

## Understanding the Opportunity Catalog and Troop Information Update Form

As a Girl Scout troop leader, you help the girls in your troop shine brightly every day. With the Opportunity Catalog, new girls can shine too – through a tool that gives them the power to choose a troop that fits their schedule. Will your troop be the spark that helps a new girl shine?

### WHAT IS THE OPPORTUNITY CATALOG?

- The Opportunity Catalog is an online listing of troop openings for girls and adult volunteer opportunities. Families of girls who want to join a troop and adults who wish to volunteer can search for “opportunities” in a town near them.
- Troop volunteer roles include Leader/Advisor, Troop Friends and Family, Product Sales - Cookies, Product Sales - Fall, and Treasurer.



## HOW DOES THE OPPORTUNITY CATALOG WORK?

- All new troops and troops formed since Fall 2019 are automatically displayed in the opportunity catalog with openings for 12 girls, unless a larger troop size is requested by the leaders or service unit manager.
- Troops formed prior to Fall 2019 are encouraged to opt in to being displayed in the opportunity catalog.
- Note that minimum volunteer-to-girl ratios vary by Girl Scout level. For example, a minimum of two volunteers are required for a Daisy Girl Scout meeting with up to 12 girls, with one additional volunteer for 1-6 additional girls. For Brownies, the minimum is two volunteers at a meeting with up to 20 girls. (Refer to the volunteer-to-girl ratio chart in Volunteer Essentials).
- Families can search either by zip code or troop number. If the search is by zip code, all available troops within a chosen radius will appear as options.
- Unsure and Individually Registered Member always appear as options.
- A new girl or volunteer joins the troop by completing their membership registration and payment online and selecting the troop number.
- The leaders receive an automated email with the parent/guardian name, phone number and email address. The family does not receive contact information for the leaders.
- Leaders should reach out to the new member promptly by phone and email to introduce themselves, welcome the new family, and provide additional details about the next meeting.
- All 12 (or more if a larger desired troop size was chosen) openings may not fill, but will be available to families looking for a troop.



## HOW DO I UPDATE THE TROOP INFORMATION?

- All troops, including troops formed prior to Fall 2019, must complete a Troop Information Update Form: [www.girlscoutscoc.org/2020troopinfo](http://www.girlscoutscoc.org/2020troopinfo) to provide current information.  
\*Troops formed prior to Fall 2019 are encouraged to opt in to the opportunity catalog. (The form should be completed to ensure we have the most up to date information for the troop even if the troop formed prior to Fall 2019 chooses not to opt in.)
- If a troop needs to change its regular meeting place, day, or time for the rest of the year (not activities or occasional changes), the form should be filled out to reflect the changes.

## WHAT TROOP INFORMATION IS LISTED IN THE OPPORTUNITY CATALOG?

- The listing includes troop number, grade, meeting location, day, time and number of openings.
- The exact address will not be listed for troop meetings that are held at private residences.
- If the meeting day, time, and location has not been determined when the troop number is assigned and the troop is created in Volunteer Systems, "To Be Determined" will be shown until the updated information is received.



## > HOW DOES A NEW GIRL OR ADULT VOLUNTEER JOIN MY TROOP?

- If there are openings available and the troop is displayed, the parent/guardian can select the troop number and the girl will be registered directly to the troop.
- If there are no openings displayed, families can select the “Unsure” option and type the troop number in the comment box. Membership Placement Specialists will follow up with the leaders to verify placement.
- If you would like to increase your desired troop size, so that additional openings appear in the opportunity catalog, please complete a Troop Information Update Form.
- Adult volunteer positions are on display until filled. Troops are created with two available leader roles unless a larger number has been requested. When volunteer roles are filled, the opportunity for that role will no longer appear in the catalog.

## > WHAT IF I DON'T KNOW THE NEW GIRL OR VOLUNTEER WHO JOINS OUR TROOP?

- By welcoming new members you are being a sister to every girl (and may find extra volunteer help). “Make New Friends” is a Girl Scout tradition.

## > WHAT IF THE NEW MEMBER DOESN'T RESPOND TO OUR WELCOME ATTEMPT?

- Contact the Placement Department by emailing [info@girlscoutsgccc.org](mailto:info@girlscoutsgccc.org) and we will connect with the member.

## > IF YOU HAVE OTHER QUESTIONS, GIVE US A CALL!

- Customer Care: 800-822-2427 or email [info@girlscoutsgccc.org](mailto:info@girlscoutsgccc.org)

