



## 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](http://www.gscm.org)      Council Phone: 410.358.9711 or 800.492.2521

Service Unit: \_\_\_\_\_ Troop Number: \_\_\_\_\_

Service Unit Manager (SUM)	E-mail	Phone
New Troop Orientation Coordinator(NTOC)	E-mail	Phone
Community Liaison	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](http://www.gscm.org))

	Complete GSCM Background Check and receive approval letter.	
	Obtain a copy of the Troop Resource Packet which includes <i>Volunteer Essentials</i> from the NTOC or another member of the Service Team or your Service Unit and Troop Support Specialist	
	Sign the volunteer position description/appointment letter from the Service Unit Manager.	
	Participate in the following learning opportunities... Directions to register can be found at: <a href="http://www.gscm.org/for-volunteers/volunteer-training/">http://www.gscm.org/for-volunteers/volunteer-training/</a>	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_____
	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 troop is required to have adult representation at each of these meetings.	Date_____ Time_____ Location_____
	Receive contact information for 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)

	List openings for the troop in the opportunity catalogue.	
	Hold a parent informational meeting. Recruit troop volunteer committee and inform parents of the volunteer roles needed such as Troop Treasurer, Troop Cookie Manager, etc. Refer to the section of <i>Volunteer Essentials</i> on forming a troop committee.	
	All girls and adult volunteers must be registered before their first troop meeting. Registration Options: <ul style="list-style-type: none"> <li>• New members can visit <a href="http://gscm.org">gscm.org</a> to register.</li> <li>• Reregistering members will renew through Volunteer Systems.</li> <li>• If financial assistance is requested for girls or adults, please contact <a href="mailto:membercare@gscm.org">membercare@gscm.org</a>.</li> </ul>	
	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 use the online Financial Reporting System to request a bank letter to open an account.	Service Unit Treasurer:  Phone  Email
	Secure a meeting site according to the guidelines found in <i>Volunteer Essentials</i> .	Meeting Site: _____
	Plan out your first meeting. The Volunteer Toolkit provided through My GS offers wonderful planning tools. 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.	

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

	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. The Volunteer Toolkit provides many resources also.
	Confirm that you have been given a tax exempt card for troop purchases.
	Become familiar with what permissions are need for troop money earning activities and troop trips.
	Review the GSCM website and become familiar with the various sections including Programs, Upcoming Events, Adult Training, Leader's Tool Kit, and the VINE.

**If you need additional assistance, please reach out to your Service Team or contact Member Care at Girl Scouts of Central Maryland, 410-358-9711 or [membercare@gscm.org](mailto:membercare@gscm.org)**