

___1. **Complete and submit a Volunteer Application and meet with the Membership & Program Services staff or Service Center Representative** for your area. This application will be reviewed and references will be checked.

___2. **Read, sign and return Consumer Report Checklist forms and sign and return a Volunteer Agreement.** All volunteers who are being considered for a volunteer position with the Girl Scouts of Hawai'i (GSH) are required to undergo a comprehensive background check. Once all documents are received by Council and information checked and verified, you will be officially placed as a leader.

___3. Once approved to become a leader with GSH, you must register as a Girl Scout member. You can obtain the form from your Membership & Program Services staff or Service Center Representative.

___4. **View *Girl Scouting 101*** on-line either at www.gslearning.org/girlscouting_101/ or from our website, www.girlscouts-hawaii.org. If you have verification form another Council of having completed this training, this step can be waived. Verification must be in the form of a training card or other document signed by someone from that Council.

___5. **Attend Welcome to Girl Scouts!** This is a face-to-face training facilitated by a Service Unit Trainer. It is an overview of GSH specific information to get you started. At this meeting, you will receive: Troop Number, membership registration information, and Parent Meeting information.

After the completion of this training you can have a parent meeting.

___6. Attend Girl Scout Basics - This is a face-to-face training facilitated by a Service Unit Trainer. This training will give an overview of GSH and GSUSA, GSLE, Risk Management, and Finance.

___7. Journey Training – This is a face – to – face training facilitated by a Service Unit Trainer. The training will demonstrate how to use the National Program Portfolio which includes The Girl's Guide to Girl Scouts and the different Journey series as you plan with your girls.

After the completion of this training you can meet with the girls.

___8. Program Level Training – This training is found on the GSH website, <http://girlscouts-hawaii.org/for-volunteers/volunteer-training/>. This training is a Home-Study with an informational manual and exam. If you have a mixed group, you must complete training for each level. If you have completed training from another Council please provide a copy of your training card.

___9. **BEFORE** you can take your girls beyond the regular meeting time and place; all leaders must complete and successfully pass the following:

1. Group Travel Training – this training is a Home-Study. There is a Group Travel manual that contains all procedures and forms.
2. First Aid/CPR Training – every troop must have at least one person that is FA/CPR trained that accompanies the troop on all activities. This does not have to be the leader. There are classes through the local Red Cross, American Heart Association and other agencies as well. *Note: First Aid/CPR training that is available entirely on-line does not satisfy Girl Scouts' requirements.*

___10. In order for you to take your girls on any camping events or activities, you must be accompanied by an adult (does not need to be the leader or even a member of the troop) that has successfully completed the following:

1. Camping Hawaiian Style Training – This training is only offered in a "face-to-face" format, usually at one of Girl Scouts of Hawai'i camps. Dates and times of this training are announced on our website throughout the year.