

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 first 60 days)
- Discover the ins and outs of the [Volunteer Toolkit \(VTK\)](#)
- Find a bank for your troop 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 \(VTK\)](#). Email, text, or call troop parents to introduce yourself
- Hold the parent meeting (remember to use your [parent 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 Eventbrite, SignUp Genius, Facebook, Google, and 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](#)

