

**GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL (GSCNC)
101 BASIC LEADERSHIP TRAINING REGISTRATION CHECKLIST
GUIDE FOR SERVICE UNITS**

PURPOSE: To welcome new troop leaders to Girl Scouting, familiarize them with your service unit and establish a framework for GSCNC training.

OBJECTIVES: After this session, troop leaders will be able to:

- ✓ Complete the registration and application process.
- ✓ Describe the purpose of Girl Scouting.
- ✓ Identify and use some of the resources available to Leaders.
- ✓ Identify further training needs.

WHAT ARE THE 101 BASIC LEADERSHIP TRAINING REGISTRATION CHECKLIST AND GUIDE FOR SERVICE UNITS? The *Training Registration Checklist* is a prerequisite for 101 Basic Leadership Training. It is part of the registration process and must be completed to register for the course. The checklist is available online and in the *Big Book of Training*. It can be submitted online, mailed or faxed into GSCNC. The *Guide for Service Units* is a tool to assist a service unit member in providing a new troop leader with everything required to start a troop and complete the checklist for training registration.

WHO RECEIVES THE 101 BASIC LEADERSHIP TRAINING REGISTRATION AND CHECKLIST? Because this is an introduction, it should be extended to all new troop leaders.

WHO COVERS THE 101 BASIC LEADERSHIP TRAINING REGISTRATION AND CHECKLIST INFORMATION WITH A NEW TROOP LEADER? The service unit manager should determine who will meet with and give the new troop leader this information. It can be an organizer, troop consultant, the manager or perhaps another team member. It can be different people at different times to better serve the new troop leaders in a timely manner. The meeting should introduce the newcomer to both the council and the service unit. A new volunteer will begin to feel comfortable when she/he is familiar with the material and knows the people in the service unit.

WHEN SHOULD THE CHECKLIST INFORMATION AND RESOURCES BE GIVEN TO A NEW LEADER? The new troop leader should be provided this information as soon as possible after she/he has agreed to serve.

Please use the following checklist to ensure a new Leader has everything she/he will need for a successful start in her/his new role.

- Welcome the new troop leader to Girl Scouts and to your service unit. Share the Girl Scout Promise, Law and 4 program goals to establish what we are all about. (*Green Pages – inside cover and pg. 18*)

Beginning Paperwork

- ❑ Ensure a *GSUSA Registration Form* has been provided. Review the annual membership fee of \$10. 100% of this fee goes to GSUSA for program development and insurance. (*Green Pages – pg. 24*) Answer any questions from the form (i.e. such as position codes).
- ❑ Ensure a *GSCNC Volunteer Personnel Application Form* (*online*) and *3 Written Reference Forms* (*online*) have been provided. If needed, review the forms and direct the new troop leader to who/where she/he should send them. Answer any questions.
- ❑ Explain that she/he can expect an appointment letter from the service unit manager after the application and reference are received. An appointment letter is required before she/he meets with girls.

The Service Unit

- ❑ Provide a membership roster of your service unit. Highlight those who may be the most helpful, including the service unit manager, organizer and registrar.
- ❑ Discuss the purpose, date, time and location of your service unit meetings. Explain the expectations of a troop for these meetings.

The Troop

- ❑ Provide your association and service unit numbers. Explain that the Girl Scout Council of the Nation's Capital is divided into these smaller units to better serve girls. (*Green Pages – pg. 34 & 35*) The new troop leader will learn more in training.
- ❑ Provide the name and contact information for the SU registrar and/or organizer to receive a troop number and a list of girls for the troop. Explain the process for registering new girls and adults into the troop.
- ❑ Provide information on a checking account for the troop. (*Green Pages – pg. 25*) Provide the following information or direct her/him to the SU money manager. Is this a new troop? Are they taking over an old troop with existing funds? If taking over an old troop, provide the new troop leader with any troop property.
- ❑ Discuss the best places in your area for holding troop meetings. Provide contact information needed for scheduling meeting times at these places. Direct them to the *Site Safety Checklist*. (*Green Pages – pg. 57*)

GSUSA and GSCNC Resources

- ❑ Explain the training required for a new troop leader and the timetable in which to complete it. Show her/him where to find training options and how to register. (*Green Pages – pg. 4 & 5*) (*register.gscnc.org*)
- ❑ Provide a copy of *Safety-Wise* and *Green Pages* for a new troop or pass along existing troop property.
- ❑ Provide the most recent copies of GSCNC publications including: *The Leader's Disc*, *In-Addition*, *Capital Notes*, *Mosaic/More*, *Big Book of Training* and *Big Book of Program*. (Information Center)
- ❑ Explain the role of a field director and provide contact information for the field director in your area.
- ❑ Provide information and schedules of GSCNC services including the website and shop. (*Green Pages – pg. 37-41*)
- ❑ Emphasize the need for 101 Basic Leadership Training as soon as possible. When she/he completes the checklist and becomes registered in a 101 class, she/he will be sent a *New Leader Welcome Packet*. This packet will contain information to help get the troop up and running while awaiting training.