

Girl Scouts of Citrus

Who Does What – Volunteer Quick Guide

For all questions, please contact Customer Care first:

 customercare@citrus-gs.org |  407-896-4475

Customer Care will route your request to the correct staff member.

Mission Delivery

Girl Scout Experience • Member Engagement • Product Program

Topic or Area	Current Staff Lead
Community Team Conference	Kari Parker / Victoria Johnson
Volunteer Advisory Committee	Jocelyn Colleran / Kari Parker / Victoria Johnson

Girl Scout Experience

Highest Awards • Events • Training • Summer Camp • Property Reservations

Topic or Area	Current Staff Lead
ACA	Theresa Rivera
Adult Training & Enrichment	Anne Burczyk / Theresa Rivera
Approval of TARs for Travel or High Adventure	Theresa Rivera
Approval of High-Adventure Vendors	Theresa Rivera / Lexi Kouwenhoven
Clubs – Ex: Robotics, Trailblazer	Michele Styron / Lexi Kouwenhoven
Community Partners	Michele Styron
Certificate of Insurance (COI)	Theresa Rivera
Entrepreneurship, Life Skills, and STEM	Michele Styron
Facilitator Training & Scheduling	Theresa Rivera
gsLearn	Anne Burczyk
Highest Awards	Michele Styron
Juliettes	Michele Styron
Large Scale Council Events	Victoria Johnson
Leadership Awards	Michele Styron
Outdoor Experiences	Lexi Kouwenhoven

Property Reservations

[Theresa Rivera](#)

Summer Camp

[Victoria Johnson](#)

Member Engagement

Customer Care • Troop Formation • Placements • Engagement Coordinator Support • Underserved Troops • Service Community Support

Topic or Area

Current Staff Lead

Conflict Resolution (by Area)

[Brenda Hall](#) / [Irene Rodriguez](#) / [Melina Ramirez](#)

Customer Care

[Ellen Wallace](#) / [Taylor Moga](#)

Engagement Coordinator Lead

[Mandy Schuchhardt](#)

Girl Scout Experience Boxes

[Mandy Schuchhardt](#)

Member Placement

[Brenda Hall](#) / [Irene Rodriguez](#) / [Melina Ramirez](#) /
[Mandy Schuchhardt](#)

Membership Goals

[Kari Parker](#)

New Co-Leader Onboarding & Support

[Brenda Hall](#) / [Irene Rodriguez](#) / [Melina Ramirez](#)

Service Community Awards (by Area)

[Brenda Hall](#) / [Irene Rodriguez](#) / [Melina Ramirez](#)

Service Community Support (by Area)

East Orange, Harbour City, Infinity, Ohana,
Turtle Tracks, and Windsong

TBD / [Kari Parker](#)

Foliage, Heart of Lake, South Lake, Trefoil
Trails, and West Orange

[Irene Rodriguez](#)

Atlantic Shores, Monarch Trails, Seminole
Lakes, Shooting Stars, Star Angels, and Sunrise

[Melina Ramirez](#)

DrWin, Friendship, Green Oaks, Imagine, and
Mishawaka

[Brenda Hall](#)

Super Citrus Award (by Area)

[Brenda Hall](#) / [Irene Rodriguez](#) / [Melina Ramirez](#)

Troop Formation

[Mandy Schuchhardt](#)

Underserved Troops

[Taylor Holcombe](#)

Uniform Scouterships

[Ellen Wallace](#) / [Taylor Moga](#)

Product Program

Cookies • Fall Product • Booths • Mega Drop

Topic or Area	Current Staff Lead
Booths – Walmart Winn Dixie	Jocelyn Colleran Kim Acevedo
Cookie Cupboards	Debbie Zito
Cookie Training	Debbie Zito / Jocelyn Colleran / Anne Burczyk
Mega Drop	Debbie Zito / Jocelyn Colleran / Kim Acevedo
National Girl Scout Cookie Weekend	Debbie Zito / Jocelyn Colleran / Kim Acevedo
Troop Recognitions Distribution	Kim Acevedo
Uploads – Cookies & Fall Products	Jocelyn Colleran

Retail

GS Shop • Uniform Pieces • Merchandise

Topic or Area	Current Staff Lead
Retail Customer Support & Product Questions	Maria Teal / Missy Hage
Shop Events & Super Saturdays	Maria Teal
Shop on the Road	Maria Teal / Missy Hage

Civic Engagement

WHCC • Alumnae Engagement • Grants • Donations

Topic or Area	Current Staff Lead
Annual Business Meeting	Witz Bumgardner
Community Partnerships	TBD
Chambers of Commerce Connections	Witz Bumgardner
Donations	TBD
Governance – National Delegates, Association Chairs, Vice Chairs, Association Delegates	Witz Bumgardner
Grants - Writing and Tracking	Witz Bumgardner
GSC Alumnae	Lydia Sealey

WHCC – Exhibits, Programs & Facility Usage [Lydia Sealey](#)

IT & Data

gsEvents • Looker • myGS Account

Topic or Area	Current Staff Lead
Community Email Accounts	Carlos Davila / Michelle Norcia
Council IT	Carlos Davila
gsEvents – Build and Troubleshoot	Michelle Norcia
Looker - Access, Training, and Reporting	Michelle Norcia
myGS Account Troubleshooting	Michelle Norcia

Finance

Bank Accounts • Statements • Vendor Documentation

Topic or Area	Current Staff Lead
Bank Accounts	Ouiana O'Reilly
General Financial Compliance Questions	Ouiana O'Reilly
Statement Reviews	Ouiana O'Reilly
W-9s or Vendor Forms	Ouiana O'Reilly

Property

Maintenance • Rangers

Topic or Area	Current Staff Lead
Property Projects	Marie Snead
Property Maintenance	John Wallace
Rangers	John Wallace

Marcom

Brand Management • Emails • Social Media • Website

Topic or Area	Current Staff Lead
Brand Management	Yelitza Carvajal
Media Girls	TBD

Social Media for WHCC / Council	Alyssa Slaman
Weekly Newsletter & Email Marketing	Alyssa Slaman / Yelitza Carvajal
Website – Girl Scouts of Citrus	Yelitza Carvajal / Carlos Davila
Videography & Photography	Alyssa Slaman / Carlos Davila / Yelitza Carvajal

Executive Office

Board Members • GIFTs for Girls

Topic or Area	Current Staff Lead
Board Members	Jen Gillis
GIFTs for Girls	Jen Gillis