



New Leader Checklist

Here are suggested touchpoints/activities/reminders throughout the year to help keep you organized and aware of the cycle of our Membership Year.

NEW LEADER QUICK START

- **Complete Volunteer Training**
- Have an Orientation Meeting with your Volunteer Support Coordinator
- **Host your Parent Meeting**
- Have your first Troop Meeting
- Attend a **New Leader Virtual Meeting**
- Find resources in our **New Leader Rallyhood**
- Connect with fellow New Leaders in our **GSNETX New Leader Academy Facebook Group**

AUGUST - SEPTEMBER

- **Troop Updates**
 - Back to Troop parties/First Meeting
 - Complete New Leader Training on **gsLearn**
 - Kickoff – Annual Council Event
 - **Fall Product Sales:**
 - Will your troop participate?
 - Identify a Fall Product Manager
- Annually: Fall Product Sales run from Mid-Sep to Mid-Oct*

OCTOBER

- **Bank Account Setup and Registered**
- **Cookie Season Preparation**
 - • Will your troop participate in the Cookie Program?
 - • Identify a Troop Cookie Manager
- **Fall Product Sales**
- **Juliette Gordon Low's Birthday - October 31st**
- New Leader Day Camp Event

NOVEMBER

- Cookie Program – Initial Troop Order Due
- Thanksgiving
- **Native American Heritage Month**

DECEMBER

- Troop Camping: Take Adult Camp Training
- Troop Camping: CPR/First Aid Training
- Cookie Sales Begin – Online Only (Digital Cookie)
- Holiday Season/Winter Programming

JANUARY

- CPR Training/Camp Training
- Service Unit Cookie Rally
- **Mid-Year Troop Update** (If Needed)
- In-person cookie sales begin

FEBRUARY

- Share Troop Financial Update
- Summer Camp/Day and Twilight Camp Registration Opens
- **Talk to Troop Families about Early Bird Renewal**
- New Leader Overnight Event
- **World Thinking Day**
- Peak of Cookie Sales

MARCH

- **Talk to Troop Families about Early Bird Renewal**
- Cookie sales end
- **Girl Scout Week/Founder's Day**
- Spring Troop/Family Camping

APRIL

- Early Bird Renewal
- **Plan your bridging ceremony – if applicable**
- Volunteer Appreciation and Adult Recognition Awards
- Spring Troop/Family Camping

MAY

- Troop Finance Update
- **Begin to Plan Next Troop Year**
- Host your Bridging Ceremonies
- Service Project/Cookie Donations

JUNE-JULY

- **Troop Financial Report – due June 15**
- **Troop Updates**
- **Plan Your Year**
- Summer Camps and GSNETX Summer Programming

KEY

■ = Required

■ = Highly Recommended

■ = Optional, but recommended

■ = Informational