

Girl Scouts of Central Indiana New Troop Leader Checklist

- 1. Meet with community organizer** (or membership development manager) to learn about Girl Scouts of Central Indiana and troop leader responsibilities (see contact information on page 3).
- 2. Contact service unit manger**, complete a volunteer application (will include a criminal background check) and a Girl Scouts of the USA (GSUSA) registration form.
- 3. Membership Registration Information**
 - a. Girl member registration: \$12/girl annually.
 - b. Adult member registration: every adult that plans to participate, drive girls or help with troop activities must register; \$12/adult annually.
 - c. All participants of the Fall Product and Cookies Sale programs must sign and turn in forms, found in your registration packet.
 - d. You can register girls/adults throughout the year.
 - e. Registration year is October 1 through September 30.
 - f. You are a member of Girl Scouts of Central Indiana.
- 4. Adult Learning Sessions** – Each leader should attend/complete the following:
 - a. **GSUSA Online Orientation** at <http://training.girlscouts.org>
 1. Select English or Spanish
 2. Password English = discover; Password Spanish = descubrir
 3. When directed, follow the instructions for setting up your Learning Log. Be sure to select "Central Indiana" as your council.
 - b. **Girl Scouts of Central Indiana Introduction**–Girl Scouts of Central Indiana Introduction is designed to help volunteers understand the policies, procedures and information that is specific to Girl Scouts of Central Indiana council.
 - c. **Leadership Essentials** -Leadership Essentials is a module that will help prepare you to effectively facilitate the Girl Scout Leadership Experience. This session offers flexibility, so it can be used with a group of volunteers who are partnering with girls of the same grade level, or different grade levels. This session is for volunteers working with all age-levels.
 1. Classroom sessions can be viewed at www.girlscoutsindiana.org and register on the E-Council calendar.
 2. Online session can be found at <http://training.girlscouts.org>. No password required.
 - d. **CPR & First Aid** -This session could be omitted if you have a certified volunteer or parent that is willing to be at meetings and attend field trips, etc.
 1. Classroom sessions can be viewed at www.girlscoutsindiana.org and register on the E-Council calendar. This is an 8 hour session, including skills test.
 2. Online sessions can be viewed at www.girlscoutsindiana.org and register on the E-Council calendar. This learning module is at your own pace and you have 30 days to complete once you are given an activation code. You must register for and complete an in-person skills test.
- 5. How to register for adult learning sessions.**
 - a. Telephone by calling 317.924.6862 or 317.924.6818.
 - b. Email mbooth@girlscoutsindiana.org or kcoutho@girlscoutsindiana.org.
 - c. Walk in to your nearest service center.
 - d. Mail the completed registration form found at www.girlscoutsindiana.org under Forms tab to:
Girl Scouts of Central Indiana
Attn: Volunteer Services
2611 Waterfront Parkway East Drive, Suite 100
Indianapolis, IN 46214
 - e. Register online using E-Council at www.girlscoutsindiana.org.
- 6. You have completed your registration information, turned in your volunteer application and registered/attended your adult learning sessions. Now What!**
 - a. Receive troop interest forms/list of interested girls/names of interested girls.
 - b. Acquire adult help with your new troop in the form of adult volunteers.

- c. Each adult must complete a volunteer application, including a criminal background check, and an adult membership registration form.
 - d. Need minimum of two non-related adults for each troop – the more the girls the more adults needed to meet Safety-Wise (Page 69) girl adult ratios.
- 7. Secure a location for your troop meeting:**
- a. Girl Scouts often use the facilities of schools, parks, churches, and municipal entities as meeting places or venues for special events.
 - b. Homes are not recommended as meeting places.
- 8. Get your troop organized by holding a parent meeting.**
- a. Every adult that plans to help, including driving girls, must register as a member and complete a volunteer application, including a successful criminal background check.
 - b. Forms to have on hand for parents to sign include the Blanket Permission Form and Product Sales Permission Form. Forms can be found at www.girlscoutsindiana.org under the Forms tab.
 - c. Troop dues considerations– figure supplies, program books, patches, etc. A great resource for determining troop dues can be found in Safety-Wise on page 26. It is up to you how you handle it – large sum at the beginning of the year, quarterly, each meeting, etc. Consider the families and what may be best for them.
 - d. Hand out a meeting schedule, if you have it.
- 9. Contact service unit manager or service unit registrar** to turn in completed registration forms.
- a. You will receive your troop number.
 - b. You will receive a copy of Safety-Wise and Blue Book of Basic Documents.
- 10. Establish a troop bank account**
- a. Must have two registered adults on account. These adults cannot be related to each other. The address on the check should be that of one of the adults on the account.
 - b. Select a GSCI approved bank in your area found at www.girlscoutsindiana.org under Forms tab, print off a copy of appropriate bank letter and present it when opening the bank account.
 - c. Checks should have/include this information:
 - 1. Five-digit troop #
 - 2. Address of account holder
- 11. Set up a troop record by establishing an organizational system that works for you.** Below is a short list of information that will help get you started (resources can be found at www.girlscoutsindiana.org under the Forms tab). You do not need to have all of these forms but may find them helpful. The required forms are in bold.
- a. Troop roster
 - b. Troop attendance record
 - c. Troop dues record
 - d. Girl individual record
 - e. Detailed cash report
 - f. **Blanket permission slip/health history**
 - g. **Special permission slip**
 - h. **Product sales permission slip**
 - i. Program assistance grant form
- 12. Start planning for your first troop meeting.**
- a. When will you meet? It is recommended that troops meet regularly. The schedule of meeting times is worked out by the members of the troop in partnership with the leaders and at the adults who work with them.
 - b. How long will the meeting be? The age of the girls is an important factor to consider.
 - c. Where will we meet? Troop meeting places must meet the requirement set forth in Program Standard 22 in Safety-Wise.
 - d. What will you do? No two troop meetings are the same. Basic meeting plan includes:
 - 1. Start-up activity: something girls can do as members gather for the meeting.
 - 2. Opening: a formal or informal beginning to the meeting.
 - 3. Business: things that need to be done such as taking attendance, collecting dues, planning, group discussions, etc.
 - 4. Journeys.

5. Major activity: Program work, field trip, guest speaker, games, fun etc.
6. Clean up: "A Girl Scout leaves a place better than she found it."
7. Closing: parting words or a ceremony to signal the end of the meeting.

13. Key Communications

- a. **Girl Program Activities and Adult Learning Resource Guide**-Publication mailed to households in mid-July and first of December.
- b. **Camp Catalogue**-Publication mailed to households in early February.
- c. **Annual Meeting Invitation**-Invitations mailed to all volunteers for Annual Meeting held the last week of April. Event includes adult recognition ceremony.
- d. **E-Newsletters**-Subscribe to the following electronic newsletters:
 1. **Connections**-Bi-weekly council updates. To subscribe go to www.girlscoutsindiana.org and click Forms and E-News on the main page, point to E-Newsletters, then click subscribe to E-News on the right hand fly out menu, complete name and email, check the box for Volunteers, select subscribe and submit.
 2. **Older Girl Newsletter and QUIRKz**-To subscribe go to www.girlscoutsindiana.org and click Girls on the main page, point to 6-12 on the left menu, click Girl Scout Gold and Silver Award on right hand fly out menu, click subscribe in the middle of the text, complete name and email, check the box for Cadette, Senior and Ambassador Girl Scouts, select subscribe and submit.
- e. **Facebook**-Sign up on main page at www.girlscoutsindiana.org.

14. Troop Banking FAQs

- a. **Does my troop need a checking account?**
Yes, troops need a checking account for safekeeping of their product sales and troop funds. This also gives the troop treasurer a record of movement of funds.
- b. **Where can I open a troop checking account?**
Some Service Units require their troops to all use the same bank, check to see if you are in one of these, and what bank they use. Girl Scouts of Central Indiana maintain relationships with several banks throughout the council. Though minimum deposit requirements vary, all of the preferred banks offer a free checking account for your troop, and most offer a free set of checks. Using a preferred bank simplifies opening your account, and more easily resolves any problems that may arise. These banks are: **Fifth Third, First Financial, Forum Credit Union, MainSource, Old National, PNC and Regions.**
- c. **Can I use a different bank?**
If your service unit allows you to choose your bank, and the preferred banks are not within a reasonable distance, you may request using another bank by going online to the banking forms and using the bank request form.
- d. **How do I open a troop checking account?**
Go online to the council website to the forms area. **Print the form for the bank you want to use.** Take this form to your local branch, and they will open the account for you. Do not use your social security number for the troop account. If you have any problems at your local branch, please have them call the number on that letter.
- e. **How many signers do I need on an account?**
You need at least 2 nonrelated people able to sign on your checking account. Checks need only 1 signature. We recommend that one keeps the check book and that the other reconciles the account. This ensures that both people are aware of your troop expenses.
- f. **What name should be on the account?**
The account should be titled: **Girl Scouts Central IN # (5 digit troop number).** We suggest that checks only have the account name and not the address. Be sure the bank has your address, so the statements are sent to you, unless they need to go to your Service Unit Finance Manager.
- g. **Can the troop have a debit card?**
Yes. Troops are permitted to have a debit card with their account. This facilitates making reservations as well as making Showcase purchases online.
- h. **Can the troop have online banking?**
Many banks use the tax identification number to set up online banking. Because all troops use

our tax ID the bank may not allow you to have it, since it would give you access to everyone's account.

i. **Can a troop account be passed to a new leader?**

Yes, new signors may be added to the troop account. The current leader should contact the bank and let them know of the change. Please ask the bank what their requirements are for changing names on the account. If the current leader is not continuing she should have her name removed from the account, and the new leader's name added.

Membership Development Manager (MDM)

Name: _____

Phone Number: _____

E-Mail: _____

Service Unit Manager (SUM)

Name: _____

Phone Number: _____

E-Mail: _____

Community Organizer

Name: _____

Phone Number: _____

E-Mail: _____

Service Unit Registrar

Name: _____

Phone Number: _____

E-Mail: _____

Available Adult Learning dates in your area: