



Leader's Checklist

Before the first meeting



Complete your application.

- Called references so they will be expecting the reference sheets
Date _____
- Application sent to regional Girl Scout Center
Date _____
- Background Check Completed
Date _____
- Register as a Volunteer by completing Girl Scouts of the USA Membership Registration (see page 28 of Girl Scout FUNdamentals).
Date _____
- Welcome letter received
Date _____

***Turn around time is about two weeks, but is determined by how quickly your references are received. For questions concerning your application status, contact the appropriate regional Girl Scout Center.**



Register for Training.

- Girl Scout FUNdamentals _____ Homestudy Sent
- Age Level _____ Training Date (or) _____ Homestudy Sent

***For information on how to register for a training, refer to The Adult Development Section of the *Volunteer Resource Guide*. Remember, your training must be completed within 6 months of your appointment (the date your Welcome Letter was sent).**



Decide on a meeting place and time.

- Meeting place _____
- Date _____
- Time _____

When scheduling your meetings, you will need to keep in mind family needs, scheduled events, religious holidays, and of course availability of your meeting place. **Most important, however, is when you are available.** For convenience, if your troop is meeting after school, you may want to see if

you can meet in a room at the **school**. In general, most schools do not have a problem with this, but they do require that you fill out a permit request. If this is the case, please bring the form to your regional Girl Scout Center for a signature. If your troop is meeting in the evenings or on the weekends, and the school building is not available, **churches and local community centers** are other places troops commonly meet. Meeting at your home, or the home of a co-leader, is not recommended simply for liability reasons. For example if a girl breaks an irreplaceable item (i.e., a vase that your great-grandmother gave you), Girl Scout insurance will not cover that.

***For more information on what to look for in a meeting place, refer to page 72 and 140-141 in *Safety-Wise*.**

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Attend service unit meetings, and contact other volunteers.

Your neighborhood service unit will be the best source of information for you as a new leader. At the meetings you will meet experienced leaders who will be able to answer your questions about bridging, patch and badge work, money-earning, and much more. You will also meet new leaders like yourself who have the same questions as you! Contacting the program consultant, the volunteer who provides direct support for your age level, before your parents' meeting, is a great way to get started.

***For a complete list of service team members and contact information, refer to the local leader support information sheet.**

5

Become familiar with your Volunteer Resource Guide, Safety-Wise, Grade Level handbooks, and Journey Books.

6

Schedule the Parent Meeting.

- Meeting place _____
- Date _____
- Time _____

The parent meeting should be held at least 2 weeks prior to your first Girl Scout meeting.

***For more information or ideas on what to cover in your parent meeting, refer to the reference sheets in Girl Scout FUNdamentals (page 25).**