



Girl Scout Council of the Nation's Capital
 4301 Connecticut Avenue, N.W.
 Washington, D.C. 20008
 PHONE (202)-237-1670 (800)-523-7898
 FAX (202)-274-2161
 EMAIL info@gscnc.org



New Leader Checklist

Contact your Service Unit Manager for assistance in completing the checklist below.

Name	Assoc	SU
Service Unit Manager (SUM) Primary Volunteer Contact:		E-mail
		Phone
Field Director (FD) Primary Council Staff Contact:		E-mail
		Phone

Place a check in the left column as you complete each task listed below.

Beginning Paperwork (underlined items may be found online at www.gscnc.org)

	Complete the <u>GSCNC Volunteer Position Application</u> online.				
	Submit e-mail addresses for my three references through the online application process. Or give a copy of the <u>Volunteer Position Reference</u> form to the three people listed on my application.				
	Register online and submit \$12 fee (financial assistance is available).				
	Obtain a copy of the New Leader Packet from my SUM (which contains Volunteer Essentials).				
	Sign the appointment letter from my SUM.				
	Participate in learning opportunities.				
	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Basic Leadership (online or in person)</td> <td style="width: 20%;">Date: _____</td> </tr> <tr> <td>Program Level (online, phone, or in person)</td> <td>Date: _____</td> </tr> </table>	Basic Leadership (online or in person)	Date: _____	Program Level (online, phone, or in person)	Date: _____
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Program Level (online, phone, or in person)	Date: _____				

The Service Unit (SU)

	Know where and when my monthly SU meeting takes place and that my troop needs adult coverage at each of these meetings.	Date: _____ Time: _____
		Location: _____
	Receive a roster of volunteers within my SU.	

The Troop (Your troop may already have received/completed the items below).

	Receive list of potential girls for my troop.	SU Organizer: _____ Phone: _____
	Receive troop number and register all girls in my troop (add any new girls by their second troop meeting).	Troop #: _____ SU Registrar: _____ Phone: _____ E-mail: _____
	Tell all parents of the benefits of membership and encourage them to register.	
	Review Troop Money Manager Checklist with SU Money Manager. Establish troop checking account or update existing account bank. Request a bank card.	SU Money Manager: _____ Phone: _____ E-mail: _____
	Secure meeting site according to the requirements of the Site Safety Checklist found under Leader Forms online. Meeting Site: _____	