



CEI: Opportunity Catalog FAQ's

What is the Opportunity Catalog?

The Opportunity Catalog is an online listing of opportunities for girl and adult members to get involved with Girl Scouts.

It's a lot like shopping online, something we've all done at some point, right? The Opportunity Catalog makes it easier for parents and caregivers to search for troop openings by zip code. It also makes it easier for troop leaders to advertise ways for family members to get involved in their troop. Troop leaders will receive an instant email notification (with contact information) when a new member joins the troop or a parent or caregiver expresses interest in volunteering.

How are multi-level troops listed in the Opportunity Catalog?

Troops that support girls from more than one program level will be listed as a Multi-Level troop in the Opportunity Catalog. Where the information has been provided, we also list the specific grades of girls that meet with that troop so that only girls of those grades are able to register (for example a Senior/Ambassador troop will only be listed for high school girls).

How do I know if a new girl joins my troop?

When a new girl joins a troop, the leader will get an email notification.

This email will prompt the leader to reach out and welcome the new Girl Scout to the troop. This connection is really important because it's warm, and friendly, and gives the leader an opportunity to share important next steps, including meeting dates, times and location.

How do I add a girl to my troop?

There are two easy ways for new girls to join your troop!

New families can find troop options by visiting www.gshpa.org and click on "Join Today" or "Volunteer Now." The process will walk them right through becoming a member, completing the background check (for volunteers), and selecting the appropriate troop and/or volunteer opportunity. Parents can either search by zip code or using a specific troop number. By providing a friend your troop's 5-digit troop number, they will be able to search online and join your troop as part of the online registration process. As long as there are vacancies in the troop, the new members will find them in the Opportunity Catalog and can easily join.

Troop leaders will also have the opportunity to add new girls directly into your troop! When you login to your account, you'll have a Troop tab where you can see your current roster. At the bottom, there is the option to add a new girl or adult. This will allow you to walk through the online registration process and add a girl directly into your troop.

What information will be included in my Opportunity Catalog listing?

Since girls and volunteers will be looking for troops in their areas, the listing will include when and where your troop meets, the troop number, and troop age/grade level. For safety reasons, full addresses are not listed, rather we are including only the name of the building and city/town where it is located. When a girl joins a troop, it is the responsibility of the leader to confirm with the parent where in the building they meet, which days of the months are meetings, and what they'll need to bring.

What if I don't know the new girl who joins our troop? What about new volunteers?

This is a perhaps the best part – everyone can make new friends.

Since the system is searchable by zip code, we expect that most parents will enroll their daughter in the area where they live or near the school she attends. Because parents will select troops whose meeting dates and times fit their schedules, our hope is that more parents will also choose to volunteer.

For new volunteers that are not parents, they will go through Pennsylvania's and GSHPA's required background screening process. We also encourage you to reach out to the new volunteer to discuss his or her new role before the first meeting.

How do I know if I'm on the catalog?

Membership Associates will be contacting Troop Leaders at the end of November to share if your troop will be listed in the Opportunity Catalog when we transition to CEI. At that time, you will also have the opportunity to let us know if any of the information that will display is incorrect. We are happy to have conversations with leaders regarding the Opportunity Catalog and you can also contact our customer care team who can provide you with more information.

Who determines the maximum number of girls in a troop?

We require that troops are open to taking a minimum of five girls and have two unrelated, registered volunteers. The size of the troop above and beyond the 5 girls is at the discretion of the Troop Leaders. We recommend that you consider the size of your space, the amount of volunteers/parent support, and your comfortableness in leading a group of girls. For new troops, we recommend 12 girls.

What if I something changes mid-year and I'd like to open more spots?

The Opportunity Catalog is updated regularly, so please let us know whenever you have changes to your meeting location or troop availability.

Have additional questions?

Contact our Customer Care team at 800.692.7816 or email CustomerCare@gshpa.org.