## Girl Scouts of Silver Sage

### Troop Leaders and Co-Leaders Volunteer Application and Approval Process

(Service Unit or Staff can do the interview process)  
(Service Unit or Staff can do the Orientation)

1. **Prospective Volunteer / Volunteer Inquiry**  
   - Make Contact and Discuss Volunteers Interest

2. **Potential Volunteer completes Volunteer Application and Membership Registration**  
   - Interview Potential Volunteer and sign Volunteer Application and supply link to Background Check (see Foot Note 1)

3. **Send Volunteer Application and Membership Registration to Volunteer Support Team (VST) in Boise**  
   - VST will Review Application and Contact Potential Volunteer to:  
     - Review Application, if needed  
     - Verify Membership Registration is submitted  
     - Supply link to Background Check, if needed

4. **Once Volunteer has completed all Three (3) Requirements listed below VST will Approve or Decline and send an appointment letter to Volunteer and CC: Service Unit Director**  
   - Volunteer Application  
   - Membership Registration  
   - Background Check

5. **If Approved New Troop Package is Mailed to Volunteer that includes:**  
   - The Appointment Letter (which confirms the Troop Number)  
   - Volunteer Essentials  
   - Adult & Girl Registration  
   - Health History Forms  
   - Financial Aid Forms  
   - Volunteer to Volunteer and Parent Agreements  
   - Parent Volunteer Application and Approval Process Instruction

6. **Included in the New Troop Package:**  
   - Appointment Letter  
   - Volunteer Essentials  
   - Troop Number Assigned  
   - Volunteer to Volunteer and Parent Agreements  
   - Adult & Girl Registration  
   - Parent Volunteer Application and Approval Process Instruction

7. **VST will assist Volunteer in opening a checking account**  
   - VST will schedule the Orientation with Volunteer (see Foot Note 2)

8. **VST will turn over the Troop Leader Support to the Service Unit (SU)**  
   - Four (4) weeks after Troop Leader has received their Appointment Letter VST will make a follow up call to the Volunteer and ensure they’ve attended their Orientation and are confident with running their troop

Any questions regarding the above process or the status of an application please contact:

Girl Scouts of Silver Sage  
1410 Etheridge Lane  
Boise, ID 83704  
(209) 377-2011

**Foot Note:**

1. If Service Unit does the Interview and VST receives the Volunteer Application, the VST will send the Volunteer Application to the Service Unit

2. If the Service Unit does the Orientation the VST will refer the Volunteer to the Service Unit for their Orientation and communicate to the Service Unit they have done so via email or phone call