

Volunteer Essentials Module to go with manual Version 2.1

By the end of this session, participants will be able to:

1. Understand the Girl Scout organization and how your community works
2. Have a basic understanding of the Girl Scout Leadership Experience.
3. Understand your role and responsibilities as a volunteer.
4. Locate information regarding group finances.
5. Locate Council policies and procedures and understand how they define the volunteer role.
6. Identify Council resources and contacts and understand the steps in assuming the service position.

Time Estimate	Content	Resources
10 min.	<p>Identify Council resources and contacts and understand the steps in assuming the service position.</p> <p>Review Volunteer flow chart for adult learning requirements. Confirm that they have watched GS101. If not, point out link and password on flow chart.</p> <p>Guide participants to page 6 for the Girl Scout Organization Structure. Make sure to explain to them how being a member of Girl Scouts of the Green and White Mountains, makes them a member of Girl Scouts of the USA, and a member of WAGGGS (World Association of Girl Guides and Girl Scouts).</p> <p>Show participants page 3 and point out their district office.</p> <p>Review the services available at their district office.</p> <p>Give participants a local contact sheet with your team members and their information. Make sure the new volunteer understand how your community works and is connected with the New Volunteer Mentor as her main source of support during her first year.</p> <p>Show participants page 29 the Girl Scout Calendar. Point out these special Girl Scout days to them. Also if your community has events or special days, share these with the new volunteers</p>	<p>Volunteer Essentials Manual</p> <p>Give Council map with districts/community</p> <p>Handout (created by CLC)</p> <p>Potentially a community calendar (created by CLC)</p>
3 min.	<p>Have basic understanding of Girl Scout National Leadership Program (GSLE)</p> <p>Start talking about the GSLE on page 8, read the first paragraph with the new volunteer. Then have participants turn to Chapter 2, starting on page 19. Look at their age level Journey options in the chart on pages 22-24. Then talk about the Girl's Guide on page 25-27 and how these two pieces will work together.</p>	<p>Volunteer Essentials</p>
10 min.	<p>Understand your role and responsibilities as a volunteer.</p> <p>Talk about meeting with the girls and parents for the first time on page 10 and that it will be covered further in their pathway</p>	<p>Volunteer Essentials</p>

	<p>Essentials training. They cannot meet with girls until all their training has been completed.</p> <p>Then talk about page 11 the Safety Activity Checkpoints. (Just a reference that they exist and how to find them)</p> <p>Then review pages 12 – 13 about adult/girl ratios and the Girl Scout Safety Guidelines. (Once again just a refresher from GS101)</p> <p>Also point out page 14 with the Girl Scouts of the Green and White Mountain course requirements. Cover with detail. Tell participants how they can learn about the courses being offered and how they find out which are required for their position.</p> <p>Encourage participants to review chapter 1 (Your Responsibilities) and 4 (Safety Wise) independently and discuss the importance of communicating with both girls and parents.</p>	
10 min.	<p>Locate information regarding group finances.</p> <p>Have participants turn to page 57-62.</p> <p>Review with participants how to open a group account and who needs to be a signer on the account in your service unit. Let them know that the Community Accounting person will help them open their account. That they need to have two signers on their account.</p> <p>Also, make sure they are aware they should get a debit card for their account.</p> <p>Encourage participants to review this chapter on their own time.</p>	Volunteer Essentials
10 min.	<p>Locate Council policies and procedures including financial policies and understand how they define the volunteer role.</p> <p>Have participants look at the separate policy and procedure packet. Explain that all volunteers and staff adhere to these policies and procedures.</p> <ul style="list-style-type: none"> • Registration • Entire Adult Volunteer Section • Adult Learning • Alcohol, Tobacco, and Illegal drugs • Firearms and Weapons • Child Abuse • Contracts • Releasing girls • Group Meeting Places • Finance Policies 	Volunteer Essentials GSGWM Volunteer Policies and Procedures
	Reinforce how to obtain the training required for assuming the desired service position and provide/sign training card.	GSGWM website