

Getting Started in Girl Scouts



Training

Whether you are a new leader or a seasoned volunteer with Girl Scouts of Eastern Missouri, we offer a wide variety of training courses to help you learn more about your volunteer role or explore new skills. All new leaders are required to complete the New Leader Prep Series either online or in person within the first 90 days. This series includes New Troop Leader Training, Troop Money Management and age appropriate Grade-Level Training for your troop. The courses can be found [HERE](#) online or you can check for a local in person opportunity using our *Lead & Learn* publication found [HERE](#).

Parent Meeting

A parent/guardian meeting is your opportunity to get to know the families of the girls in your troop and get them interested in helping. If girls will be attending, arrange for a parent, another volunteer or a troop of older girls to do activities with the girls while you talk with their parents/guardians. Please see an example email to send out to parents [HERE](#).

Volunteer Tool Kit

The [Volunteer Tool Kit](#) will help you plan your troop meetings for an entire year and assist you in communicating with your parents. You will want to take full advantage of this resource! If you have trouble logging in, contact the Answer Center at answercenter@girlscoustem.org or 314.400.4600.

Money Management

All troop monies must be deposited in bank accounts set up and maintained in the name of both Girl Scouts of Eastern Missouri, Inc. and the troop number of those establishing the account. Each troop must have two approved adult volunteers authorized to make financial transactions on behalf of the troop. Approved volunteers are registered members, not related by blood, marriage or partnership, who have successfully cleared a background check.

Troops can open a bank account wherever it is convenient. We do have three Premier Preferred Banks which allows a streamlined process and debit card access at Commerce Bank, First Community Credit Union and PNC Bank. When opening a Girl Scout Troop Bank Account the financial institution may require specific documents, please contact the bank prior to your visit to ensure you have the required documents. Your Community Engagement Manager can provide you with any necessary documents required.

When making purchases for your troop you can utilize the Missouri Tax-Exempt Letter found [HERE](#).

A Troop Year End Report must be submitted annually.

All money earned by girls in a Girl Scout troop is considered part of troop funds and belongs equally to every girl in the troop. It cannot be allocated or refunded to individual troop members. Girls are never charged different amounts for participating in an activity based on their individual record of money-earning.

New Leader Timeline



	Registration Night	3-5 days post registration	2 weeks post registration	4 weeks post registration	Within 3 months post registration
Register and Complete Background Check					
Complete first part of New Leader Training					
Hold parent meeting, assign roles and follow up				Follow up with parents who did not attend	
Open troop bank account					
Hold first troop meeting					
Complete remainder of New Leader Training					
Attend neighborhood meeting					

Check out our New Leader calendar by [clicking this link!](#)