



## Volunteer Development Checklist

Welcome as a new Girl Scout Western Pennsylvania volunteer! This checklist of training/learning opportunities and available support will help ensure your successful volunteer development.

### I. Training/Learning Opportunities

\_\_\_ **Introduction to Girl Scouts Western Pennsylvania** – The training may be conducted by a staff member, service team member or a council facilitator. **This training must be completed before a volunteer can begin working with girls.**

\_\_\_ **GSUSA On-Line Volunteer Orientation to Girl Scouts** - This training encompasses an overview of the Girl Scout Leadership Experience and must be completed before the volunteer begins working with girls. Follow instructions below:

***Directions to access the GSUSA Online Orientation***

- Go to GSWPA web site at [www.gswpa.org](http://www.gswpa.org).
- Click on **Volunteers**.
- Scroll down to Volunteer Secure Site Sign-in/Registration on right-hand side of screen. If you have previously registered, simply log in by entering your e-mail address and password. If you are not registered, you must click on **Not a Member?**
- At that point it will ask you to fill in required information. Where it asks for a password, that is of your own choosing, and the access code is the **leadership**.
- On the next screen, on the right-hand side under Volunteer Resources, click on Volunteer Education. (This is also where you would access Forms and other Adult Learning Opportunities. Just click on your choice.)
- Under Online Trainings, click Online Volunteer Orientation.
- This will take you to the **GS Online Learning Web Site from GSUSA**. Click on **Volunteer Orientation**.
- In the space for password, type **discover**.
- Follow directions as given in the training. Please make sure you give the Regional Volunteer Development Manager's e-mail address when it asks for the e-mail address to send your learning log. If you do not know who that is, please contact your Membership Manager.

\_\_\_ **Leadership Essentials** - Prerequisite: Intro to Girl Scouts Western Pennsylvania and GSUSA On-Line Orientation to Girl Scouts. Completion of this training is required within 3-month's of your appointment date. For an overview of the Girl Scout Leadership Essentials before you take training, go to [www.girlscouts.org/gslc](http://www.girlscouts.org/gslc).

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The following Outdoor courses are required of the Girl Scout Leader or a registered Troop Committee Member, if designated by the leader.

**Outdoor Training courses are required for Girl Scouts Western Pennsylvania troops planning an outdoor program experience.**

\_\_\_ **Outdoor 101** - Prerequisite: Leadership Essentials. This is an on-line training course that focuses on age-appropriate activities, outdoor progression, reservation procedures, safety hazards, and fire safety.

\_\_\_ **Basic Camping Skills** - Prerequisite: Outdoor 101. This 4 hour course focuses on understanding how to make, use and extinguish a campfire; tips on planning, preparation and clean-up steps for cook-outs; basic tool craft and elementary knots; making simple meals, knife safety and graces; and how to work in partnership with girls for an outdoor cooking experience.

Basic Platform Tent and Yurt Camping Skills - Prerequisite: Outdoor 101 and Basic Camping Skills. This is an overnight course, approximately 21 hours long that focuses on the skills and knowledge necessary to provide girls the opportunity to camp in Platform Tents and Yurts. **(This course is currently being revised and training will be available in the spring of 2010.)**

First Aid Training - First Aid training is required of the adult acting as the primary first aider for Girl Scout group activities indicated in the GSUSA Publication, Safety-Wise. First Aid/CPR training is listed in the S'More Magazine or our council Web site, [www.gswpa.org](http://www.gswpa.org). (Girl Scout Leaders should consider delegating this responsibility to other registered Troop Committee Members.)

There is also a wealth of optional trainings listed in S'More Magazine and/or on the council web site, [www.gswpa.org](http://www.gswpa.org). Additional courses are added year-round.

## **II. Registering for Adult Learning Opportunities**

Mail or fax the Learning Registration Form to the Registrar at:  
GSWPA, 5681 Route 6N, Edinboro, PA 16412, Fax 814-734-7701

Register for courses with the Online Registration form located under "Volunteers" on the Council web site, [www.gswpa.org](http://www.gswpa.org).

## **III. Support Available**

### **Volunteer Support**

Service Area Manager\* \_\_\_\_\_

Service Area Consultant/Coach\* \_\_\_\_\_

Service Area Meetings held on a regular basis in your Service Area. Ask your service area manager for schedule and location. (Applicable only to Service Area Volunteers)

### **Staff/Council/GSUSA Support**

Membership Manager\* \_\_\_\_\_

*\*If you do not know your Service Area Team members and/or Membership Manager, contact 1- 800 248-3355 and press "0" for the operator, then ask for the Membership Manager in your area who can be identified by providing your closest school or school district where you volunteer.*

Volunteer Development Managers - Their responsibilities includes training opportunities, adult recognition/retention and overseeing the Single Entry System for placement of volunteers.

Clarion Office: Gloria Walzak, [gwalzak@gswpa.org](mailto:gwalzak@gswpa.org) , 1-800-248-3355 ext. 1604

Greensburg Office: Joyce Komlenic, [jkomlenic@gswpa.org](mailto:jkomlenic@gswpa.org) , 1 800-248-3355 ext. 1118

Wexford Office: Janet Seman, [jseman@gswpa.org](mailto:jseman@gswpa.org) , 1-800-248-3355 ext. 1700

Girl Scouts Western Pennsylvania Volunteer Essentials manual - volunteer resource manual.

Safety-Wise - GSUSA safety guidelines, policies and procedures.

Girl Scout Western Pennsylvania - [www.gswpa.org](http://www.gswpa.org) / 1-800-248-3355

Girl Scouts of the USA web site - [www.gsusa.org](http://www.gsusa.org)

*We hope your volunteer experience with Girl Scouts Western Pennsylvania is enjoyable and rewarding.*