



Girl Scouts of the Desert Southwest
NEW LEADER CHECKLIST



Thank you for volunteering! The following is a check list for becoming a new Girl Scout leader and starting a troop. We look forward to hearing from you and helping in any way we can.

- _____ **Adult Learning Opportunities.** For locations/times of classes, visit the Girl Scouts of the Desert Southwest website www.gsdsww.org or your local GSDSW Program Center. You must register in advance to ensure materials and space will be available at the training course.
- _____ **Review *Girl Scouts of the Desert Southwest Volunteer Essentials*.**
- _____ **Contact and register for your troop.** Your Membership Manager and Service Unit Team members will supply you with a list of girls/adults to contact. Contact interested families. Your first meeting should include the parents so they understand what belonging to a troop involves and so you can proactively recruit help. Parents should fill out the girl Registration form and pay the \$12 membership fee at this meeting.
- _____ **Secure meeting place and time.**
- _____ **Open a troop bank account.** Refer to bank account information found in *Girl Scouts of the Desert Southwest Volunteer Essentials*.
- _____ **Complete and turn in registration forms to the Program Center nearest you.** A Membership Dues Summary must accompany girls and adult registration forms. Please fill out each girl and adult form completely, especially the Dues Summary. There must be one leader registered as the 01, the other co-leader may register as 02, and parent helpers as 03 or 14. Membership dues are \$12 per girl and adult, which includes accident insurance for Girl Scout activities. Make checks out to Girl Scouts. Financial assistance is available for girls and adults if needed. Complete the Financial Aid form found at the GSDSW website or your nearest GSDSW Program Center.
- _____ **Start your meetings!** It's time to begin meeting with the girls on a regular basis.
- _____ **Attend monthly Service Unit meetings.** It's a great opportunity to learn about Service Unit plans, come up with new ideas for your own meetings, learn about council updates and to ask questions.
- _____ **Visit the Council website:** Surf www.gsdsww.org to find council-sponsored activities and events, schedules for adult learning opportunities and GSDSW forms.
- _____ **Visit your local Program Center.** See *Girl Scouts of the Desert Southwest Volunteer Essentials* or our website for locations. The Resource Center is stocked with program materials, books, and videos for lending. The Retail Shop offers a wide variety of official Girl Scout uniforms, handbooks and other fun items for purchase.
- _____ **Resources that your Membership Manager and Service Unit Team will provide you:** Registration packet, *Girl Scouts of the Desert Southwest Volunteer Essentials*, *Troop Module*, *Safety-Wise* and *Leader's Blue Book of Basic Documents*.

WHO TO CONTACT

Local Program Center _____
Membership Manager _____ Phone: _____ Ext. _____
Email: _____ Fax: _____

Service Unit: _____
Service Unit Manager: _____ Phone: _____
Email: _____

Troop Consultant: _____ Phone: _____
Email: _____

