

Leader Mentor Contact Sheet

Leader Name _____
 Address _____ City _____ State _____ Zip _____
 Home Phone _____ Cell Phone _____ Work Phone _____
 E-mail Address _____
 Troop # _____ Grade Level _____ School _____
 Meeting Day _____ Meeting Time _____ Meeting Place _____

FIRST SIX WEEKS

The first call is an assessment of where the leader is in the process of starting her troop. Use the following checklist during that call and the first 6 weeks to lend your support. Feel free to add your own ideas and write notes.

- Welcome Video _____
Date _____
- Getting Started 201 _____
Date _____
- Volunteer Toolkit Tutorial _____
Date _____
- Meeting place, date and time
- Planning parent meeting to enlist parental help
- Building a troop support team
- Registration of girls and adults
- Setting up a troop bank account
- Keeping track of troop income and expenses
- Troop dues or troop account questions
- Date, time and location of Leader Meetings- why they are important
- Support from the Service Unit team and other leaders
- Overview of the Website-where to go for resources
- Safety guidelines and Safety Activity Checkpoints
- Planning troop meetings (Volunteer Toolkit help)
- Girl/Adult partnership
- Using the GS Community

ONGOING CONTACT

Throughout the year, contact leaders to provide ongoing support. Don't forget to cover those topics that occur during specific times of year. Use the following checklist or feel free to add your own.

Date _____	Troop Bank Account: dues, budget, record keeping, signers NOTES _____
Date _____	Leader Meetings: council information, support NOTES _____
Date _____	National Program Portfolio: Girl Guide and Journeys NOTES _____
Date _____	Participation in Fall Product Sale and Cookie Sale NOTES _____
Date _____	Ceremonies: investiture, rededication, bridging NOTES _____
Date _____	Games, crafts, songs NOTES _____
Date _____	Camp: How to register, programs, experiences NOTES _____
Date _____	Planning troop trips: forms, training, contacts NOTES _____
Date _____	Spring Renewal: Why, how, who, when NOTES _____
Date _____	End of Year Forms: Troop Volunteer Review NOTES _____
Date _____	Troop Money Earning: forms, when, who NOTES _____