

VOLUNTEER ONBOARDING CHECKLIST



Troop Cookie Chair • Troop Product Chair
Fall Product Chair

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:

- ☐ Once you have registered into your volunteer role, you will receive a *Welcome to Volunteering with Girl Scouts of Northern Illinois* email with instructions on how to access our learning platform, gsLearn.
- ☐ The Volunteer Development Managers will email your assigned training once your background check has been approved.

WEEK 2

Complete the 415 Learn the Basics Training Path:

- ☐ This Training Path must be completed within two weeks of your volunteer role being assigned.
- ☐ 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!

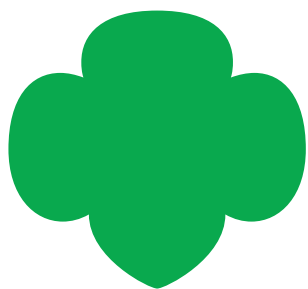
ANNUALLY

Complete the season-specific training:

- ☐ Fall Product training (available August through September)
- ☐ Cookie training (available November and December)

THANK YOU

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



Training Progression

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

For Troop Cookie Chairs, Troop Fall Product Chairs, and Troop Product Chairs

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 for Troop Volunteers

(Approx Total: 50 minutes)

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

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

Each Season

Complete the training or trainings for your Product Program each season:

415 Fall Product Training
(approx 30 minutes)

415 Cookie Training
(approx 30 minutes)

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