

STEPS TO SUCCESSFULLY STARTING A GIRL

Step 1: Complete the Volunteer Application and Background Check Disclosure

- Submit the Volunteer Application and Background Check Disclosure Form with a copy of your driver's license to GSNEO marked confidential to the attention of the Registrar Coordinator.
 - Once forms are processed you will receive an approval letter.

Step 2: Decide how the troop leadership will look

- Troops can be led by one or two troop leaders or by a co-op. There always must be at least 2 adults present. The ratio changes with the amount of girls. Please consult Safety-Wise w/update packet for the correct girl/adult ratio.
- Troop leaders are responsible for organizing the meetings and trips, making sure appropriate forms are completed, and attending the monthly Service Unit meeting.
- There are several positions to be filled within each troop - adult volunteers can take one or more of these positions.
 - Leader, Co-leader, Treasurer, First Aid-CPR, attend service unit meetings, Troop Product Sale Chair

Step 3: When, Where, and how often to have troop meetings

- Determine the best time and day for your troop.
- Find a convenient location
- Meetings are typically held monthly or twice a month for 60-90 minutes depending on the age of girls.

Step 4: Hold a girl planning meeting/Parent Meeting

Step 5: Create a troop bank account and an operating budget

- Decide how much to charge each girl for the yearly troop fees. This will likely vary each year.
- Set up a troop bank account using the GSNEO banking guidelines.
- Troop fees often include the cost of badges, uniforms, activity fees, etc.
 - Have the girls decide on the type of uniform the troop would like (i.e. vest or sash)
 - Decide if you would like to include field trips in with dues or to be paid separately

Step 5: Training

- To be an adult volunteer in direct service to girls, you will need to complete the following trainings within 6 months of appointment. Look for more details in Faces & Places.
 1. Complete online **Basic Orientation** at Website: <http://training.girlscouts.org>
Password: discover (This password is case sensitive)
 2. Complete the **Welcome to Girl Scouts** Facilitated Home Study. (Available on the www.gsneo.org website, or by contacting your local service unit.)
 3. Complete the **Leadership Essentials** course. (The locations, dates and times are listed in the *Faces & Places Program and Training Guide*).
- GSNEO also offers additional learning opportunities to assist a volunteer in facilitating Girl Scout programming as well as enrich her/his own development through Adult Learning Days throughout the year.
- First Aid/CPR is required for certain program activities and any time there is a potential for injury.

Step 6: Registration

To register for Girl Scouts complete the Girl Registration Form or the Adult Registration Form. Submit this form to your local Service Center. **The membership fee (\$12) is submitted to GSUSA and does not remain locally in our council.**

If you are a troop/group registering for Girl Scouts, please see more detailed information in the troop module. Membership registration forms can be found at www.gsneo.org or by contacting your local service center.