



Service Unit Troop Mentor Checklist

Suggested Timeline:

☐ Checklist – Week 1:

- Contact the new leader, introduce yourself, and share your contact information
- Set up a meeting day & time no later than 2 weeks from initial contact
- Encourage the new leader to sign up for the in-person, virtual (both via GSSSC's event calendar) or online (GS Learn) new leader training and have it completed by the time you meet
- Share the "Checklist for New Troop Leaders", detailing the 1st-month actions for new troop leaders

Discuss the following to help keep new leaders on track. Has the new leader:

☐ Checklist – Week 2 or 3: Meet with the new Leader

- Completed the new leader training either in-person, virtual, or online? If online, make sure to supply the leader with the additional training handouts (provided to you by GSSSC)
- Signed up for GS Grade Level training? (via GSSSC's event calendar)
- Received the "My First Year Guide"? Available on paper or digital.
- *If new troop*: Found a co-leader? If so, have the new leaders completed the "setting up a new bank account" form and submitted this to GSSSC?
- *If new troop*: Set up an appropriate meeting place, day, and time for troop meetings? Has the leader come up with an inviting catchphrase to attract girls to her troop and what specifics the troop will focus on? Inform GSSSC's Membership Manager of this information. This will become part of the troop profile.
- An understanding of the different troop roles and need to delegate to parent volunteers: Troop Cookie Manager, Troop Fall Product Manager, Troop Treasurer. Other roles: Snack Coordinator, Photographer, Outdoor activity enthusiast, camping coordinator, etc.
- An understanding of key safety policies: Remind the new leader that there can be NO tagalongs (children who are not GS members) at meetings, all parents who are around the girls more than two (2) times MUST be approved volunteers (have an active adult membership and current background check)
- Accessed the volunteer toolkit via the "MyGS" tab and viewed the troop roster? Go over the ins and outs of the Volunteer Toolkit and encourage the new leader to sign up for the In-person, virtual (both via GSSSC's event calendar), or online Volunteer Toolkit training.
- Connected with anyone else from the Service Unit? Explain what a Service Unit is. Share the role of the Service Unit. Go over your Service Unit Team, its members, their roles and responsibilities, and Service Unit meeting information and arrange to have the leader meet you there. (Remember that you and the Membership Manager may be the only familiar faces at the Service Unit meeting.)

LOOKING TOWARD NEXT MONTH – Items to be completed by new Troop Leader

- Set up next month's meeting with you
- Take required trainings: New Leader Training, Volunteer Toolkit, Outdoor Training (GS Learn)
- Review Safety Activity Checkpoints, Volunteer Essentials, New Leader Blue Book
- Attend upcoming Service Unit meetings (share Service Unit meeting schedule)
- Understand Investiture and/or Rededication – What is it? *If new troop*: encourage new leader to set a date for an Investiture and Rededication ceremony, purchase pins, find Investiture ceremony ideas (google, Pinterest, etc.) and help the girls plan it. *If existing troop*: make sure to plan for this tradition each year.

CONTINUED: LOOKING TOWARD NEXT MONTH– Items to be completed by new Troop Leader

- Understand Kaper Chart – What is it? (Introduce Kaper Chart as a creative activity to the girls)
- *If new troop:* Set up troop meeting schedule in Volunteer Toolkit
- *If new troop:* Set up meeting with Service Unit Treasurer to learn about troop bank account and fiduciary requirements (signed bank statements and troop financial report due date). Meeting should include Troop Treasurer?
- *If new troop:* Set up bank account
- *If new troop:* Set up parent meeting, share resources (uniform requirements, etc.), recruit volunteers, discuss dues, collect health forms, share troop schedule, set snack schedule, etc.

Discuss the following to help keep new leaders on track. Has the new leader:

☐ **Checklist – Month 2: Meet with the new Leader**

- Accomplished check points from the first month?
- Attended the monthly Service Unit meeting or sent another adult troop volunteer in their place? Met members of the Service Unit Team?
- Completed the required trainings?
- Set up Investiture and/or Rededication ceremony date?
- Registered all girls and adults who attend the troop meetings?
- An understanding of troop money earning activities, including fall and cookie product sales?
- *If new troop:* held a parent meeting, made parents aware of the resources available to the girls and where they can be purchased, recruited parents to help volunteer and delegated troop duties to the different parents as discussed in month 1, discussed dues, collected health forms for all girls and adults, set up the troop's meeting schedule?
- *If new troop:* connected with Service Unit Troop Treasurer and understands the required fiduciary requirements (signed bank statements & annual report due date)
- *If new troop:* set up bank account?
- *If new troop:* begun to understand what the girls would like to accomplish this year and begun to develop a year plan in the Volunteer Toolkit based on those interests?
- *If new troop:* started teaching the girls, the Promise and Law?

LOOKING TOWARD NEXT MONTH – Items to be completed by new Troop Leader

- Set up next month's meeting with you
- Recruit an adult in the troop with First Aid/CPR training or make plans to have someone attend training
- Check out the Council's Event Calendar and learn about program opportunities outside of the troop meetings, like camp, council and service unit events, and community opportunities. These can offer alternatives to standard troop meetings
- Discuss money earning activities with the girls, including fall and cookie product sales
- Learn 2 Girl Scout songs and teach them to the girls

Discuss the following to help keep new leaders on track. Has the new leader:

☐ **Checklist – Month 3: Meet with the new Leader**

- Accomplished (remaining) checkpoints from the first and second month?
- Attended the monthly Service Unit meeting or sent another adult troop volunteer in their place?
- Put a name to every face in the troop?
- Recruited a First Aid/CPR trained adult for the troop, or scheduled a training for someone else?
- Talked to the girls about what they would like to do throughout the year and started making a year plan in Volunteer Toolkit?
- Learned about other program opportunities and added them to the troop Year Plan in Volunteer Toolkit
- Started feeling more comfortable in their role as a Girl Scout Leader?

LOOKING TOWARD THE FUTURE – Items to be completed by new Troop Leader

- Understand bridging, bridging requirements, where to find bridging ideas (Google, Pinterest, etc.)?
- Understand Troop Travel, Overnight stays and required forms.
- Call Service Unit Mentor for moral support, new ideas or ask questions

Thank you for volunteering!

