

To the Troop Events Manager

Thank you for agreeing to be our troop's Events Manager. Knowing that I don't have to worry about keeping track of receipts and dues and who's paid and who hasn't is huge to me. My hope is to participate in 1-2 events or field trips per semester. These "events" can be as simple as visiting the local fire station or as complex as doing an overnight at the Zoo. Whatever works for you, works for me!

The first thing I need is for you to register for and complete a Criminal Background Check online. When you register with our Girl Scout Troop, make sure you select the "Friends & Family" option so that the Criminal Background Check link gets sent to you.

Once you've submitted your Criminal Background Check and it has been processed (which may take a few weeks), you should be able to login to MyGS and take the training that Girl Scouts offers for your position:

- Course Title - Course Description
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A couple of things to know about being the Troop Events Manager:

- I will need you to take the lead on making sure that permission slips are created, distributed to the girls, and collected with any monetary fee for each event. Talk to the Troop Treasurer about whether everyone will turn in money to the Troop and then have the Troop write a single troop check to the venue or whether everyone will pay the venue separately/directly. Most Service Unit events prefer to simply receive one check on behalf of the troop, just a heads up.
- There are 4 places to potentially find events: the Girl Scout Council website, our Service Unit (regional) events, anything the parents are comfortable hosting ("Bring the Troop to Work Day"), and anything out and about in the community.
 - Our council, _____ <council name>, hosts events throughout the year. Feel free to browse the Events section of the website (<website>) to see if there's anything fun there that we could participate in.
 - Our Service Unit (called _____) also hosts local/regional events. These events are sometimes announced in the Service Unit Facebook Group, but it's easier if you're able to attend the leader meeting _____ <frequency & date and time>. The meetings usually last about an hour and take place at _____ <location>.
- We will be working on several badges throughout the year, so any field trips that you can think of or find related to those themes would be wonderful. You can also check your daughter's Girl's Guide binder to see exactly what the badge requirements are—you might be able to help us earn a badge! REMEMBER TO ASK ME FOR A LIST OF WHICH BADGES WE'RE WORKING ON THIS YEAR!
- Information on how to keep the girls safe as a group while doing different activities can be found in the Safety Activity Checkpoints (_____ <link to Safety Activity Checkpoints on the Council website> website under Members > Volunteer Essentials, then click on the "Creating a Safe Space" square. I'll need for you to review the relevant checkpoints for any field trips we go on to make sure we, as a troop, are prepared for the event.
- Any overnights require the completion of additional training and paperwork, and the paperwork can take up to 2 weeks for volunteers and/or Council to process after it's completed.

Feel free to ask me any questions you come up with.

Thanks again for being our Troop Events Manager,

Attachments:

- Council's Permission Slip
- Activity & Travel Application
- Driver Form