



Short and Snappy

Learning Opportunity for Volunteers

What is a Short and Snappy?

- These short trainings can be provided at a service unit meeting.
- Any interested volunteer may lead a Short and Snappy.
- Short and Snappys are 10-45 minutes in length.

What you'll need

- Short and Snappy outline

Things to remember

- Stay within the allotted time.
- If you don't know the answer, seek the correct answer from the appropriate support person.

Questions? Comments?

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www.sdgirlscouts.org

Co-op Troop Leadership

10 minutes

Some volunteers prefer to share leadership of a troop, with a more flexible term of commitment. Co-op troop leaders determine together how they'll split or rotate responsibilities to fit everyone's schedules and interests.

All leaders with a co-op troop will be directed to the Girl Scouts San Diego website to complete onboarding. This includes membership, background check and training. Once all co-op leadership team members are ready to go, meet to organize troop responsibilities. Discuss how the team will work together throughout the year. After the following steps, you'll start meeting with the girls!

- Share individual strengths, hobbies, education, skills, interests and work schedules. Decide on day, time, location and frequency of troop meetings if not already determined.
 - Create a schedule and a plan for the year, then divide it up among co-leaders. Choose meetings to lead based on interests and availability. Remember to allow room for future girl input on meeting themes and outings.
 - Determine the best way to communicate (email, Facebook, text, etc.) and who will coordinate communication within the group. Share contact information. Determine an emergency communication plan (e.g. weather cancellations, last minute changes).
 - Set goals and deadlines to keep tasks on track.
 - Consider keeping a notebook of meeting minutes to pass from adult to adult for recording successes, challenges and helpful suggestions for the next adult in the rotation. This will make it easier for each person in the rotation to build on group experience.
 - Determine if the co-op leaders want to meet periodically through the year to evaluate and adjust any plans and to support each other.

It's OK to be a newbie! For those new to leadership or those wanting a refresher, check out *Getting Started With Your Troop* online training or sdgirlscouts.org/events for in-person trainings. Bring your own personality to your troop assignments, but be consistent as a co-op leader team in maintaining expectations for conduct for the girls.

The easiest (and recommended) way to implement the co-op model to rotate meeting/activity duties. For instance, each month a different co-op troop leader uses the Volunteer Toolkit to prepare and lead the activities for the troop, along with any optional field trips. Another option is for co-op leaders to divvy up areas of responsibility (e.g., meeting leader, camping parent, badge tracker, supply purchaser, record keeper).

Some additional, behind-the-scenes tasks to be allocated include:

- Troop treasurers — two people to be stewards of the girls' bank account. Discuss with all co-op leaders how troop money will be handled.
- Troop cookie manager — one person to manage the Girl Scout Cookie Program at the troop level. It may be possible to split this role among two or three co-op leaders (for example, one manages the girls' orders and the other coordinates booth sales). Discuss how to divide duties, and decide what level of participation is a good fit for the troop's goals.
- Troop fall manager — one person to manage the Fall Sale, through which girls earn money by selling snacks and magazines.

The most successful co-op troops are flexible, keep communication open and respectful, allow for different styles of leadership (girls learn a lot from different leadership styles!) and make it fun. For more information, contact customer care@sdgirlscouts.org.