

# Checklist for New Troop Leaders Starting a New Girl Scout Troop

Welcome to Girl Scouts and thank you for volunteering! This is a suggested timeline to help you get started during your first few weeks as a new Troop Leader. These steps might not happen exactly in this order, and that is ok! We are here to help you along on this journey.

## Week 1

- Register as a Girl Scout troop leader.
- Complete a background check. You will receive an email invite from [Sterling](#).
- Meet your Community Recruitment and Engagement Coordinator
- Find a co-leader and invite girls to join your troop.
- Log in to gsLearn and in the Content Library find “212-New Leader Learning Path.” Click the heart to “favorite” it so that it will be easier to come back to later.
- In gsLearn, find “Welcome to Girl Scout training, and get started.

## Week 2

- Start your new leader training in gsLearn. (Complete within first 60 days).
- Discover the ins and outs of the [Volunteer Toolkit \(VTK\)](#).
- Meet with your co-leader and plan a parent/caregiver meeting.
- Find your troop roster in VTK or MyAccount. Email or call all new troop parents to introduce yourself.
- Find out when the local Service Unit meeting occurs each month and put it on your calendar.
- Join the private social media group for your local Girl Scout area (service unit), if available.

## Week 3

- Meet with your Service Unit Manager (SUM) and SU Treasurer to open a Girl Scout bank account for your troop. Or open your troop bank account with UKFCU.
- Plan and hold your first troop meeting with the girls. Use the meeting plans provided in the Volunteer Toolkit.

## Over the next few weeks

- Attend a new leader zoom meeting (with new volunteers across council).
- Continue to use this check list and to take your Troop Leader training in gsLearn
- Ask questions! Staff and local volunteers are here to help.