

Checklist for New Troop Leadership

This checklist will keep you on track during the first three months of your leadership role. Feel free to reach out to local volunteers (Service Unit Troop Mentor, Service Unit Director) and/or your staff person (Community Support Coordinator or Community Support Specialist) if you need help or clarification on any of the action items below.

Follow this checklist to kick off a great Girl Scout year. To get started...

- ☐ Register as a volunteer with the council, if you haven't already. Complete a background check.
- ☐ Register to attend an upcoming New Leader Orientation Webinar: Visit gsneo.org/events, filter for Adult Learning.
- ☐ Invite potential members to join the troop. (Talk to a council representative for recruitment support, if needed.)
- ☐ Visit [myGS](https://myGS.org) to understand where badges and other program resources are hosted in the Volunteer Toolkit and available training courses in gsLearn (girlscouts.org/gslearn).
- ☐ If you haven't already, reach out to your network to find a potential co-leader for your new troop.
- ☐ Meet with your co-leader(s), once established, to plan an initial family/caregiver meeting.

In your first month...

- ☐ Hold a [Troop & Caregiver Meeting](#).
- ☐ Check out [GSUSA's Troop Year Plans](#) as you start planning for your first troop meeting.
 - ☐ Confirm your troop roster by logging into myGS (girlscouts.org/forvolunteers).
- ☐ Connect with your service unit for peer-to-peer advice, local event info and coordination, and general support.
- ☐ Determine where you'll hold your meetings and host your first troop meeting. (If you're having trouble finding a location, reach out to a council representative for help.)
- ☐ Open your troop bank account (new troops) or update bank account signatures (established troops) Visit gsneo.org/troopbankaccounts
- ☐ Access gsLearn (girlscouts.org/gslearn) and make sure you take the following courses:
 - ☐ The Girl Scout Leadership Experience (GSLE)
 - ☐ Your First Troop Meeting
 - ☐ Family Engagement
 - ☐ [234 01: New Troop Training](#)
 - ☐ [Girl Scout Child Abuse & Neglect Prevention](#)
 - ☐ 234 09: Money Matter is required within 90 days of all signers on GSNEO bank accounts.

Family/Caregiver Meeting: Holding a family/caregiver meeting is a key part of starting your troop year. It helps set expectations for families and shows them how they can support the troop. You can use the [Annual Troop & Caregiver Meeting tool](#) to plan your troop's meeting.

Multi-level tip: [Troop Year Plans](#) are available for both single-level and multi-level troops. The multi-level Troop Year Plans are designed with badges that are easy to facilitate simultaneously across levels.

Service Units: Your service unit is an organized network of Girl Scout youth, family members, and volunteers (including all current troop leaders) in your area. It is a source of peer-to-peer advice and support. Service units typically hold regular troop leader meetings to share details on upcoming events, product/ cookie sales, & other timely topics.

Keep Growing: Consider continuing your journey by attending an Adult Learning session and earning the Trained Volunteer Patch, learn more visit gsneo.org/training

In your first three months...

- ☐ Complete first aid/CPR/AED training. (Visit gsneo.org/events, filter for Adult Learning.)
- ☐ Follow up with Girl Scouts of North East Ohio if you have any additional questions - customercare@gsneo.org
- ☐ Host your first one or two troop meetings.