



Volunteer Position Agreement/ Appointment To Position

Girl Scouts Heart of Central California | 6601 Elvas Avenue Sacramento, CA 95819 | www.girlscoutshcc.org

Service Unit _____ Troop # _____

Volunteer Name _____ Position _____

Volunteer E-mail _____ Volunteer Phone Number _____

Please note: You will receive emails from marcomm@girlscoutshcc.org.

Please read and initial:

____ I understand the responsibilities of my position description & I agree to do my best to accomplish all of them.

____ I understand the types of support available to me.

____ I understand the troop should be represented at monthly leader meetings.

____ I know that training is required for my position.

I have completed Orientation: _____ Leadership Essentials: _____
(date) (date)

OR

I plan to attend training on: _____ Classroom On-Line Home Study

I know I am responsible for the following reports:

____ Trip Notifications

____ Bank Account Information Card/Updates

____ Annual Volunteer Review

____ Annual Troop Financial Report (required in May/June in order to participate in future money-earning projects)

____ **I will ensure fiscal responsibility of all troop funds**

____ Other: _____

____ My term of appointment is: _____ 20 _____ to _____ 20 _____

____ My yearly review will be on or before: _____ 20 _____

Girl Scouts Heart of Central California and the _____ Service Unit agree to:

____ Provide a position description and relevant training

____ Provide ongoing support, guidance, and performance appraisal

____ Keep me informed about council programs, events, and updated procedures

____ Give recognition of time and energy devoted to the position

Signature of Volunteer

Date

Signature of Orientation Specialist

Date

Signature of Membership Director or Service Unit Manager

Date