girl scouts of western ohio
Service Team Support to New Volunteers

Recruitment Chair/School Coordinator and/or Community Development Manager schedule and facilitate school/community recruitment events.

- Communicate dates and times with Community Development Manager.
- Organize interested girls into troops by program level, grade, school, etc.
- Contact any potential new volunteers within 48 hours of the recruitment event to confirm commitment and see if they need support registering.
- Email and update service unit team and Community Development Manager on status of new troop

Recruitment Chair checks approval status via Service Unit Reports in Looker (New in the Last Two Weeks and Full Roster) or request from Community Development Manager.

- The report *New in the Last Two Weeks* includes: members who have joined and/or joined a new troop. role. The report *Full Roster* includes: background check status.
- Follow-up with new volunteer if: Not yet registered, background check not complete, and/or additional recruitment of girls is necessary to meet minimum requirements.

Once through the background check process, new volunteer receives automated welcome emails from GSWO and GSUSA.

- Appointment email from GSUSA
- GSWO Welcome Email (keep this to open troop bank account)
- Welcome GSWO Video and Successful Leader Learning Series on MyGS

Community Development Manager or Recruitment Chair/School Coordinator ensures Troop Start-Up training is scheduled for new volunteer (within 10 days of recruitment).

- Large group/virtual dates are prescheduled during high recruitment season, please see flyer from GSWO.
- Facilitated by council staff or trained, approved volunteer.
- Attendance lists and evaluations are sent to **Troop Support Manager** within 48 hours for tracking.

Check in periodically with Community Development Manager regarding new troops to ensure:

- Are there two trained and approved troop leaders? Have the two leaders connected?
- Review girl roster—Are at least five girls registered into the troop?
- Does the troop want to accept more girls (be displayed in Opportunity Catalog?
- Confirm meeting time and location, do they know where to update this?
  * Gswo.org > Forms and Documents> Troop Opportunity Catalog Form

After Troop Start-Up training: Community Development Manager or Service Team Volunteer shares new troop leader information with service team or council staff.

- This is the official pass off point for new leader support to GSLE Chair/ Service Unit Chair.
- New leader is personally invited to the next Service Unit meeting by service team volunteer.

Service Team shares list of continuous learning opportunities .

- Promote Volunteer Resources/Learning Opportunities section on GSWO website.
- Provides enrichment opportunities during service unit meetings.
  * Fast Fundamentals, Learning Facilitators and Service Unit enrichments by staff.

Service Unit Chair and GSLE Chair follows up with volunteers at least three key times per year and shares communication with Community Development Manager.

- **After 30 Days:** Parent Engagement, Bank Account, connect them to Service Unit.
- **January:** Cookie Sale, Camp, Volunteer Awards.
- **March:** Bridging, Cookie Wrap-Up, Financial Report, Early Renewal.