



## **Volunteer-in-Training (VIT) Program**

Take the lead and inspire younger Girl Scouts by becoming a Volunteer-in-Training (VIT). For Senior and Ambassador Girl Scouts, the VIT program gives you the opportunity to build upon your leadership skills as you mentor a younger girl troop (Daisy, brownie, Junior, or Cadette troop) outside of the camp experience. See below to start your journey today!

### **Benefits of the VIT Program**

GSGWM's VIT program is an exciting two-part journey where you can sharpen your leadership skills. You will be responsible for planning a thoughtful Journey, implementing your program, and providing guidance to younger girls.

Throughout your VIT experience, you will be guided by a mentor volunteer. Upon completion of the VIT program, you will be eligible for the Volunteer-in-Training award.

### **How to Earn Your VIT Program Award**

Each girl must complete the two-part, Volunteer-in-Training Program following the steps outlined below:

- Complete the Volunteer-in-Training application, the Girl Scout and Parent/Guardian Agreement form, and submit two references.
- Identify a mentor volunteer who is a current adult volunteer of a group of girls at the level you would like to work with.
- This is a two-part program that requires an at home study (Part A) and a practicum (Part B).
  - Part A - Reflect on your leadership style, explore the Girl Scout Leadership Experience, and discover how to lead younger girls through this at-home study course
  - Part B - Design and create a thoughtful Journey that will span four or more sessions over a three- to six-month period.
- Submit Proposal Form and Mentor Volunteer Agreement.
- Upon approval of your proposal, begin tracking your experience using the VIT Reporting Form. Once your project is complete, be sure to submit this form and any additional materials to demonstrate your program experience to earn your VIT Award.

Need more help or have questions? Please contact [customer care@girlscoutsgwm.org](mailto:customer care@girlscoutsgwm.org) or 1-888-474-9686.



## Volunteer-in-Training Application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street address: \_\_\_\_\_

Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Troop #: \_\_\_\_\_ Troop Leader Name: \_\_\_\_\_

or Individually Registered Member: \_\_\_\_\_ How long have you been a Girl Scout? \_\_\_\_\_

Previous Girl Scout Training:     Program Aide     CIT     CIT II

Age: \_\_\_\_\_ School you attend: \_\_\_\_\_ Grade: \_\_\_\_\_

*Why are you interested in becoming a VIT?*

*What qualities do you have that will make you a good VIT?*

*What do you hope to learn through the VIT program?*

### Signature and Reference

*Reference: Please provide contact information for the two people who will be providing you a reference.*

Name of Reference: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Reference: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
**Signature of VIT Applicant**

\_\_\_\_\_  
**Date**



## Volunteer-in-Training Reference

Dear \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ has indicated that you have personal knowledge of her work. We are considering her for the Volunteer-in-Training program and would appreciate your appraisal of this person's capabilities. The information received will be kept confidential. Thank you.

*How long and in what capacity have you known the applicant?*

*Please briefly describe the applicant's skills in the following areas:*

Leadership	
Ability to work with children	
Emotional stability	
Adaptability/flexibility	
Initiative/creativity	
Health and energy	
Maturity	
Responsibility	
Specific skills you feel the applicant can share with others.	

*Comments and/or suggestions:*

\_\_\_\_\_  
**Reference Signature**

\_\_\_\_\_  
**Date**

Please return to: Girl Scouts of the Green and White Mountains  
1 Commerce Drive, Bedford, NH 03011-0832



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**Reference Signature**

\_\_\_\_\_

**Date**

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## Girl Scout and Parent/Guardian Agreement

As a participant in the Volunteer-in-Training Program, I agree to the

following: As a participant, I will...

- Follow GSUSA and GSGWM council guidelines, policies, and procedures as outlined in *Volunteer Essentials*, *Volunteer Policies and Procedures*, and *Safety Activity Checkpoints*.
- Complete the Girl Scouts of the Green and White Mountains VIT training.
- Complete an internship as required for the VIT program.
- Keep track of my VIT program documentation and evaluate my experience.
- Make every reasonable effort to provide advance notification to my mentor volunteer should extenuating circumstances or an emergency prevent me from attending a meeting/event.

As a participant, I will not...

- assume adult responsibilities, this means that I CANNOT:
  - be left alone with younger girls;
  - be counted as an adult in girl/adult ratios;
  - drive girls or peers; and
  - serve as a first-aider or lifeguard without an adult present.

As a participant, I recognize...

- that as part of my internship commitment, I may be asked to:
  - work with girls to plan and carry out activities;
  - assist with record keeping;
  - assist in planning end-of-year activities, such as bridging, etc.;
  - assist with product sales; and
  - volunteer at council or service unit events and activities.

Girl Scout Name (please print): \_\_\_\_\_ Phone: \_\_\_\_\_

Girl Scout Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the application and materials and give my daughter permission to participate in the Girl Scouts of Green and White Mountains Volunteer-in-Training program.

Parent/Guardian Name (please print): \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Mentor Volunteer Agreement

As a mentor volunteer for the Volunteer-in-Training Program, I agree to the following:

I will...

- Arrange a planning time for the VIT who will be working with me.
- Inform the VIT in advance of changes or cancellations to meetings.
- Provide the VIT opportunities for leadership within my troop.
- Give the VIT ongoing feedback.
- Participate in the evaluation process.

I will not...

- Allow the VIT to assume adult responsibilities, which include, but are not limited to:
  - being left alone with younger girls;
  - being counted as an adult in girl/adult ratios;
  - driving girls or peers; and
  - serving as a first-aider or lifeguard without an adult present.

I understand...

- That I can ask the VIT to assist in:
  - working with girls to plan and carry out activities;
  - record keeping; and
  - planning end-of-year activities, such as bridging, etc.
  - assist with product sales; and
  - volunteer at council or service unit events and activities.

I agree to work with \_\_\_\_\_ as a VIT allowing her meaningful, supervised time for her to successfully complete her VIT Program requirements.

Mentor Volunteer's Name (please print): \_\_\_\_\_ Community #: \_\_\_\_\_

Position: \_\_\_\_\_ Troop #: \_\_\_\_\_

Mentor Volunteer Signature \_\_\_\_\_ Date: \_\_\_\_\_

*\*This form must be signed by the VIT mentor volunteer.*



## Volunteer in Training Reporting Form

Name: \_\_\_\_\_ Troop #: \_\_\_\_\_

Address: \_\_\_\_\_

Intern Group: \_\_\_\_\_ Intern Group Girl Scout Level: \_\_\_\_\_

Intern Group Leader Signature: \_\_\_\_\_

VIT Leadership Completion Date: \_\_\_\_\_ VIT Internship Dates \_\_\_\_\_

Activity	What I Did/Group With Whom I Worked	Journey (page numbers)	Date
<b>Session 1</b>			
<b>Session 2</b>			
<b>Session 3</b>			
<b>Session 4</b>			
<b>Session 5</b>			
<b>Session 6</b>			

Please answer the following questions on a separate piece of paper and submit with this form:

- 1) *What was your favorite part of your VIT experience?*
- 2) *What was your least favorite part of your VIT experience?*
- 3) *What are three things you learned through the VIT program?*
- 4) *How would you describe yourself as a leader now?*
- 5) *What Girl Scout volunteer role(s) can you see yourself doing in the future?*

Girl Scout Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mentor Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_