

New Troop Leader Checklist



Welcome to Girl Scouts! We're so glad you're here.

You've already completed these initial steps:

- ☑ Registered as a volunteer
- ☑ Background check

This checklist will guide you through your first year as a troop leader.

Step 1: Your Troop Leader Journey Begins

- ☐ Attend [*Before Your First Troop Meeting*](#) training.
 - Connect with your service unit team (administrative volunteer team in your area) and your council staff volunteer support specialist.
- ☐ Complete the [*664 GSOSW Troop Leader Onboarding*](#) learning path in gsLearn.
- ☐ Invite at least four girls to join your troop.
- ☐ Receive your official troop number and celebrate!

Step 2: The First 30 Days

- ☐ Welcome new girls and families as they register. Troops will remain open to new members until the standard size for your grade level is reached (listed in *Volunteer Essentials*). If needed, submit the [*Troop Information Update Form*](#) to expand your troop maximum.
- ☐ Attend your first service unit volunteer meeting.
- ☐ Connect with your service unit treasurer to begin setting up your troop bank account.
- ☐ Secure a troop meeting location.
 - Confirm date/time and update the troop's MyGS details.
 - Request a [*Certificate of Insurance*](#) if required.
- ☐ Host your first caregiver meeting.
 - Review troop communication methods and expectations with families.
 - Ask caregivers to complete [*Annual Permission & Health History Form*](#) (form #120, required) and [*Meet My Girl Scout form*](#) (optional).
 - Involve caregivers. Invite them to register as volunteers and share tasks to benefit the whole troop.
- ☐ Plan your first troop meeting.
 - Use [*Girl Scout Experience Boxes*](#) (available for Daisy/Brownie levels).
 - Create your troop's year plan in the Volunteer Toolkit, also known as VTK.
 - Follow the six-step troop meeting format (welcome, opening, business, activity, clean-up, closing).

Step 3: The First 3 Months

- ❑ Attend ongoing service unit volunteer meetings each month.
- ❑ Practice planning and facilitating troop meetings; invite girls to take the lead when they are ready.
- ❑ Take recommended trainings:
 - [*GSUSA New Leader Onboarding: What Girl Scouts Do.*](#)
 - [*GSUSA Leading Multi-Level Troops*](#) (if applicable).
- ❑ Review the Volunteer Resources section of the GSOSW website.
 - [*Volunteer Essentials*](#), also known as “VE” (PDF).
 - [*GSOSW Volunteer Policies and Procedures*](#), also known as “P&Ps” (PDF).
 - [*Safety Activity Checkpoints*](#), also known as “SACs” (PDF)—Review the first 25 pages carefully.
- ❑ Ensure at least one volunteer completes Adult & Child First Aid/CPR certification.
 - Submit [*GSOSW First Aid and CPR/AED Certification Submission*](#) form.
- ❑ Complete troop bank account setup (and ensure treasurers can log in).
- ❑ Learn about [*Girl Scout traditions, holidays, and ceremonies*](#).
- ❑ Decide how/when you’ll award badges, patches, and recognitions throughout the year.

Step 4: Progressing With Your Troop (First Year)

- ❑ Take training based on troop readiness and plans:
 - [*Before You Leave the Meeting Place*](#) (2–3 months before outings; typically end of year one).
 - [*Before Your First Overnight*](#) (prior to overnight trips; typically year two).
- ❑ Explore program resources:
 - [*GSUSA Badge Explorer*](#).
 - [*GSOSW Golden Trefoil Patch Program*](#).
- ❑ Product Programs (Fall Product Program and Girl Scout Cookie Program).
 - Attend [*fall product program*](#) and [*cookie program*](#) trainings when they come up throughout the year.
 - Attend a cookie rally (an event typically held by your service unit).
 - Work on entrepreneurship pins and badges as a part of these programs.
- ❑ Submit [*Troop Financial Report*](#) (form #108) by June 30.

Tip for Success

Every troop’s journey is unique! Use this checklist as a guide and lean on your service unit team and volunteer support specialist whenever you need help. Additional questions can be sent to answers@girlscoutsosw.org.

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