



Girl Scouts of Central Maryland

410.358.9711 or 800.492.2521

www.gscm.org.

MEET AND GREET - OUTLINE
FOR NEW TROOP/GROUP LEADERS, ASSISTANT LEADERS, ADVISORS

All appointed troop volunteers will be required to complete the online course *Girl Scouting 101*. Leaders and co-leaders will also need to complete *Introduction to Girl Scout Leadership* which will cover general information needed by troop volunteers such as Girl Scout Mission, program resources, safety guidelines, and council policies. It will be helpful to make sure new leaders have been given a Troop Resource Packet prior to *Introduction to Girl Scout Leadership*. In addition, new leaders will need to have a Meet and Greet which is designed to introduce them to their Service Unit.

- This outline is to be used when giving a *Meet and Greet*. Ask each participant to fill in their information on the Adult Learning Attendance Record (a copy is included in this outline and is available online in the Service Team Tool Kit) and then return to GSCM. Volunteers are encouraged to complete the *Meet and Greet* before registering for Introduction to Girl Scout Leadership.
- **The Key to a successful *Meet and Greet* is to personalize as much information as possible and to make the new volunteer feel at home!**

Supplies Needed:

- Troop Resource Packet
- *Volunteer Essentials* (included in the Troop Resource Packet)
- Date and time of upcoming SU leader meeting(s)
- Extra pens/pencils/paper
- Attendance Form

** At the end of each month, please send the completed form to the Adult Learning Services by mail to GSCM, 4806 Seton Dr., Baltimore or by e-mail vbrooms@gscm.org, or by fax to 410.358.9918. It may also be dropped off at the GSCM Seton Center.

08-1721
9/2016



Girl Scouts of Central Maryland

ADULT LEARNING ATTENDANCE RECORD

Course Title: Meet and Greet

Month and Year _____

Service Unit _____

Name	Address	City/State	Zip	Home Phone	Troop #	E-mail Address
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Meet and Greet OUTLINE AND CHECKLIST

Begin the session by asking each volunteer to enter their information on the Adult Learning Attendance Record.

Local Support – Service Unit & Council Staff

- **Service Unit:** A geographic subdivision of the council comprised of a city or town, a group of schools or small towns or a section of a city. This is your local Girl Scout community which includes leaders, troops and girls.
- **Service Unit Team:** Group of volunteers who support the leaders and girls. Usually on the team are the service unit manager, registrar, cookie manager, and there may also be troop coordinators or grade-level consultants.
- Refer to New Leader Checklist, if you haven't already gone over the information, remind participants of:
 - Council telephone number and website information.
 - Service Unit Manager's name and phone number (e-mail if available) and provide names and phone numbers (e-mails, if available) of service team members.
- Review service unit meetings/activities. Explain the importance of attending meetings or sending a troop representative. Provide the date and location of the next leader's meeting.

VOLUNTEERING WITH GSCM

- Review adult coverage – minimum of 2 registered adults and girl/adult ratios
- Discuss the need of a trained adult at every troop/group function.
- Review the various adult positions in the troop and if a background check or registration is required for the position. Please refer to the Volunteer Application/Background Checklist (03-323a) found on our website.

VOLUNTEER LEARNING OPPORTUNITIES

- Review what training is needed. Troop Leaders must complete Girl Scouting 101 (online video), Service Unit Meet and Greet, Introduction to Girl Scout Leadership (self-study), and grade level training (available as home study or in person).
- Review how to register for the training courses. Online registration is the preferred method; however, if a volunteer is unable to register online, they should complete the training registration form (08-1466) and send it in. The online registration calendar indicates how many spaces are available for each training. Registrations are not taken over the phone and participants must pre-register for a class.
- GSCM's e-newsletter, the VINE, referred to previously, also contains updated information on training.
- Explain that Home Studies are also an option. They are available for Daisy, Brownie, Junior, and Teen grade levels. We also offer a self-study, Outdoor 101, Introduction to the Out of Doors, which prepares volunteers to take the girls outdoors. Participants can register for these online.

BASIC TROOP/GROUP INFORMATION

Troop/Group Meetings

- Determine day, time and place of meeting (offer suggestions of facilities, contact people, etc.)
- Review what a leader needs to have with her at all times (permission slips, health forms, first aid kit, insurance form, emergency information).

REGISTRATION

- Review registration process
- Share where new leader can find instructions for online registration
- Assign Troop Number

MANAGING GROUP FINANCES

Troop/Group Bank Account (Review Council Policies)

- Review Service Unit procedures for opening bank accounts – who will be the signers, how to open, good banks to use, etc.
- Let them know that all adults handling troop/group monies must complete a background check and be registered.
- Explain the online process to request Bank Account letters and the Financial Reporting System.

Money-Earning Basics

- Review training dates and dates of fall Cookie Program. (if during the sale)
- Review Troop Cookie Manager's role. Make sure Troop Cookie Manager information is given to Service Unit Cookie Manager
- Inform them of our spring product sale, magazines.
- Discuss additional Money-Earning Activities. Troops registered at the time of the Cookie Program, must participate in the cookie program in order to have any other money earning activities. Please remind them, they cannot start any part of the Money Earning Activity until it has been approved. Explain Service Unit approval process

Financial Assistance - at local and council level

- Explain GSCM financial assistance. Limited funds are available. There must be demonstrated need. Each application is reviewed on a case by case basis. (Form available in Troop Resource Packet).

Family Partnership Campaign (formerly SHARE)

- Explain the campaign and its importance
- Although we will have a spring campaign, indicate that families may give at any time throughout the year
- Information is available on our website.

WRAP-UP

- Answer any additional question
- Confirm status of troop organization

WHAT ARE THE NEXT STEPS?

Now that they have participated in the *Meet and Greet*, here are the next steps:

- Complete *Girl Scouting 101* if not already done. This is an online course.
- Complete *Introduction to Girl Scout Leadership* and *Grade Level* courses. Encourage them to take these as soon as possible. Please review where to find the list of trainings and how to register for them. Adults who are registered Girl Scouts should use online registration whenever possible.
- Assign girls to troop or work with leader to set up recruitment
- Arrange parent meeting

THANK THEM AND TELL THEM TO HAVE FUN!