

CHECKLIST FOR NEW TROOP LEADERS

Starting a New Girl Scout Troop

Week 1

- ❑ [Register](#) as a Girl Scout Troop Leader
- ❑ Complete a **Background Check** – you will receive an email invite from **theadvocates@sterlingvolunteers**
- ❑ Meet your [Placement Specialist](#) and set-up your [troop meeting details](#)
- ❑ Join the [New Leader Academy Facebook Group](#) & the [New Leader Rallyhood](#)
- ❑ Find a co-leader and invite girls to join your troop – [printable invite](#)
- ❑ Complete required training: TR100: New leader Training; TR402: Protecting Our Girls; & GSUSA Grade Level Essentials in [gsLearn](#)
- ❑ Meet your [Troop Support Coordinator](#) your main point of contact for support

Week 2

- ❑ Complete new leader training (complete within the first 60 days)
- ❑ Discover the ins and outs of the [Volunteer Toolkit](#)
- ❑ Find a bank for your troop bank account and submit the opening a bank account form – [GSNETX Bank Account Process Request to Open a Bank Account](#)
- ❑ Meet with your co-leader and plan a parent meeting using the **Sample Family Meeting Agenda from your New Leader Kit**.
- ❑ Find your troop roster in the [Volunteer Toolkit](#). Email, text, or call troop parents to introduce yourself
- ❑ Hold the parent meeting (remember to use your meeting agenda)

Week 3

- ❑ Complete your bank account set-up and make your first deposit
- ❑ Request a [free Rallyhood rally site](#) for your troop. The Rallyhood platform combines the functionality of tools like Evenbrite, SignUp Genius, Facebook, and Google Calendar/Forms in one place. Troops can customize their sites with photos and information, creating a space for volunteers and parents to communicate
- ❑ Plan and hold your first troop meeting – **Use your New Leader Handbook & the Volunteer Toolkit**

Week 4

- ❑ Attend a leader meeting (in your service unit or council led)
- ❑ Reach out to get help planning your year in Girl Scouts!
Email newtroop@gsnetx.org
- ❑ Take the **Volunteer Toolkit Challenge** in gsLearn
- ❑ Participate in our [Best New Troop Year Ever Patch Program](#)
- ❑ Find out about the [GSNETX Cookie Program](#).

