

New Leader Timeline

This Timeline is provided as a supplement to the **Service Unit New Leader Mentor** volunteer position. The Troop Leader's first year is very exciting yet has the risk of also becoming overwhelming. The Service Unit New Leader Mentor position, in partnership with the Council's New Leader Onboarding process, is designed to improve the Leader's first year to both guide and educate them proactively.

As the new Leader's "local expert," the **Service Unit New Leader Mentor** will use this timeline to provide framework and ideas for the first year with the girls, and as a reminder for what a new Leader probably doesn't know yet. It is just as important that a New Leader receive the "must-haves" – as it is for them to get all explanations and descriptions of the charm and traditions unique to our beloved Girl Scout culture. This, with the staff-led New Leader Onboarding process, is expected to give these new volunteers access to and understanding of the world of Girl Scouting so they enjoy the experience and stick with it!

Each **Service Unit New Leader Mentor** is required to follow this timeline in order to offer a consistent onboarding experience to all new Troop Leaders in GSSEF. Service Unit New Leader Mentors are encouraged to work closely with the Service Unit team so events, activities and traditions specific to the Service Unit are incorporated into the timeline for a comprehensive orientation, no matter when the new Troop Leader begins in this volunteer position.

<p>New Leader's first 1-6 weeks</p> <p>(Any time, year-round)</p>	<ul style="list-style-type: none"> • Personally, welcome the new Troop Leader to Girl Scouting, our Council and the Service Unit; provide an explanation of the SU's New Leader Mentor • Provide the list of dates, times and locations of remaining SU monthly meetings (for the current GSY) and provide some description of the meetings • Provide the other forms of communication utilized in the SU, e.g. website, Facebook group, email, phone tree, etc. AND ensure the new Leader is added to such communications immediately • Ensure personal introductions take place at the New Leader's first SU meeting to members of the SU team • Ask about the new Leader's 'getting started' progress, such as: Do you have a second Troop Leader; Is the Troop seeking to add more girls (if so, what grade-levels); Has the Troop meeting location been finalized; Has the meeting schedule has been established; Do you have questions about hosting the first Parent Meeting; Have you thought about Troop Dues; Have your and your second Leader opened a bank account; and Have you logged on to the VTK • Provide introductory information about the National Program Portfolio and open the dialogue about identifying the Badges or Journeys that may interest the girls • Tell them about the GSSEF Retail Store(s) and online shopping options • Provide explanations for options for giving the girl's the Badges/patches they achieve; as each are earned or planning a Court of Awards ceremony • Inquire about potential interest in outdoor activities; introduce the SU camporee/ingathering, training for adults who want to take girls camping and Council-led outdoor activities • Provide a description of an Investiture Ceremony for new girls (and adults!) and share places example may be found for inspiration • Offer ideas and suggestions for gathering girl-feedback so program will be girl-led • Discover their comfort-level with asking for help and/or delegating responsibilities from Troop parents/families; offer ideas for them to "share the work"
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August – October	<ul style="list-style-type: none"> • Provide a description and value of Troop participation in the Council's Fall Product Program; introduce them to the Service Unit Product Sale Manager • Confirm that the Troop has completed the ACH form, for participation in the Fall Product Sale • Ask about their interest in, and importance of, participating in SU recruitment efforts in the Fall back-to-school months • Provide descriptions for upcoming Council programs such as Fall Into Girl Scouting, Movie Mania and Ultimate STEM day • Provide a description and value of Troop participation in the Council-Wide Community Service Project (Oct. 1-31) • Provide a description of our founder Juliette Gordon Low's Birthday (Oct. 31) and ideas for creating a Troop event to celebrate it
November – December	<ul style="list-style-type: none"> • Provide a description and value of Troop participation in the Council's Cookie Sale Program; introduce them to the Service Unit Product Sale Manager • Provide guidance and suggestions for initial cookie orders and how to set goals with girls and their families • Describe and discuss selecting a Troop Cookie "Parent" • Provide an overview of the Service Unit's Cookie Booth selection process • Provide descriptions for upcoming Council programs such as We ♥ Welaka, S.M.A.R.T. Cookie and Mall Madness • Share ideas for holiday-themed activities that celebrate diversity and/or community service • Discuss Troop participation in parades for Veteran's Day or Holiday celebrations • Share details for the Service Unit's holiday traditions or events
January – February	<ul style="list-style-type: none"> • Offer support and suggestions for a successful initial cookie delivery and cookie re-orders • Provide an explanation of cookie rewards and how the Service Unit distributes them • Provide an explanation of the Service Unit 3-6-9 Bonus Structure • Provide a description of World Thinking Day (Feb. 22) and ideas for creating a Troop event to celebrate it • Introduce the Early Bird renewal period and suggest 'earmarking' cookie proceeds to re-register Troop members • Provide descriptions for upcoming Council programs such as Thin Mint Sprint(s), Rock the Noc! and Journey-In-A-Day • Provide an explanation of the Council's Adult Recognition program, the array of National Adult Awards, and directions about how to participate
March – April	<ul style="list-style-type: none"> • Provide a description and value of Troop participation in the Council-Wide Community Service Project (April 1-30) • Encourage participation Early Bird Registration; explain the benefits and rewards • Provide a description of Bridging ceremonies and Court of Awards and ideas for creating a Troop event • Discuss the timing for purchasing girl-earned Badges, patches and Awards • Discuss potential ideas and making plans for a special end-of-year Troop activity in May or June, such as a trips, programs or party • Share details for the Service Unit's end-of-year or recognition traditions or events
May – July	<ul style="list-style-type: none"> • Provide an explanation of the Extended Year Membership Option offered by GSUSA and encourage adding girls to the Troop • Provide an explanation of the Council's Summer Funshine patch program • Provide an explanation of National High Awards, share details about how to get more details or training courses and how-to engage the girls in a future project • Provide explanation and support for completion of the required Troop End of Year Report and supporting financial documents • Discuss interest in joining the Service Unit leadership team for the upcoming year