

I'm a Girl Scout Co-Leader (Now What?!)

Thank you for choosing to be a co-leader for Girl Scouts Spirit of Nebraska! This is a checklist to help you get started. **Required items do not have to be completed in order.** First-year Spirit of Nebraska troop co-leaders who complete this checklist, within the first year of volunteering, will earn either a **FREE second-year membership** or an **official adult uniform vest!**

NOTE: If you complete all of the requirements **with a two green asterisks (**)**, then your troop has also completed all of the core requirements to earn the prestigious Honor Troop recognition.

Questions? Contact Member Support at 800.695.6690 or email MemberSupport@girlscoutsnebraska.org.

I. REQUIRED ITEMS

Troop Start Up

- My registration and background screening are complete.
- My troop has at least two unrelated registered and background screened co-leaders.**
- I've completed co-leader training (on GirlScoutsNebraska.org under Volunteer Resources > Volunteer Training > Co-Leader Training), including: Welcome to Spirit of Nebraska, Co-Leader Basics, New Co-Leader Orientation (in person or over the phone with your area Placement Specialist), Explore Out, and Girl Scout Outcomes.**
- My troop has a troop checking account with two registered signers along with a Troop Support Specialist.**
- I watched the Troop Finance Webinar and submitted the Bank Account Information Form to the council.**
- My troop has Health History/Activity Permission cards completed for each girl member.
- My troop has a first aid/CPR trained volunteer who is also registered and background screened.

Throughout The Year

- My troop has held at least two parent meetings (beginning of Girl Scout year, before product sales and/or year-end wrap up).**
- My troop kept parents informed during the year about meetings and activities.**
- I've watched the Volunteer Toolkit training videos, have familiarized myself with my Member Profile (MY GS) and the VTK, including:
 - I reviewed my troop roster to ensure all girls are registered members.
 - I have updated troop meeting times, dates, and locations in MY GS.
 - My troop has contacted families about our troop meetings, via the VTK.
 - My troop has planned a meeting or the entire Girl Scout year in the VTK, incorporating girl ideas.
 - My troop submitted our Troop Finance Report along with the May bank statement, via the VTK.**
- My troop participated in the Girl Scout Cookie Program, including:**
 - Submitted the Product Program Intent Form.**
 - All Troop Cookie Managers (TCMs) were registered and background screened.**
 - All TCMs completed cookie program training (in person or online).**
 - If you joined during or after the cookie sale, an alternative option is available. Your Troop Support Specialist will work with you.
- My troop renewed girl and volunteer memberships during Early Bird registration (see Section III).**

Resources

- I have been in contact with my Troop Support Specialist and New Leader Mentor (where available) throughout the year.

- I reviewed the Girl Scouts Spirit of Nebraska Volunteer Policies (found in the Volunteer Guide).
- I reviewed the Volunteer Resources and Forms section on our website, GirlScoutsNebraska.org.
- I reviewed the handbook section of the Girl's Guide to Girl Scouting for age level.
- A representative from my troop attended at least two area volunteer/service unit meetings.**
- I joined my area Girl Scout Facebook group to network with fellow volunteers and stay in the know.

II. ADDITIONAL ITEMS

Girl Scouting also takes place outside of a regular troop meeting. To ensure girls have a well-rounded Girl Scout experience they should participate in at least five core Girl Scout activities (includes badge work, community service, outdoors, STEM, overnight camping, field trips, and council-sponsored programs). Try to complete as many of these as possible to help you have a successful Girl Scout year, six items are required.

- My troop held at least one Girl Scout ceremony (i.e. Investiture, Rededication, Bridging or Court of Awards).**
- My troop observed at least one Girl Scout holiday/tradition – Juliette Low Birthday (10/31), World Thinking Day (2/22), Girl Scout Birthday (3/12), Girl Scout Week (March), Leader Appreciation Day (4/22).**
- My troop participated in the Fall Product Program, including:
 - Submitted the Product Program Intent Form.
 - All Troop Fall Product Managers (FPMs) were registered and background screened.
 - All FPMs completed fall product trainings (in person or online).
- My troop completed a community service or Take Action project.**
- My troop participated in at least one area Service Unit event.
- My troop participated in at least one council event.
- My troop participated in at least one activity with another troop.
- My troop has taken at least one field trip away from our regular meeting place for Journey or badge work.
- My troop has participated in an activity that encourages Girl Scout awareness.
- My troop completed a Journey.**
- My troop has done an activity outdoors.**

Submit your completed checklist within your first year of serving as a troop co-leader to your area Troop Support Specialist, who will verify completion. Once verified, Spirit of Nebraska will pay for your next Girl Scout membership year or our official adult uniform vest if you stay in your co-leader role.

Full Name: _____ 5-Digit Troop #: _____

Reward Choice (choose one): Girl Scout Membership (see “Details” below for more information)
 Girl Scout Official Adult Vest Size: _____ (XS–5X available)

Area Troop Support Specialist: _____ Date: _____

III. DETAILS

Membership Renewal: If you plan to complete the checklist, and want a membership, **DO NOT** pay for your membership on your own or from troop funds as we are not be able to reimburse you. No exceptions. You will receive communication encouraging you to renew your membership. If you plan to complete the checklist and want a membership, please ignore those communications.

Why are we only rewarding first year volunteers? We’ve noticed that the largest group of non-returning Girl Scout volunteers are those who have only volunteered with us for one year. Research shows that first-time volunteers who are supported and prepared have better experiences with Girl Scouts and are more likely to return. The First-Year Co-Leader Checklist was designed to provide Girl Scouts volunteers a well-rounded experience, and once completed, our volunteers feel more prepared and supported to return.