



Leader's Checklist

Before the first meeting



Complete your application

- Called references so they will be expecting the reference sheets _____ Date
- Volunteer Application sent to Girl Scout regional office or completed online _____ Date
- Background Check completed _____ Date
- Register as a volunteer by completing the Girl Scouts of the USA Membership Registration form (see page 30 of *Girl Scout FUNDamentals* for more information) _____ 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 office.**



Registering for Training

- Girl Scout FUNDamentals* _____ Homestudy Sent
- Age/Grade Level _____ Training Date (or) _____ Homestudy Sent

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



Deciding 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 do require that you fill out a permit request. If this is the case, please bring the form to the Girl Scout regional office 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 recommend simply because of 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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Attending service unit meetings and contacting 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.**

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Become familiar with your Volunteer Resource Guide, Safety-Wise, and Age Level handbooks and how to guides.

***For information on how to best use these materials, see pages 63 and 64 of *Girl Scout FUNdamentals*.**

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The Parent Meeting

- Meeting place _____
- Date _____
- Time _____

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