girl scouts
of eastern
pennsylvania

New Troop Leader Checklist

Step 1: Getting Started

☐ Submit "I Want to Be a New Leader" form

☐ Review welcome email from Volunteer Engagement Specialist

☐ Obtain & submit state mandated background clearances

☐ Activate your gsLearn account and complete the 253 Troop Leader Training Path

Step 2: Connect with your Service Unit (SU)

☐ Meet the Service Unit New Leader Mentor for ongoing support

☐ Find a meeting space

☐ Learn about SU meetings and events

☐ Identify a co-leader (if needed)

Step 3: Make Some Decisions with your Co-Leader

☐ Determine troop meeting frequency, location & date/time of first meeting (note: update troop meeting information in myGS when confirmed)

☐ Decide if you are requiring troop dues and how much

☐ Decide approach to girl uniforms

☐ Set date and time of kick off parent meeting

☐ Figure out who will order GS Experience boxes for new Daisies & Brownies (register now, eligible for shipping to start when you have 4 girls)

Step 4: Hold Parent/Caregiver Meeting

☐ Cover the basics: troop number, meeting dates, times & locations, how to acquire uniforms

☐ Review and gather required paperwork

    - Girl Health History and Release

    - Permission for Troop Activity

☐ Talk troop financials: expected troop dues and product program participation

☐ Sign up parents in Rallyhood and explain communication expectations

☐ Recruit & register caregiver volunteers to create your Family Volunteer Troop Committee

Step 5: Plan troop Meetings

☐ Plan a fun, get to know you, first girl meeting

☐ Explore the Volunteer Toolkit (VTK) for troop year plans and meetings plans

☐ Ask for assistance from your Family Volunteer Troop Committee

Step 6: Organize Troop Finances

☐ Reach out to your Service Unit Treasurer to set up your bank account

☐ Submit GSEP ACH Authorization Webform

☐ Collect & Deposit Troop dues into troop bank account

☐ Consider participating in Fall Product Sales (Oct.-Nov.)

☐ Get ready for the cookie program (Kicks off in Jan.)