

VOLUNTEER ONBOARDING CHECKLIST



Troop Leaders • Girl Program Mentors
Troop Administrators

For more information call 1-844-476-4463
or email customercare@girlscoutsni.org

WEEK 1

Register as a Girl Scout Volunteer

☐ Visit the Homepage (mygs.girlscouts.org). Create a Household Account: Click Login. In the Login window, navigate to "Don't have an Account" to begin the registration process and choose the troop leadership volunteer role you will be filling.

Complete Criminal Background Check: (valid for three years)

- ☐ You will receive an email link from Asurint to complete an online criminal background check. The link is active for 48 hours. If you missed the timeframe, notify your Recruitment Specialist.
- ☐ You have the option to pay the fee yourself or to have the council pay using (Code: councilpay).

Getting Started Email:

- ☐ You will receive a *Welcome to Volunteering with Girl Scouts of Northern Illinois* email once you have registered into your volunteer role with next steps.
- ☐ The Volunteer Development Managers will email your assigned training once your background check has been approved.

Attend an Orientation session. Offered as a Zoom meeting. In person sessions coming in June 2023.

WEEK 2

Complete the 415 Learn the Basics Training Path: (approx. 2 hours)

- ☐ This training path must be completed before meeting with your troop and is recommended to be completed within your first two weeks of your volunteer role being assigned.
- ☐ Send request to customercare@girlscoutsni.org to open a troop bank account after completion of the Learn the Basics training path with your Troop Leadership Team.
- ☐ Each troop bank account must have two non-related trained, background-checked, and registered volunteers.
- ☐ Keep in mind that you will not be able to meet with the girls until you and all the new volunteers in your Troop Leadership Team have completed 415 Learn the Basics Learning Path.
- ☐ Attend a *Let's Get Started* session offered as a Zoom meeting. (In person options coming in August 2023)
- ☐ The Volunteer Development Managers will introduce you to your Member Support Specialist. Your Member Support Specialist will email you with your area's service unit information and local resources!

WEEK 3

Complete a Troop Check-In Meeting:

- ☐ Plan a Troop Check-In meeting with your Recruitment Specialist 8-10 business days after your background check has been approved.
- ☐ Discuss your troop needs and expectations. A second recruitment may be added to welcome more girls and volunteers into Girl Scouts!

Plan a Parent Meeting:

- ☐ Host a parent meeting after attending your *Let's Get Started Zoom Meeting*.
- ☐ Finalize Banking: Submit ACH agreement and voided check to customercare@girlscoutsni.org.

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MONTH 1&2

Complete the 415 Expand Your Knowledge Level Training Path: (approx. 2 hours)

- ☐ This must be completed within two months of being assigned your volunteer role for your Troop Leadership Team.
- ☐ Your troop's Product Program Role—Troop Fall Product Chair, Troop Cookie Chair, or Troop Product Chair will complete their appropriate Product Program Training in August or November each year.
- ☐ You will be a Certified Leader once you have completed the 415 Learning the Basics training path and 415 Expanding Your Knowledge Level training path.

THANK YOU

Thank you for joining our mission:
Girl Scouting builds girls of courage, confidence, and character,
who make the world a better place.

Freeport Resource Center
1834 S West Ave, Suite 21
Freeport, IL 61032

Lake Zurich Resource Center
499 Ela Rd
Lake Zurich, IL 60047

Oswego Resource Center
3425 Orchard Rd
Oswego, IL 60543

Rockford Resource Center
1886 Daimler Rd
Rockford, IL 61112

South Elgin Resource Center
353 Randall Rd
South Elgin, IL 60177



Training Progression

Follow this training guide to gain the tools needed to provide girls with a quality Girl Scout Leadership Experience.

For Troop Leaders, Troop Administrators, and Girl Program Mentors

We highly recommend volunteers in the Troop Leadership roles to sign up and complete a virtual *Volunteer Orientation* (in person option coming soon) before completing the first part of your required training. The following training paths will prepare you for working with your troop and organizing troop meetings and troop volunteers. Continue to refer to your specific volunteer onboarding checklist to ensure you are completing all training and onboarding sets in order.



415 Learn the Basics (Approx Total: 2 hours)

GSUSA New Leader Onboarding:
What Girl Scouts Do
(20 minutes)

GSUSA New Leader Onboarding:
First Meeting
(20 minutes)

GSUSA New Leader Onboarding:
Family Engagement –
The Key to Success
(30 minutes)

GSUSA Volunteer Toolkit:
Troop Leader View
(10 minutes)

415 Troop Financial Training
(20 minutes)

**Once you complete 415 Learn the Basics,
attend a virtual or in-person
*Let's Get Started Session.***

415 Expand Your Knowledge Certified Leader Paths (Approx Total: 2 hours)

GSUSA Grade Level Essentials
(Daisy, Brownie, Junior)
(25 minutes)

GSUSA Delivering Inclusive Program
(20 minutes)

GSUSA Badge Course (level specific)
(5 minutes)

GSUSA Girl Scouts in the Outdoors
(30 minutes)

415 Certified Leader
(1 minute)

415 Beyond the Troop Meeting
(optional) (15 minutes)

415 Volunteer Toolkit Webinars for
First Year Troop Leadership
(optional) (1 hour)

*Expand Your Knowledge training paths for Cadettes, Senior and Ambassador volunteers may contain different courses that are level specific.

Due to the interactive nature of the trainings, all times mentioned above are estimates.

Visit the Volunteer Resource Manager office hours in gsLearn or email customercare@girlscoutsni.org for assistance.

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