



Girl Scout Champion Checklist

Suggested Timeline

- August/September: The new school year is the time when interest in joining Girl Scouts is high!**
 - If your school holds a back-to-school night, talk to the Administrator and ask to have a table, be on hand or provide Girl Scout information to interested parents (materials will be provided).
 - Check in with your school office and PTA/PTO president to introduce yourself as the Girl Scout contact for your school and let them know to forward any inquiries from interested families to you. Post your name and contact information on a school bulletin board if available.
 - Look at the school calendar and identify recruitment opportunities during the school year. Communicate the dates with your Service Unit Recruiter and together come up with a plan to staff these events.

- September: Help us get the word out at your school about local recruitment events**
 - If the service unit or council staff is hosting a local recruitment event, help spread the word through school or PTA/PTO newsletters, room parents, helping to distribute flyers, post signs, and post to school or community social media sites. You will be provided with copies, which will be approved by the school district.
 - Reserve a room at the school for a parent information meeting or recruitment event.
 - Attend the recruitment event—families at your school will love to see a familiar face.

- October/November: Welcome new leaders**
 - Let your Service Unit and GSSSC's Recruitment Team know if there are new troops starting at your school and forward the leader's contact information to them.
 - Check in with the new leaders to see if they have questions about adding new girls to the troop or if they would like to have older girls visit their troop meetings. If so, contact the Service Unit Troop Organizer or Service Unit Manager to coordinate this.
 - If the school is holding Fall & Winter carnivals, or special days (pumpkin carving, Harvest day, etc.), ask the school office if you can have a Girl Scout table at the event. GSSSC will supply materials.

- Jan-Mar: Let us know about kindergarten registration for the upcoming year**
 - Check with the school office when they will hold kindergarten registration. If you are not allowed to have a table at K-Reg, ask if you can provide "goody bags" with some trinkets and GS info. Coordinate with the Service Unit Recruiter.
 - If a kindergarten troop didn't form in the fall, think about asking a Daisy or Brownie troop to host a lemonade and Girl Scout Cookie social for kindergarten girls to tell them about Girl Scouts.
 - Check with the PTO/PTA & office staff if there are Science & Math nights and if GS can have a table. If so, coordinate with the Service Unit Recruiter

- May: Wrap up the year**
 - Get a head start on next year by asking your school office about back-to-school events for the upcoming year. Communicate these dates to your Service Unit Recruiter

- Throughout the year: Reaching out to existing troop leaders**
 - Check in with existing leaders at your school about renewals, remind them to attend service unit meetings, and encourage them to add new girls.
 - Some schools enjoy planning a Girl Scout group activity for all of the troops (and non-Girl Scouts), like picnics, fairs, group bridging, school clean up or beautification day, etc. You can help the group to plan this if there is interest.

- June-July: Great job-you're finished for the year! Enjoy your summer!**

Thank you for volunteering!

