

New Troop Leader Checklist for Success

STEP 1

Getting Started

- ☐ Submit “[I Want to be a New Leader](#)” form
- ☐ Obtain & submit [state mandated background clearances](#)
- ☐ Review GSEP’s Leader’s Guide to Success
- ☐ Your Community Engagement Specialist will reach out to help & connect you with [your Service Unit \(SU\) team](#)

STEP 2

Learn about your New Role

- ☐ Create a gsLearn account by clicking the tab on the left side of your MY GS account homepage
- ☐ Log into gsLearn & search “See All Assigned Courses & Learning Paths.” Complete the priority trainings:
 - 253 Volunteering with Girl Scouts of Eastern PA
 - 253 Troop Finance Training
 - 253 Troop Leader Position Description & Agreement Form
 - GSUSA Girl Scouts Child Abuse and Neglect Prevention Course
- ☐ Sign up for [Rallyhood for GSEP Troop Leaders](#)

STEP 3

Service Unit (SU) Connection

A Service Unit (SU) is the geographical group of troops in your area with experienced volunteers to support you!

- ☐ Reach out to your Service Unit (SU) contact for additional support
 - Finding meeting space
 - Learn about Service Unit meetings/events for you & your troop
 - Connect with SU New Leader Mentor
 - Schedule appointment to [set up a troop bank account](#) (in person)

STEP 4

Decision Making

- ☐ Determine troop meeting frequency, location, date & time of first meeting (new leaders guide this decision based on their availability)
- ☐ Calculate the amount of troop dues/member needed to sustain costs of supply purchases & troop outings
- ☐ Decide whether there will be a specific uniform for all (sash, vest, tunic) vs. each member making own choice
- ☐ Choose best way to communicate with troop families (consider [Rallyhood](#))
- ☐ Schedule initial [Parent/Caregiver Meeting](#)

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STEP 5

Parent/Caregiver Meeting

- ☐ Introduce yourself
- ☐ Cover the basics: troop number, meeting dates, times, location, transportation & future troop communication expectations
- ☐ Review expected paperwork
 - [Girl Health History & Release](#)
 - [Permission for Troop Activity](#)
- ☐ Talk troop financials: dues, required membership fees, product program
- ☐ Recruit & register parent volunteers: Who will be your Troop Co-Leader, Cookie Manager, and Treasurer?
- ☐ Email shop@gsep.org to request a group order form for uniforms & materials

STEP 6

Plan Troop Meetings

- ☐ For new Daisies & Brownies, order [Girl Scout Experience Boxes](#) for meeting plans & materials
- ☐ Plan a [kickoff meeting](#)
- ☐ Explore the Volunteer Toolkit (VTK) for meeting plans, including [Troop Year Plans](#)
- ☐ Ask for [assistance from parents/caregivers](#)

STEP 7

Troop Finances

- ☐ Submit [GSEP ACH Authorization Webform](#)
- ☐ Collect & deposit troop dues into troop bank account
- ☐ Participate in Fall Product sales (October-November)
- ☐ Participate in Cookie Program sales (January-March)
- ☐ Submit annual Troop Financial Report in June

STEP 8

Dive Deeper into Resources

- ☐ [Volunteer Support](#)
- ☐ [GSEP Event Calendar](#)
- ☐ [Volunteer Training](#)
- ☐ [Troop Management](#)
- ☐ [Volunteer Essentials](#)
- ☐ [Safety Activity Checkpoints](#)
- ☐ [GSEP Trip Guide](#)
- ☐ [Troop Activity & Trip Checklist](#)
- ☐ [Cookies for Volunteers](#)
- ☐ [Explore Badges & Journeys](#)
- ☐ [Girl Scout Traditions & Ceremonies](#)