



## **New Volunteer Checklist**

### ***Thank you for volunteering!***

- ✓ **What is a service unit?** Which service unit do I belong to? Service Unit: \_\_\_\_\_
  
- ✓ **When and where does the service unit meet?** Are meetings required? Can a troop representative attend?  
Meeting location/day/time: \_\_\_\_\_
  
- ✓ **Who can help me as I am getting started?**  
Service Unit Manager: \_\_\_\_\_ Phone Number/E-mail: \_\_\_\_\_  
Consultant: \_\_\_\_\_ Phone Number/E-mail: \_\_\_\_\_  
Community Development Manager: \_\_\_\_\_ Phone Number/E-mail: \_\_\_\_\_  
Mentor: \_\_\_\_\_ Phone Number/E-mail: \_\_\_\_\_
  
- ✓ **Position Description/Appointment Letter**
  
- ✓ **Registration Packet**
  - How do I get my troop number?
  - Who do I give my registrations to?
  - Who needs to register?
  
- ✓ **How do I find a meeting place?**
  
- ✓ **How do I set up a bank account?**
  
- ✓ **Safety-Wise and Volunteer Essentials packet**
  - What are these?
  - Where can I get a copy?

✓ **What trainings do I need to take?**

- New Volunteer Orientation ([onlinelearning.girlscouts.org](http://onlinelearning.girlscouts.org), password is “discover”)
- Leadership Essentials
- Traveling Troops (required for traveling with girls away from the meeting place)  
(Please note that these first three trainings are required for troop leaders, but the additional trainings can be completed by another parent volunteer.)
- First Aid/CPR (required for traveling with girls away from the meeting place)
- Basic Camp Training (required for troop camping trips)
- Supplemental trainings like bullying, online safety, outdoor cooking, etc. are also available
- Sign up online for courses at [www.gswcf.org](http://www.gswcf.org)

✓ **Who needs to complete a volunteer application?**

- *In loco parentis* is a legal reference that translates to “in place of a parent.” It refers to the legal responsibility of a person or organization to take on some of the functions and responsibilities of a parent. Any adult who will be in loco parentis, as well as those who handle money, must complete the volunteer application and criminal history screening.
  - This includes: troop leaders/assistant leaders, all adults traveling with girls, volunteers who work with special interest groups, camp volunteers, volunteers who handle money and all parents who provide direct service to girls.
- Volunteers can visit [www.gswcf.org](http://www.gswcf.org) and access the volunteer application from the Volunteer page.

✓ **Required forms**

- Finance Report
- Girl Permission Form
- Girl Scout Trip Planning Form
- Health Form

✓ **Resources**

- [www.gswcf.org](http://www.gswcf.org)
- Resource Centers (Tampa, Lakeland and Ocala)
- Girl Scout Stores (Tampa, Lakeland and Ocala)
- Council publications – *GS Express* (monthly e-newsletter), online fall guide for program events and adult learning courses
- Optional forms ([www.gswcf.org](http://www.gswcf.org))
  - Girl Record
  - Troop Attendance Record
  - Troop Dues Record

***Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.***