

Incoming OCMT Checklist

Thank you for stepping up to lead Girl Scouts in your community! As a member of your Overseas Committee Management Team, you will support volunteers, grow community partnerships and give girls a chance to be a Girl Scout. From campfires and s'mores to science and travel, Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Complete the checklist below to ensure a strong start to your Girl Scout year. If you have any questions, please reach out to us at overseascustomer@girlscouts.org.

1. Sign up as a member of your OCMT.

- Register/renew as a GSUSA Adult Volunteer [here](#). OCMT positions do not display in the storefront, so you can sign up as a general member when registering.
 - Not currently a registered member? Join now and take advantage of our [Extended Year membership](#).
- Review the [OCMT job descriptions](#) and complete this [Online Commitment Form](#).
- Complete your [background check](#).

2. Learn more about how to stay engaged, informed and complete your OCMT Training.

- Review the 2024 OCMT Planning Packet (coming in August!) for more information about how to stay engaged and informed all year long.
- We'll be adding volunteers to gsLearn teams and refreshing many of our trainings over the summer. **Be sure to log-in to [gsLearn](#) after August 1 to access all of the 2024-2025 membership year courses.** Visit our [Training webpage](#) (again, after August 1) to view the content roadmap and complete all relevant and required trainings for your position.

3. Get ready for the new year!

- Meet with your outgoing OCMT counterpart and collect the following information:
 - After Action Reports (AARs) and records/documents for your position.
 - Passwords for your USAGSO e-mail, Zoom account and other social media accounts.
 - Keys, banking access and inventory relevant to your position.
- Schedule an OCMT planning workshop for August or September. The yearly planning packet will be available by August 1.
 - Save the date for your OCMT/Volunteer training.
 - Schedule your monthly OCMT & Troop Leader meetings.
 - Create a calendar & budget for the year.
 - Set your community's membership goal.
 - Make plans to attend one of our OCMT Retreats* this fall:
 - October 18-20 in Germany and Japan
 - July 2025 in Mexico

** Additional details about the OCMT Retreats, including schedule, registration, cost, etc. will be shared this summer.*