

## Girl Scout Troop Leader Agreement

Please remit to  
GSCV Help Desk  
P.O. Box 11166  
Richmond, VA 23230

Troop # \_\_\_\_\_ Service Unit # \_\_\_\_\_ Service Unit Name \_\_\_\_\_

**Valid: September 1, 2024, through August 31, 2025**

Taking on the responsibility of developing girl leaders requires oversight of all financial matters for your troop. By completing this form, you are agreeing to comply with all Girl Scout financial guidelines as documented in Volunteer Essentials. As part of this responsibility you are agreeing to:

- ✓ Maintain accurate record keeping for product program, GSUSA membership dues, troop dues, and all troop program events and activities.
- ✓ Making timely and accurate payments of monies received from the girls in my troop to the Council or outside vendors for any products or services received as well as membership dues or program fees.
- ✓ Submission to the Council a "Collection Form for Parents/Guardians" along with the original, signed "Parent Guardian Agreement" for anyone in my troop who fails to pay for products received. These and a "Troop Final Report" must be submitted by the due date.
- ✓ It is further agreed that should I fail to comply with any of the above listed responsibilities, and it becomes necessary for the Council to institute collection procedures against me, I will pay all costs incurred.
- ✓ Ensure your troop is represented at all service unit meetings and communicate all information for troop members from the service unit and council in a timely manner.

By signing this agreement, I acknowledge that I have read, understand and agree to comply with GSUSAs and GSCV's Troop/Service Unit financial guidelines as outlined in Volunteer Essentials.

Name (Print) \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Home Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

Employer \_\_\_\_\_

Driver's License# or State Issued ID# \_\_\_\_\_ Issuing State \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_