



Girl Scout Council of the Nation's Capital  
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**B274**

### 330 TROOP ORGANIZER CHECKLIST FORM

#### Instructions

·Before you will be able to get started, you will need to meet with your Field Director or Service Unit Manager to obtain the needed information and resources below.

Your Name:

Local Field Director or Service Unit Manager's contact information:

Field Director and contact information:

- Service Unit Team roster with Welcome Specialist
- Explanation of service area and map of area
- Current state of existing troops (leaders, returning girls, number of openings)
- Service unit meeting information
- Service Unit policy on troop numbers (both in use and open for use)
- Currently used troop meeting sites and contact information
- Current waitlist status
- Local school, church or centers for recruitment and contact information, if available

#### RESOURCES

- Volunteer Essentials*
- Flyers, posters, brochures
- Position Descriptions
- 101 Basic Leadership Checklist with Welcome Specialist
- Promotional materials (pencils, etc)

#### IMPORTANT WEBSITES

- Online membership registration
- Online volunteer application
- Online training registration