






New Troop Leader Checklist

	<p>1. Grab your calendar and talk to your interested parents</p> <p>You'll need to decide on:</p> <ul style="list-style-type: none"> • Meeting location, zip code and city • Meeting frequency, day and start time • Meeting start date (when you plan to start holding meetings) • Grade(s) of girls you wish to include
	<p>2. Set up your new troop</p> <ul style="list-style-type: none"> • Fill out the Troop Number Request Form, one submission per troop: https://fs19.formsite.com/girlscoutsnorcal/form130/index.html • Register to be a volunteer; once we have your troop number request, you will receive an email with a personal link and instructions to completing your membership registration. • Once registered, check your email for your background check invitation with screening link, as it expires in 72 hours (check Spam folder if you don't get a link within 24 hours of registration). • You will receive an email with your background screening approval and new troop number assignment
	<p>3. Build your new troop</p> <ul style="list-style-type: none"> • Take a look at the training resources available to you and complete the required training for the troop level you are leading: training.gsnorcal.org/login/index.php • Download the directions for your troop Parents to add their girls to your new troop and to register themselves: Girl and Adult Registration Steps https://www.gsnorcal.org/content/dam/girlscouts-

	<p>gsnorcal/documents/troop_resources/new_leaders/girl-and-adult-registration-steps.pdf</p> <ul style="list-style-type: none"> • Need more girls? Contact us and we can provide a flyer to promote your troop in your school and community.
	<p>4. Get ready for your first troop meeting</p> <ul style="list-style-type: none"> • Purchase a copy of the Girl Guide to Girl Scouting for your troop to share: http://www.girlscoutshop.com/JOURNEYS-GUIDES/GUIDES2 • Schedule a parent meeting to share troop volunteer opportunities and collect safety forms. Parents should provide the following forms before or at the first troop meeting found on our forms index under Safety: https://www.gsnorcal.org/en/our-council/documents-and-publications/forms-index.html <ul style="list-style-type: none"> ○ Annual Permission Form ○ Girl Health History Form
	<p>5. Stay in touch</p> <ul style="list-style-type: none"> • Join our Facebook Group: www.facebook.com/gsnorcal, and follow us on Instagram www.instagram.com/gsnorcal and Twitter: www.twitter.com/gsnorcal • Subscribe to our New Troop Leader blog, The Trailhead: https://trailhead.girlscoutsnorcal.org/wordpress/about/subscribe/

A troop is ready to meet with girls when it has one or more troop leaders and the correct member-volunteer/girl ratio for its program level. [[SAFETY WISE: Adult-to-Girl-Ratios](#)]