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 111 East Grove Street
 Middleboro, MA 02346
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NORTH ANDOVER
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 North Andover, MA 01845
 T 978 689 8015
 F 978 688 1846

WALTHAM
 265 Beaver Street
 Waltham, MA 02452
 T 781 893 6113
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Volunteer Agreement: GSEM Troop Volunteer 20__-20__

Please read, sign and return this to your Service Unit Coordinator or Membership Specialist. You may obtain a copy to keep for your records on our website at www.girlscouteasternmass.org.

Girl Scouts of Eastern Massachusetts agrees to:

- Make a copy of GSEM policies and standards available on our website.
- Provide adequate information, training, and assistance for the volunteer to be able to meet the responsibilities of his/her position.
- Provide a position description, volunteer agreement, and letter of appointment.
- Give recognition for time devoted to the position.
- Carry liability insurance and supplementary accident insurance as part of GSUSA national and/or GSEM membership.
- Provide ongoing support, guidance and supervision for the position.

The Troop Volunteer agrees to:

- Support the values expressed in the Girl Scout Promise and Law, and adhere to GSEM and GSUSA policies and standards.
- Meet with girls regularly in a safe and appropriate location and act as a positive role model.
- Relate to others with fairness, tolerance, understanding, and sensitivity while working cooperatively with girls and adults.
- Register as a member of GSUSA and complete a criminal background check.
- Complete adult learning and training requirements.
- Maintain confidentiality on behalf of the Girl Scout organization.
- Operate the troop and conduct girl activities safely, in adherence to guidelines and standards of GSEM and GSUSA's Safety-Wise.
- Accept and welcome new girl and adult members to the troop throughout the year.
- Include troop in the Girl Scout Cookie Sale Program.
- Perform all volunteer duties to the best of his/her ability.

Troop Money Management: The Troop Volunteer agrees to:

- Maintain the troop's bank account, with two registered Troop Volunteer team members as signers on the account.
- Keep accurate records of the troop's incomes and expenses.
- Help the girls plan the troop's budget and manage the troop's money properly.
- Fulfill the financial obligations of the troop.
- Complete and submit the Troop Financial Report by June 15.
- Abide by financial policies and procedures established by GSEM product sales.

I have read and agree to abide by the Volunteer Agreement for the 20__ – 20__ membership year. I understand that failure to fulfill these responsibilities may result in release of volunteer appointment or non-reappointment to a volunteer position with GSEM.

Signature:		Date:
Name (print):		Troop #:
Address:		
Email:		Phone: