

Desired Outcome:

1. Organizer will understand the responsibilities of the position
2. Organizer will begin to learn the uniqueness of the Service Unit
3. Organizer will begin specific tasks as assigned by Service Unit Manager

Progression Cycle:

1. Service Team Organizer is appointed by the Service Unit Manager
2. Service Unit Manager orients the Organizer within one month of appointment. The Membership, Program and Volunteer Services Department will assist the Service Unit Manager if necessary

Organizer Orientation Checklist:

Service Unit Manager should complete this checklist with the Organizer during the orientation.

Topic	References
_____ Overview of GSCB	<i>Volunteer Policies</i> pages 9, 10
_____ Overview of Girl Scouting	<i>Consistent Messages</i> pages 7, 8
_____ Position description	Guideline for Troop Organizer
_____ Calendar of work	Service Team calendar
_____ Safety Standards for: Adult Leadership Pathway Organization Meeting sites	<i>Safety Activity Checkpoints</i> Blue Book of Basic Documents Service Unit Manager
_____ GSUSA policies: Admission to Pathways Membership registration Selection of adults Background Checks	Service Team Manual will be given out at Organizer educational sessions
_____ Current Service Unit Roster	