

— Girl Scout Co-leader Division of Responsibilities —

We are excited that you have decided to volunteer your time and talents to be a troop leader. Thank you!

While we know this is a significant responsibility, it is also an amazing opportunity to see girls learn, grow, and thrive under your leadership. Your journey as a co-leader will be filled with inspiring moments as you watch your girls try new things, feel the joy of accomplishing their goals, and experience the happiness of challenging themselves to step outside their comfort zone and succeed!

You and your coleader(s) and troop support volunteers have your own unique qualities and characteristics that will ensure the success of your Girl Scout troop. Sometimes, identifying those strengths and how they can be applied to your Girl Scout role can be challenging. Use the list of troop tasks below, in conjunction with your **“Lead On”** checklist found on page 63, as your guide to manage the responsibilities within your troop. By utilizing the **“4 Hour pledge”** and the **“Parent Interest Survey”** you can recruit more parent support to further strengthen and divide tasks.



Task/Role	Responsibility
<input type="checkbox"/> Research ideas for fun events and activities, oversees registration for the troop.	Name: _____
<input type="checkbox"/> Drafts meeting plans and makes supply lists needed	Name: _____
<input type="checkbox"/> Purchases supplies for meetings	Name: _____
<input type="checkbox"/> Utilize meeting plans and conducts meetings	Name: _____
<input type="checkbox"/> Sets up and corresponds with parents through social media outlets or apps as determined	Name: _____
<input type="checkbox"/> Attends area leader’s meetings	Name: _____
<input type="checkbox"/> Communicates and maintains relationship with troop meeting location	Name: _____
<input type="checkbox"/> Completes and maintains troop and member paperwork as needed	Name: _____
<input type="checkbox"/> Troop Treasurer	Name: _____
<input type="checkbox"/> First Aid CPR Trained Adult	Name: _____
<input type="checkbox"/> Fall Product Coordinator	Name: _____
<input type="checkbox"/> Cookie Sale Coordinator	Name: _____
<input type="checkbox"/> Outdoor Certified Adult	Name: _____