

## New Troop Leader Checklist

### 1. Get started by joining now!

- Become a registered adult Girl Scout member.
- Complete Verified Volunteers background check.
- Watch Welcome video with questions in *MyGS*.

### 2. Schedule Orientation with our Troop Support team:

- Complete Troop Leader Orientation.  
Date: \_\_\_\_\_
- Request & receive Daisy/Brownie Start-Up Funds if applicable new troop.

### 3. Review and sign Troop Volunteer Agreement.

### 4. Get to know your resources:

- [MyGS, including Member Profile & Volunteer Toolkit](#)
- [Girl Scouts of Greater Iowa website](#)
- [Volunteer Essentials](#)
- [Safety Activity Checkpoints](#)
- [The Bridge](#) (one-stop volunteer communication)
- [Girl Scouts of the USA website](#)
- GSUSA [Quick-Start Guides](#) (Daisy, Brownie, Junior)

### 5. Complete your required training in-person or online through the [Volunteer Training Portal](#).

- Managing Troops & Groups  
Date: \_\_\_\_\_
- Leading Your Level (Part I and Level-Specific)  
Date: \_\_\_\_\_

### 6. Connect with your Service Unit Manager and other volunteers in your community.

- Find out the meeting schedule for your Service Unit.

### 7. Meet with your troop volunteer(s):

- Troops must have 2 leaders/co-leaders (must be unrelated and one must be female).
- All volunteers must become registered adult Girl Scout members & complete the background check.
- Determine additional volunteer roles.
  - ✓ *Suggestions: Fall Product Manager, Cookie Manager, Treasurer, Meeting Helper, Chaperone*
- Review Girls' Guide to Girl Scouting, Journey books, & Volunteer Toolkit to brainstorm ideas.
- Review your list of registered girls by signing into *MyGS* – Volunteer Toolkit & clicking “My Troop” tab.
- Write a parent letter/email.

### 8. Communicate with all troop families:

- Send parent letter/email about first meetings.
- Schedule and hold a Parent/Guardian Meeting.  
Meeting Place:  
Date/Time:
- Determine troop dues (if any).
- Decide on Troop Meeting details.  
Meeting Place:  
First Meeting Date:  
Schedule Day(s) & Frequency:  
Start & End Time:
  - ✓ *Helpful Hint: Schedule your troop meetings around your availability. As much as possible, take into account your family needs, holidays, and availability of meeting place.*
  - ✓ *Troops meet at many locations, including schools, churches & community centers.*
- Add your troop meeting information through the Troops tab of Member Profile in *MyGS* or the [Troop Catalog Update Form](#).

### 9. Begin using Volunteer Toolkit:

- Choose a year plan to customize or create your own.
- Set up your meeting schedule & location under “Specify Dates and Locations.”
- Review meeting plans for the first few meetings.

### 10. Hold your first Troop Meeting:

- Make sure all girl & adult registrations are completed - financial assistance is available.
- Confirm completed background checks by troop volunteers.
- Get parents active in troop volunteer roles.
- Discuss & brainstorm how the year ahead can look.
- See if older Girls Scouts are available to assist.

### 11. Open a Girl Scout Bank Account:

- Contact bank in advance to confirm what additional items or paperwork are required to open account.
- Complete [Troop & Service Unit Bank Account Form](#) and follow instructions to submit.

Date: \_\_\_\_\_

***Enjoy your volunteer adventure!***