

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 overseascustomercare@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 2025-26 OCMT Planning Packet (coming in August!) for more information about how to stay engaged and informed all year long.
- ☐ We'll add volunteers to gsLearn teams and refresh many of our training over the summer. Be sure to log-in to [gsLearn](#) after August 1st to access all the 2025 – 2026 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.
 - Check with your Membership Manager about training opportunities this fall.
 - Schedule your monthly OCMT & Troop Leader meetings
 - Create a calendar & budget for the year
 - Set your community's membership goal
- ☐ Review [this webpage](#) for more details for a successful year as an OCMT member.