

Getting Started Checklist for Troop Volunteer Teams

Thank you for volunteering to work with a Girl Scout troop – get ready for an exciting adventure! Below is a checklist to help your volunteer team get your troop off to a safe, organized, and rewarding start. Remember, support is always available to your team through your Service Unit and council staff.

- Meet with your troop volunteer team to discuss and decide the location, day, time, and frequency of your Girl Scout meetings, considering the needs of your team and the girls. Also discuss what roles/responsibilities each person will take and which roles/responsibilities family and adults friends of the girls will be asked to take. Lastly, schedule when the parent/guardian meeting will be.
- Secure a meeting space for the troop, following Girl Scout guidelines. See Chapter 3 of Volunteer Essentials for more information.
<http://www.girlscoutseasternmass.org/forms/Volunteer-Essentials-GSEM.pdf>
- Prepare for, plan, and execute the parent/guardian meeting. Planning steps, tips, and speaking points can be found in Chapter 3 of Volunteer Essentials.
<http://www.girlscoutseasternmass.org/forms/Volunteer-Essentials-GSEM.pdf>
- Ensure that your volunteer team and girls are registered members of Girl Scouts (this is the 2 copy, bi-color form that includes paying the \$12 membership dues).
- Ensure that your volunteer team has completed and submitted CORI Request Forms.
- Review Volunteer Essentials, especially Chapter 4, Safety-Wise, for helpful information about safety and making your Girl Scout experience a great one!
<http://www.girlscoutseasternmass.org/forms/Volunteer-Essentials-GSEM.pdf>
- View the Safety Activity Checkpoints – just browse to see what the subjects are, where the information is located, and familiarize yourself for future use.
<http://www.girlscoutseasternmass.org/forms.html?cat=6908>
- Attend required trainings. A fully trained volunteer is required at all Girl Scout meetings and events, so encourage more than one person to attend all of the sessions. See this document for details on required training for troop volunteers:
www.girlscoutseasternmass.org/forms/Flowchart-of-Learning-Plan.pdf.
- Connect with your Service Unit team to find out about girls getting placed into the troop, as well as Service Unit meetings and events.
- Open a troop checking account (or recruit someone else to do it!). Find information on how to do this in your orientation packet or in Chapter 5 of Volunteer Essentials.
<http://www.girlscoutseasternmass.org/forms/Volunteer-Essentials-GSEM.pdf>
- Plan your first troop meeting! Use the First Three Meetings/Beginnings packet you received in orientation or one of the journey adult guides.