



Girl Scout School Rep Checklist

Suggested Timeline

- **August/September: The new school year is the time when interest in joining Girl Scouts is high!**
 - If your school has a registration day or allows tables at back-to-school night, arrange for Girl Scout participation to connect with prospective new members.
 - Check in with your school office and PTA/PTO president to introduce yourself as the Girl Scout contact for your school and let them know to forward any inquiries from interested families to you. Post your name and contact information on a school bulletin board if available and/or other communication outlets.

- **September: Help us get the word out at your school about local recruitment events**
 - If the service unit or council staff is hosting a local recruitment event, you can help spread the word through e.g., school or PTA/PTO newsletters, room parents, helping to distribute flyers, posting signs, and posting to school or community social media sites. You will be provided with copies of flyers, approved by the school district.
 - Co-ordinate with staff and service unit volunteers to reserve a room at the school for a parent information meeting or recruitment event.
 - Attend the recruitment event—families at your school will love to see a familiar face.

- **October/November: Welcome new leaders**
 - Be sure to let your GSNorCal staff member and service unit team know if there are new troops starting at your school, and forward new leader contact information to them.
 - Check in with the new leaders to see if they have questions or may like to have some older girls visit their troop meetings.

- **Jan-Mar: Let us know about kindergarten registration for the upcoming year**
 - Check with your school office staff to find out if there is a kindergarten registration event, orientation or packet where we may be able to add some information for the upcoming year.
 - If a kindergarten troop didn't form in the fall, think about asking a Daisy or Brownie troop to host a lemonade and Girl Scout Cookie social for kindergarten girls to introduce them to Girl Scouts.

- **May: Wrap up the year**
 - Get a head start on next year by asking your school office staff about back-to-school events for the upcoming year.

- **Optional: Reaching out to existing troop leaders**
 - Check in with existing leaders at your school about renewals, remind them to attend service unit leader meeting and encourage them to add new girls.
 - Some schools enjoy planning a Girl Scout group activity for all of the troops (and non-Girl Scouts), such as picnics, fairs, group bridging, school clean-up or beautification day, etc. You can help the troops to plan this if there is interest.

- **June-July: Great job-you're finished for the year!**
 - Enjoy your summer!



Thank you for volunteering!