



## New Leader Check-list

- Obtain and fill out paperwork: Volunteer Application, 3 confidential references, Volunteer Position Agreement – all sent directly to Girl Scouts of the Jersey Shore office (references should be sent to people who fill them out). You can get these forms from [www.girlscoutsjs.org](http://www.girlscoutsjs.org) or from your Service Unit contact.
- Receive a letter that all of your paperwork has been received from the Council office.
- Take Volunteer Orientation Training either online or with Service Unit. You will have to meet with a contact from the Service Unit to receive the booklets you will refer to for this training and at that point in time, a brief face-to-face interview will be conducted.
- Obtain list of girls to be placed in your troop from Troop Organizer.
- Obtain troop number from Service team member (either Service Unit Manager or registrar).
- Open troop bank account with Service Unit Treasurer. Bank accounts must be set up with the following:
  - Girl Scouts of the Jersey Shore, Troop #, and use Council's Tax ID#. Leader, Assistant Leader and Service Unit representative (Treasurer or Service Unit Manager) must have signatures on the account.
- Troop Leaders: must take LT1 Training within 6 months of appointment as troop leader, which trains you on leading a Girl Scout troop either online, at Council office or through the Service Unit.
- Troop Leaders & Assistant Leaders must take GSLE Training (Girl Scout Leadership Experience) for the level they are working with within the first 6 months of appointment either online, at Council office or through the Service Unit.
- If applicable, look into taking First Aid/CPR Training and Outdoor Training if you are considering taking Your troop camping. *(Please see Safety-Wise pg 36 for more info.)*
- Determine day, time, place to hold meetings. Get approval from school, firehouse, church, etc. and obtain insurance form if necessary from the GSJS Membership Department.
- Hold a parents' meeting:
  - Obtain completed registration forms and fees for girls (make sure you and your Assistant Leader register too!) and any parent who will assist your troop. The troop cannot meet until the girls are registered.
  - Have the parents complete the girls' health history forms --a copy of this should be held by the leader at every troop event.
  - Determine dues for the year and uniform requirements for your troop
  - Begin to fill out Detailed Cash Record and Financial Report, Dues and Attendance Record sheets
  - Recruit parents to assist in the troop
- Attend scheduled Service Unit Leader Meetings