

New Leader Onboarding for New Volunteers

First 15 Days	First 30 Days	First 60 Days	Ongoing
Troop is formed with a minimum of two troop leaders and five girls.	Touch base with your co-leader. Talk about best ways to communicate, roles within the troop and plan your first meetings.	Host a parent/caregiver meeting for your troop. (If right time of year discuss Fall Product or Cookies.)	Continue to attend service unit meetings and activities.
Volunteer receives 'Welcome' email from GSUSA.			Troop support staff will be sending out text messages checking on your on-boarding progress during the first 90 days.
Volunteer receives email background check link from 'The Advocates at Sterling'.	Contact parent(s)/caregiver(s) to introduce yourself and notify them about the parent/caregiver meeting.	Create a year plan for your troop on the Volunteer Toolkit	Continue training on gsLearn, like Grade Level Guidance, Product Program, etc.
Volunteer will receive 'Welcome Email' from GSWO appointing them to their position upon approval of their background check.	Attend your first service unit meeting.		Check out GSWO Program Events guide to find fun events near you and attend an event with your troop.
Complete required Troop Start-up Training on gsLearn (<i>for live virtual and in-person options connect with your CDM.</i>) Within one week of completing Troop Start-up training you will receive via email your bank letter to open your troop checking account.	Meet with Community Development Manager or service Unit Volunteers in-person to connect and receive volunteer resources. (This may occur at Service Unit meeting).	Open your troop bank account with your co-leader at 5/3rd, following procedures found in Troop Start-Up Guide	Attend New Leader Fair:
	Community Development Manager will be connecting with new volunteer on progress of on-boarding.		<ul style="list-style-type: none"> October 14, 2023 (Cincinnati and Dayton) November 4, 2023 (Toledo and Lima) January 20, 2024 (all regions). Register on gsEvents.

New Leader Onboarding Service Unit Support

First 15 Days	First 30 Days	First 60 Days	Ongoing
<p>Check for new leaders in your service unit Looker report Service Unit Roster: New in the Last Two Weeks. Community Development staff will also notify the service unit when a new troop is started.</p>	<p>Connect with new leader inviting them to the next service unit meeting. Provide new leaders with service unit contact information.</p>	<p>Service Unit New Leader Orientation. This would be great to offer 30 minutes before upcoming service unit meetings.</p> <p>Optional: Provide a mentor for new leaders in your service unit.</p> <p><i>* reference new leader mentor guide for resources</i></p>	<p>Call new leader if not attending service unit meetings. Check in on them.</p> <p>Invite troop volunteers and their troops personally to upcoming service unit events.</p>
	<p>Add new leaders to service unit communication, such as, email list, Facebook group, Service Unit Rally, Remind etc.</p>	<p>Help support a parent/caregiver meeting or upcoming troop meeting.</p> <p>Host an investiture ceremony for new leaders.</p>	

Service Unit orientation—Discussion Suggestions

- Contact Information
- SU Meetings and Upcoming Events
- Connect to SU Social Media platforms & communication methods
- Debrief Troop Start Up Training that troop leaders watch on GS Learn
- Frequently Q & A
- Volunteer Mentor Assigned by either SU or CDM (as applicable)
- Promote Volunteer Resources/Learning Opportunities hosted by service unit and/or GSWO
- Product Program