

GSNEO New Troop Leader and Troop Admin Checklist

This checklist will keep you on track during the first four to six weeks of your new 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.

Weeks 1-3

- Review the [Troop Leader or Troop Admin Position Description](#).
- Register to attend an upcoming [New Leader Orientation Webinar](#): Visit gsneo.org/events to register.
- Visit [gsLearn](#) and complete the **New Troop Training** and **GSNEO Youth Protection Training** modules.
- Read and become familiar with our [Volunteer Policies, Volunteer Essentials, and Safety Activity Checkpoints](#)
- Log into MyGS to view your troop roster and begin using the Volunteer Toolkit (VTK) to plan your Girl Scout year.
 - **Newly forming troops that have not started meeting yet:**
 - New leadership should contact the families on the troop roster to introduce yourself and provide a timeframe of when meetings will start. Determine troop meeting time, day, frequency, and location– it’s your choice! Reach out to your local SU Team/GSNEO staff person for popular meeting location ideas in your area if needed.
 - Once you have secured your meeting location - Reach out to families and invite them to [a parent/caregiver meeting](#). Check out our *step-by-step guide* and “*Parents & Caregivers Meeting Outline*” on the VTK. Make sure to bring copies of the [Annual Permission](#) and [Personal Health and Medical forms](#).

Week 2-4

- **Open your troop bank account (new troops) or update bank account signatures (established troops)**
 - **New Troops:** Review the steps on [how to open a troop bank account](#), and submit a [request to open your troop bank account](#). Once your request is approved by the GSNEO Finance Department via email, the signers will go to the bank and open the new account.
 - **Established Troops with New Leadership:** If your troop needs to update which volunteers are signers on the troop bank account, complete the [Request to Change Bank Account Signers Form](#) prior to going to the bank. The GSNEO Finance Department will approve the change via email and then the new signers can go to the bank.
- **Bank Account Signers:** Visit [gsLearn](#) and complete the **Money Matters** modules.
- **Optional for Newly Forming Troops:** [Submit a Loan Request for a Newly Formed Troop](#) after you have opened your troop bank account and submitted the account numbers to the GSNEO Finance Department.
- **Hold/attend your first troop meeting:** Make sure to use the Volunteer Toolkit (VTK) when planning your meeting. Invite the Service Unit Troop Mentor or other local volunteer for additional support.

Week 4+

- Attend your local **Service Unit Volunteer Meeting and check your email for an invitation to the Welcome to the Service Unit Orientation (if your area has local Service Unit Team volunteer support)**.
 - Ensure that one or more adult members of your troop is trained in [First Aid/CPR](#).
- Continue to welcome new members as they join and order supplies to [invite new friends to join your troop!](#)
- Complete the [Troop Changes Form](#) to update your troops meeting information, desired number of girls, and more!

Thank you for volunteering with us and congratulations on your new leadership role!