **Be sure to tell girls and parents exactly how long you will hold their name on the Waiting List.**

Individual Membership:

This is an option for girls and adults, new or reregistering, who wish to be member of GSUSA when:

1. no Troop placement is available;
2. Troop placement is available, but the girl is unable to participate in a regular Troop program. or
3. the girl/adult does not wish to participate as part of a Troop.

Pathways:

Not all girls elect to participate in volunteer led Troops due to personal preferences or scheduling challenges. These girls can still participate as Individual Girl Scouts in one of many pathways that Girl Scouts has to offer (other than Troop) including: camp, travel, series, events, and virtual. Girl Scout Pathways are nationally consistent, flexible ways that girls and adults participate and represent a national membership strategy for recruiting and retaining more members by matching grade level preferences and availability with flexible options. Many of these girls will participate in the Fall Products (Mags&Munchies and Cookie programs and similar activities through Possibilities, Association events and trips as those experienced by girls in Troops.



The six Girl Scout Pathways are the ways that girls participate in Girl Scouting. Girls can choose any one, all, or some of these Pathways within a single year; however, different Pathways may be geared specifically to different grade levels.

- Camp - Girls participate in day or resident camps with a focus on the out-of-doors and/or environmental education
- Events - Girls participate in events (e.g., career day)
- Series - Girls participate in a series of programs with the same group of girls relating to a specific theme or purpose (e.g., high-adventure teen group, Girl Scout Chorus)
- Travel - Girls plan, earn money, prepare and participate in regional, national and international trips
- Troops - Girls participate in a series of programs with the same group of girls over the course of an academic year
- Virtual - Girls participate in interactive, high-quality program activities in a safe, secure, online environment supplemented by live events.

MEMBERSHIP SCENARIOS

I delivered the Recruitment Flyers to the school and only received three responses. Can I form a Troop with only three girls?

Five girls is a recommended Troop size. Perhaps the flyers were not distributed. If so, consult with a staff member. You may decide to design a new flyer or have a recruitment meeting.

Twenty parents indicated that they were interested in Girl Scouts, but none of the parents indicated that they were willing to be leaders. Now what?

Your Field Director can provide you with a follow up letter to the parents explaining the need for volunteers to come forward. If that letter fails, you might plan a recruitment meeting, a short term program run by the Association and the girls should be offered the opportunity to register as Individual Girl Scouts.

The two Daisy Leaders have indicated that they will not be returning as Brownie Leaders next year. What do I do about the girls who wish to continue?

Your Field Director can mail a letter indicating the lack of leadership to all the parents of the girls currently registered. If there is no response to this letter, the girls should be placed in Troops that have openings. If there are no openings, offer them membership as an Individual Girl Scout and/or place them on the *Waiting List*.

The girls and their Leaders have decided that they no longer wish to continue in Girl Scouting. How does one “close” a Troop?

First find out if any of the girls wish to continue as an Individual Girl Scout so they will receive communications from us periodically. The money to register these girls/adults can be taken from the Troop Treasury. Then you should collect all monies (or check book), Troop binders, handbooks, flags etc. The monies are given to the Association Treasurer who deposits them in the Association account as “restricted”. If

the Troop reopens within a year, the monies are returned to the Troop. If it does not open, the money becomes Association monies to be used for girl program or financial assistance for girls in the Association and the Troop equipment/supplies are given to Troops in the community.

I have formed all the Troops I can. Is there anything else I have to do or do I just wait until next September when school resumes?

Recruitment is year round with special emphasis on the formation of Daisy Troops in January and February during Kindergarten registration for the next school year.

You should continue to:

- Participate in monthly Service Team meetings to share Troop status. You must also attend the Plan of Work meeting so that you can schedule recruitment and Spring Registration meetings
- Make sure all Troops have purchased Tag Along insurance. No Troop should go on a trip until they have purchased this.
- Contact your Leaders to make sure they have returned the Troop List that was mailed in December (with or without corrections) to the Service Center. If girls have dropped out of the Troops, refer to the Waiting List for girls waiting for placement.

When I mailed the Recruitment Flyers, I received 40 responses, but I only got two leaders. How do I handle this?

There are several options. Place girls in two separate Troops based on their home addresses and assign one of the leaders to each group and then recruit o-leadership. If the two Leaders want to work together, they can form a Troop of 20 girls, **BUT** the Leaders do not get to pick and choose their girls. Place the remaining 20 girls on a *Waiting List*, and make sure the parents are informed.

Some girls have dropped out of Troops, but there are not enough openings for every girl on the Waiting List. How do I handle this situation?

Girls should be placed on the *Waiting List* according to date and should be placed in Troops in the same manner. If all the names went on the list at the same time, hold a public lottery where names are read out for placement in Troops. If you have a personal connection to anyone involved, ask another Service Team member to pull the names.

I have several Troops that want to meet, but the school is allowing me only two days. How do I find space for everybody?

Meet with the appropriate school personnel (Principal, Superintendent etc.) to see if additional space will be made available. Contact local churches, the fire department, fraternal organizations, the library, or local government to see if they have meeting spaces available. Troops can meet in the Leader's home as long as it meets the Safety Checkpoints in Volunteer Essentials. If there is still an issue, Troops may have to "share" spaces by meeting every other week.

Who arranges for meeting places?

Most school districts ask that one person from the school make all arrangements. Check with your Service Team and/or the Principal's secretary to see if someone already does this. If there is no one, you should get the paperwork and file it for each Leader.

I am opening a new Troop. How do I get a Troop number? Someone told me that years ago there was a Troop at this school. Can't I just use the old number?

Numbers are controlled to assure that two Troops are not using the same number. Call your Field Director to request a Troop number. If you want to use a specific number, ask for it and if at all possible, it will be assigned to you.

How can I get a list of the girls currently registered in my school?

Troop Organizers now have the option of accessing our membership system, E-Council. A Non-Disclosure Form needs to be filled out to obtain this access. Once the form is completed a password and manual will be distributed.

Girl Scouts of Nassau County

Confidential Non-Disclosure Agreement

Girl Scouts of Nassau County is responsible for protecting confidential information that it handles in the course of its business. This information includes but is not limited to data on members, donors, staff and community partners, as well as proprietary information from vendors, contractors and others who provide products and services to our Council.

As a **registered volunteer member** of the Girl Scouts of Nassau County, I hereby agree

- to only use the information available to me in the course of my responsibilities as a **registered volunteer member**, and
- to not disclose information pertaining to members, donors, staff, vendors or any products (including software products), or intellectual property used in the course of my business for Girl Scouts of Nassau County with anyone outside of the Council, both during my time as a **registered volunteer member** and at any time after my association with Girl Scouts of Nassau County.

I also understand that disclosure includes the auditory/verbal exchange of information, as well making copies of paper files and/or electronic files, or allowing third parties to have access to original documents, passwords or other access to information belonging to members, donors, staff, community partners and vendors associated with Girl Scouts of Nassau County.

I understand that failure to comply with this agreement may jeopardize my continued association as a **volunteer** with Girl Scouts of Nassau County and in addition may make me subject to other liability.

Please sign that you agree to the conditions above as the person responsible for using the E-Council Program in the designated areas assigned.

SIGNATURE: _____ **Date:** _____

NAME: (Print) _____

EMAIL ADDRESS: (print) _____
(Print Active Email Account)

DAY PHONE #: _____ **NIGHT PHONE #** _____

ASSOCIATION NAME: _____ **TROOP#** _____
(If Applicable)

NAME OF ASSIGNED POSITION: _____

I will be registered and serving in GS Registration Year (Check boxes below)

Oct 2010-Sept 2011 Oct 2011-Sept 2012 Oct 2012-Sept 2013

Term Expires: _____

Please return this completed form to the address below and your E-Council passwords and instructions will be emailed to you.

Return To:
Girl Scouts of Nassau County
110 Ring Road West
Garden City, NY 11530
Attn: Mary Gebauer
Phone: (516) 741-2550 x 215
gebauerm@gsnc.org