



New Leader Checklist

This checklist is to be used by new leaders to assist them with becoming leaders and starting troops. The Welcome Specialist or Service Unit Manager will work with the new leader to complete this checklist.

Council Name: Girl Scouts of Central Maryland Council Address: 4806 Seton Drive, Baltimore, MD 21215
 Council Code: 218 Council Website: www.gscm.org Council Phone: 410.358.9711 or 800.492.2521

Service Unit: _____ Troop Number: _____

Service Unit Manager (SUM)	E-mail	Phone
Welcome Specialist	E-mail	Phone
Membership and Community Development Specialist (MCDS) (primary staff contact)	E-mail	Phone
Troop Coordinator/Cluster Coordinator	E-mail	Phone
Service Unit Registrar	E-mail	Phone
Service Unit Cookie Manager	E-mail	Phone

Getting Started (Underlined items may be found online at www.gscm.org)

	Complete GSCM Volunteer Application Process and receive approval letter. Online at http://www.gscm.org/for-volunteers/become-a-volunteer/ .		
	Obtain a copy of the Troop Resource Packet which includes <i>Volunteer Essentials</i> from the Welcome Specialist or another member of the Service Team or the Membership and Community Development Specialist.		
	Sign the volunteer position description/appointment letter from the Service Unit Manager.		
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Participate in the following learning opportunities... Directions to register can be found at: http://www.gscm.org/for-volunteers/volunteer-training/. </td> <td style="width: 50%; border: none;"> Girl Scouting 101 (online) Date _____ SU Meet and Greet (in person) Date _____ Introduction to Girl Scout Leadership (online) Date _____ Grade Level Training (in person or online) Date _____ </td> </tr> </table>	Participate in the following learning opportunities... Directions to register can be found at: http://www.gscm.org/for-volunteers/volunteer-training/ .	Girl Scouting 101 (online) Date _____ SU Meet and Greet (in person) Date _____ Introduction to Girl Scout Leadership (online) Date _____ Grade Level Training (in person or online) Date _____
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	Know where the New Leader and Volunteer Resource sections are located on our website.		

The Service Unit

	Know where and when my monthly SU meeting takes place and that my troops is required to have adult representation at each of these meetings.	Date _____ Time _____ Location _____
	Receive a roster of Service Team members within my Service Unit.	
	Provide the name and contact information of our Troop Cookie Manager to the Service Unit Cookie Manager.	

The Troop (Your troop may already have received/completed some of these items)

	<p>Receive the list of potential girls for my troop from the Troop Organizer/Service Team Member or MCDS. Only the Troop Organizer/Service Team member or the MCDS can place girls into troops so check with them before adding any new girls.</p>	
	<p>Hold a parent informational meeting. Recruit troop volunteer committee and inform parents of the volunteer roles needing to be filled such as Troop Treasurer, Troop Cookie Manager, etc. Refer to the section of <i>Volunteer Essentials</i> on forming a troop committee.</p>	
	<p>Receive a troop number and register all members of my troop. All girls and adult volunteers must be registered before their first troop meeting (this does not include parent meetings). The registration fee for girls is \$22 which includes the GSUSA's registration fee or \$15 and council service fee of \$7. Adult registration fee is \$15. Registration Options:</p> <ul style="list-style-type: none"> • Each parent can register their daughter through online registration. Each troop volunteer can do the same. • Leader registers the girls through online registration. • Registrations can be done via paper registrations. Leader can collect forms and money and mail to GSCM. • If financial assistance is requested for girls or adults, please contact your MCDS for further instructions. 	
	<p>In conjunction with the Troop Treasurer review troop banking procedures (see online webinar on troop finances in the Leader Tool Kit) and with the Service Unit Treasurer or Service Unit Manager establish a troop bank account. Please contact your MCDS if your bank requires a letter from GSCM to open an account.</p>	<p>Service Unit Treasurer: Phone _____ Email _____</p>
	<p>Secure a meeting site according to the guidelines found in <i>Volunteer Essentials</i>.</p>	<p>Meeting Site: _____</p>
	<p>Plan out your first meeting. Keep in mind the grade level of the girls when selecting activities. The course, Introduction to Girl Scout Leadership will provide you with additional tools.</p>	

General Information (Much of this information can be found in the New Troop Packet or on our website)

	<p>Review the necessary resources you will need as a troop leader (Journey books, Girls Guide to Girl Scouting) and become familiar with how to purchase troop supplies.</p>
	<p>Confirm that you have been given a tax exempt card for troop purchases.</p>
	<p>Become familiar with what permissions are need for troop money earning activities and troop trips.</p>
	<p>Review the GSCM website and become familiar with the various sections including Programs, Upcoming Events, Adult Training, Leader's Tool Kit, and the VINE,</p>