



The steps you'll need to complete depend on the role you've selected (circled below). Please look over the requirements for your role before you leave tonight so we can answer any questions.

Volunteer Role Choice:

- Troop Administrator
- Troop Treasurer
- Troop Outdoor Coordinator
- Girl Program Mentor
- Troop Product Sales Manager
- Troop Chaperone



Check off each item as it's completed:

- Register as a Girl Scout member at a local parent night or visit www.girlscoutcsa.org and select a volunteer position.
- Watch for an email from Asurint containing a link to complete your background check. This email could go to your spam or junk folder. If you didn't provide an email address that you check regularly, please contact our office to change your email address on file. **Once you receive this email, you'll have 48 hours to complete your background check.**
- Complete the background check. Please call 800-474-1912 or email info@girlscoutcsa.org for assistance.
- You'll receive an email from your relationship manager explaining which trainings to take.

Training(s) for each role - All training MUST take place within two weeks from today.

All volunteer positions	<ul style="list-style-type: none"> • View online Volunteer Orientation. • Anyone in the troop is welcome to attend New Troop Orientation. At least one person in the troop must attend. • View online gsLearn required videos.
Troop administrators	<ul style="list-style-type: none"> • Required to attend New Troop Orientation, a live session that provides the basics of starting and keeping up a successful troop (online or in-person). • View online gsLearn required videos.
Girl program mentors	<ul style="list-style-type: none"> • View the online gsLearn required videos. • Attend the in-person Jump In! workshop. Please register on our website.

Once your background check is complete and you're eligible to volunteer with Girl Scouts, you'll receive an email from your relationship manager, alerting you that you can meet with the troop!



If you're a troop administrator, your next steps are below (once your training is complete):

- Go to www.girlscoutcsa.org and log in to your My GS account (top right). This allows you to access the Volunteer Toolkit and view the troop's online roster of girls and adults. You'll learn more about the Volunteer Toolkit at training. It's easy to use and helpful to plan your year!
- Service units are local communities of Girl Scout troops and a great way for new troops to get advice and help. Your service unit manager was copied on your background check email and will reach out to you.
- Find a troop meeting location. Local churches, community buildings, etc., often host Girl Scout troops. For assistance, please contact your relationship manager.
- Set up your parent meeting. Use the online troop roster to contact all troop volunteers and ask which day and time works best. Once a date is set, contact all parents and let them know.
- Hold the parent meeting.
- Set up the troop bank account. You'll be on the account along with one other volunteer, possibly the troop treasurer. You'll receive specific instructions on how to do this at training, or you can visit www.girlscoutcsa.org/banking for step-by-step instructions.
- Have your first troop meeting.

Ask your relationship manager about money-earning opportunities for your troop. Don't forget to ask about our Fall Product Program and the Girl Scout Cookie Program! Both of these programs teach girls lifelong skills and earn money for the troop.



If you're a girl program mentor, troop product sales manager, troop treasurer, troop outdoor coordinator, or troop chaperone, your next steps are below.

- You've completed all of your steps to become a Girl Scout volunteer! You'll receive an email or phone call from the troop administrator concerning the next steps for the troop and to help coordinate the parent meeting.
- The first meeting is expected to take place within one month. **This is only possible if all volunteers complete their background checks and training on time!**
- If you haven't received an email or phone call from the troop administrator or a council staff representative within one month of registering, please call Customer Care at 800-474-1912 or email info@girlscoutcsa.org.



We communicate primarily through email unless we don't have an email address on file for you. Be sure to check your inbox regularly throughout the year for information and important updates!



Your GSCSA relationship manager is _____.

Your service unit is _____.

Your service unit manager is _____.