



# Troop Volunteers

## Training Guide

The following training paths and courses will prepare you for working with your troop. Continue to refer to your specific volunteer onboarding checklist to ensure you are completing all training in order.

### Training Guide

#### 415 Learn the Basics for Troop Volunteers (*Approx Total: 90 minutes*)

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

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

GSUSA Girl Scouts Child Abuse and Neglect Prevention (*50 minutes*)

*Some Troop Volunteer Positions have specific training to complete after 415 Learn the Basics, as listed below:*

#### Troop Bank Signers:

415 Learn the Basics for Troop Bank Signers (*Approx 110 minutes*)

GSUSA New Leader Onboarding: Troop Safety (*30 minutes*)

GSUSA Girl Scouts Child Abuse and Neglect Prevention (*50 minutes*)

GSUSA Volunteer Toolkit - Troop Finance View

415 Troop Financial Training



#### Troop Camp Volunteer:

415 Troop Camping Certification (*approx. 2 to 3 days*)

415 Beyond the Troop Meeting (*20 minutes*)

GSUSA Girl Scouts Child Abuse and Neglect Prevention (*50 minutes*)

415 Lodge Camping Training (*in person for a day*)

GSUSA Girl Scouts in the Outdoors (*optional*) (*30 minutes*)

415 Outdoor Overnight Training (*in person an overnight at camp*)

#### Troop First Aider:

415 First Aid and CPR Certification

#### Troop Driver:

415 Learn The Basics-Troop Volunteer Training Path and complete a background check. Troop Volunteers who will be driving for field trips and group activities in private vehicles must be registered members, approved adult volunteers, at least 21 years old, and background checked, required training by GSUSA and the council must be completed. Drivers must have a safe driving record, a valid driver's license, a registered and insured vehicle, and meet all council driving and transportation standards.

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



# Troop Volunteer

## Training Checklist

The following is a checklist for Troop Volunteer training. Continue to refer to your specific volunteer onboarding checklist to ensure you are completing all training and onboarding steps in order.

### Training Checklist

#### Week 1:

##### Register as a Troop Volunteer for your Troop

Visit the Homepage ([mygs.girlscouts.org](http://mygs.girlscouts.org)). Click Login. If you already have an account, please login with your username and password. If you don't have an account, press "Don't have an account" in the login window to begin the registration process. Once you're logged in, choose the troop volunteer role you will be filling and proceed to checkout.

##### Complete Criminal Background Check

You will receive an email link from Asurint to complete an online criminal background check. The link is good for 10 days. You have the option to pay the fee yourself or to have the council pay using the code: "councilpay" when the pop-up screen asks. This is best done on a computer.

##### Welcome Email

You will receive a welcome email from Girl Scouts of Northern Illinois (GSNI) welcoming you as a volunteer.

##### Training assignment Email

Within 24 business hours of registering as a troop volunteer or troop bank signer, you will receive your required training assignment email from our Program Department with specific deadlines for completion.

#### Week 2:

##### Complete the 415 Learn the Basics Training Path

**Troop Volunteers:** Complete the 415 Learn the Basics – Troop Volunteer training path by the deadline in your training assignment email. (approx. 90 minutes)

**Troop Bank Signers:** Complete the 415 Learn the Basics – Troop Bank Signer training path by the deadline in your training assignment email. (approx. 110 minutes)

##### Other Specialized Troop Volunteers

If you have another specialization in your troop that requires other enrichment training, keep an eye out for the following trainings on the Activities Calendar:

**Troop First Aider:** Red Cross Blended Learning First Aid/CPR/AED training (If you have an active certification, please refer to GSUSA Safety Activity Check Points to confirm it has the correct requirements for Girl Scouts. Once you have your certification, you can submit it to GSNI through gsLearn under the 415 First Aid and CPR Certification course.)

**Troop Camp Volunteer:** Complete 415 Beyond the Troop Meeting course in gsLearn. Lodge Camping and Outdoor Overnight Trainings. Lodge Camping and Outdoor Overnight trainings are scheduled in the Spring and Fall every year.

**Troop Drivers:** Troop Volunteers who will be driving for field trips and group activities in private vehicles must be registered members, approved adult volunteers, at least 21 years old, and background checked, required training by GSUSA and the council must be completed. Drivers must have a safe driving record, a valid driver's license, a registered and insured vehicle, and meet all council driving and transportation standards.

**Watch GSNI's Activities calendar for enrichment trainings you may be interested in taking.**

*Check out the Content Library in gsLearn for more enrichment and Girl Scout Program trainings on demand.*

[www.girlscoutsni.org](http://www.girlscoutsni.org)

  
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of northern illinois

**Questions? Contact Customer Care at 844-476-4463 or [customercare@girlscoutsni.org](mailto:customercare@girlscoutsni.org).**