

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 training over the summer. **Be sure to log-in to [gsLearn](#) after August 1st to access all the 2023 – 2024 membership year courses.** Visit our [Training webpage](#) (again, after August 1st) 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 (AAR's) and records/documents for your position
 - Passwords for your USAGSO email, 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 1st.
 - 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:
 - 22 – 24 September at Our Chalet, Switzerland
 - 6 – 8 October at Pax Lodge, United Kingdom
 - 15 October, Virtual
 - 20 – 22 October at Camp Tama, Japan

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