



Getting Started Checklist for Troop Volunteer Teams

Use this checklist to help you and your volunteer team get your troop off to a safe, organized and rewarding start. Remember, support is always available through your service unit and council staff.

- ☐ **Meet with your troop volunteer team** to discuss roles/responsibilities and decide the location, day, time and frequency of your Girl Scout meetings.
- ☐ **Choose your meeting space.** For tips, review page 37 of [Volunteer Essentials](#).
- ☐ **Plan your Friends & Family Meeting** using the sample agenda. Consider support roles that friends & family can take in your troop.
- ☐ **Send Friends & Family Meeting invite** using the customizable Friends & Family Meeting Sample Invite Letter in the [Resource Library and Forms](#).
- ☐ **Register** all [girls](#) and [adults](#) in your troop and volunteer team.
- ☐ Have parents/guardians complete and **sign the [Annual Girl Permission Form](#)** for each girl participating in Girl Scouts.
- ☐ Ensure that all volunteers and adults who work closely with the girls (or have access to their information) **complete and submit a [CORI Acknowledgement Form](#)**. All forms need to be verified in person by a GSEM authorized representative.
- ☐ Volunteers working with your troop must **complete GSEM's [Online Volunteer Agreement](#)**. This agreement must be completed annually.
- ☐ **Fill out the [Request for Troop Bank Account](#)**. Troops must have two non-related adult members as signers.
- ☐ **Review [Volunteer Essentials, Chapter 4 - Safety Wise](#)** for safety specifics.
- ☐ **Explore the [Safety Activity Checkpoints](#)** found in our Resource Library and Forms.
- ☐ **Connect with your Service Unit Team** to inquire about girl placement into your troop, and the dates/times/locations of service unit meetings and events.
- ☐ **Plan your first few troop meetings** using the First Three Meetings.
- ☐ **Complete your Training Requirements**
 - Take [Girl Scouting 101](#), an online introduction to the Girl Scout program
 - Take Troop Pathway Orientation, prior to meeting with girls
 - Register for your [Essentials](#) session (level specific) to learn how to facilitate Journeys and help your girls earn skill building badges
- ☐ **Read up on the [10 Essential Elements](#)** for creating a high-quality, fun filled experience for the girls. This online level-specific resource is an excellent place to get ideas for your Friends & Family meeting and to find ways to integrate the Girl Scout Leadership Experience into your activities. Follow this link, <http://forgirls.girlscouts.org/quickstart/>, and choose your level (Daisy, Brownie or Junior).
- ☐ **Stay connected** with Girl Scouts of Eastern Massachusetts on [Facebook](#), [Twitter](#), [Pinterest](#), and our [GSEM Blog](#) and follow us on [Instagram](#) (@GirlScoutsEMass).

kes 8/21/2014