

Leader Mentor Contact Sheet

Leader Name _____
 Address _____ City _____ State _____ Zip _____
 Home Phone _____ Cell Phone _____ Work Phone _____
 E-mail Address _____
 Troop # _____ Grade Level _____ School _____
 Meeting Day _____ Meeting Time _____ Meeting Place _____

FIRST SIX WEEKS

The first call is an assessment of where the leader is at in the process of starting her troop and will help you get started with getting to know each other. Use the following checklist during that call and the first 6 weeks to lend your support. Feel free to add your own ideas and write notes.

- Orientation _____
Date _____
- Getting Started _____
Date _____
- Leadership Essentials _____
Date _____
- Meeting place, date and time
- Planning first meeting with parents to encourage parental involvement
- Building a troop support team
- Registration of girls and adults
- Date, time and location of Service Unit meetings- why are they important
- Support from the Service Unit team and other leaders
- Setting up troop bank account
- Troop dues or troop account questions
- Keeping track of troop income and expenses
- Overview of the Website-where to go for resources
- Safety guidelines and Safety Activity Checkpoints
- Planning troop meetings
- Girl/Adult partnership

ONGOING CONTACT

Throughout the year, contact leaders to provide ongoing support. Use the following checklist or feel free to add your own.

- Date _____ Troop Bank Account: dues, budget, record keeping, signers
NOTES _____
- Date _____ Service Unit Meetings: council information, support
NOTES _____
- Date _____ Journeys: official awards, patches, other activities
NOTES _____
- Date _____ Participation in Fall Product Sale and Cookie Sale
NOTES _____
- Date _____ Ceremonies: investiture, rededication, bridging
NOTES _____
- Date _____ Games, crafts, songs
NOTES _____
- Date _____ Camp: How to register, programs, experiences
NOTES _____
- Date _____ Planning troop trips: forms, contacts
NOTES _____
- Date _____ Spring Registration: Why, how, who, when
NOTES _____
- Date _____ End of Year Forms: Leader Review, Troop Finances
NOTES _____
- Date _____ Troop Money Earning: forms, when, who
NOTES _____