

Incoming OCMT Checklist

Thank you for stepping up to lead Girl Scouting in your Community! As a member of your Overseas Committee Management Team, you will be supporting volunteers, growing community partnerships, and giving every girl possible the chance to be a Girl Scout. From campfires and s'mores to science and travel, Girl Scouting provides memorable experiences and the opportunity to build courage, confidence, and character, and to make the world a better place.

Please take a moment to walk through each step below to ensure a strong start to your Girl Scout membership year. If you have any questions about these steps, please reach out to your staff point of contact or to overseascustomer@girlscouts.org.

Incoming OCMT Checklist

- Sign-up as a member of your OCMT
 - Register/Renew as a GSUSA Adult Volunteer [here](#). OCMT positions do not display in catalog, so you can select another volunteer position or “unsure” when registering.
 - If you or your daughter currently has a membership, please register, or renew your membership by clicking “sign in”, fill in your email and password, and select “Member Profile”
 - Are you and your family new to Girl Scouts? Select “Volunteer” to become a member
 - Not currently a registered member? Join now and take advantage of our Extended Year membership [here](#).
 - Review the [OCMT Job descriptions](#) and complete this [Online Commitment Form](#)
- Stay tuned for new OCMT Trainings!
 - Visit our [Training webpage](#) to view the new content roadmap
 - USAGSO 101
 - OCMT 101
 - Position Trainings for Cookie Manager, OCC, Organizer/Recruiter, Registrar, Secretary, and Treasurer
 - OCMT members working directly with Troops should also take the Successful Leader Learning Series and VTK Tutorial
 - Visit our [Training webpage](#) for more information about webinars and enrichment trainings, designed to keep your OCMT in the loop and equipped with everything you need for a successful Girl Scout year
 - Monthly OCMT webinars (BOOM)
 - Mission Connections
 - Optional gsLearn trainings such as Adult Awards, Branding Guidelines, etc.
- 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 and other social media accounts
 - Keys, banking access, and inventory relevant to your position

- Schedule an [OCMT planning workshop](#) for August or September
 - Schedule your monthly OCMT meetings
 - Schedule your monthly Troop leader meetings
 - Create a calendar & budget for the year
 - Set your community's membership goal
 - Send your [Planning Session Form](#) to your Membership Manager