

New Troop Leader, Troop Admin, Troop Program Guide Checklist

This checklist will keep you on track during your first four weeks and remind you of the many exciting things ahead. Feel free to reach out to your Service Unit Troop Mentor, Service Unit Director and/or your Community Membership Executive (CME) if you need help or clarification on any of the action items below.

Weeks 1-3

- Submit your completed [Troop Leader, Admin, or Program Guide Position Description & Agreement Form](#)
- Complete the **Welcome to the Service Unit Orientation** with your Service Unit Troop Mentor, Service Unit Director, or your Community Membership Executive (CME). *Make sure to mark as completed in gsLearn.*
- Register to attend an upcoming **New Leader Orientation Webinar**: Visit gsneo.org/events to register.
- Visit [gsLearn](#) and complete the **New Troop Training** and **Money Matters** 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.
- Determine troop meeting time, day, frequency, and location– it’s your choice! Reach out to your SU Team for popular meeting location ideas in your area if needed.
- Once you have secured your meeting location - Reach out to families to introduce yourself and [hold a parent meeting](#) with additional support from your local Service Unit team. *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

- Submit a [request to open your troop bank account](#) and submit the bank account numbers to the GSNEO Finance Department.
- *Optional:* [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 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 Meeting** or a **GSNEO Monthly All Member Meeting** if your SU does not meet.
- Ensure that one or more adult members of your troop is trained in First Aid/CPR.
- Continue to welcome and recruit new members to join until your troop has reached the desired number of girls.

Let us know you have completed this checklist!

- *Make sure to mark the New Troop Leader, Admin, Program Guide Checklist as completed on gsLearn in the New Troop Training Module.*

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