

# Farthest North Girl Scout Council

431 Old Steese Highway, Suite 100

Fairbanks, AK 99701

T 907 456 4782

F 907 452 2320

[info@fairbanksgirlscouts.org](mailto:info@fairbanksgirlscouts.org)



Girl Scouts®

## Troop Leader Agreement

As a Girl Scout leader of Farthest North Girl Scout Council and \_\_\_\_\_  
Service Unit, I agree to fulfill the following responsibilities:

1. Attend Basic Leader Training and Age Level Training.
2. Become First Aid/CPR Certified, or ensure that an adult with current certification will attend all troop meetings.
3. Meet with the troop on a regular basis.
4. Keep my current address, phone number, and email address on file with the Service Unit Manager and the Council office.
5. Attend monthly service unit meetings or if unable to attend, send a registered adult from the troop.
6. Turn in registration forms and money to the Council in a timely manner.
7. File a troop trip application with the Council Staff for all meetings more than thirty miles away from regular meeting place, or for trips lasting two or more nights.
8. Be responsible for all monies of the troop including product sales, bank accounts and petty cash. An on-going report will be kept by the troop of all monies. Product sale monies must be turned in to the service unit on time.
9. File a troop expense summary with the Service Unit Manager by January 15<sup>th</sup>. File an end of year troop report with the Service Unit Manager by June 15<sup>th</sup>.
10. Conduct all girl activities in accordance with the policies and standards of Farthest North Girl Scout Council as described in the *Leader Orientation Manual* and the national health and safety guidelines, and program standards as described in *Safety-Wise*.
11. Notify the Service Unit Manager and the Council office when resigning. All troop monies and materials will be turned over to the Service Unit Manager within two weeks of the last troop meeting.

\_\_\_\_\_  
Troop Leader's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Service Unit

\_\_\_\_\_  
Troop Number



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## Assistant Troop Leader Agreement

As an Assistant Girl Scout leader of Farthest North Girl Scout Council and \_\_\_\_\_  
Service Unit, I agree to fulfill the following responsibilities:

1. Attend Basic Leader Training and Age Level Training
2. Become First Aid/CPR certified if there is not another certified adult attending troop meetings.
3. Meet with the troop on a regular basis.
4. Keep my current address and phone number on file with the Service Unit Manager and the Council office.
5. Attend monthly service unit meetings if the troop leader is unable to attend.
6. Perform the following duties and responsibilities as decided upon by myself and the troop leader:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Conduct all girl activities in accordance with the policies and standards of Farthest North Girl Scout Council as described in the *Leader Orientation Manual* and the national health and safety guidelines as described in *Safety-Wise*.
7. Notify the troop leader and the Council Office when resigning.

\_\_\_\_\_  
Assistant Troop Leader's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Troop Leader's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Service Unit

\_\_\_\_\_  
Troop Number

