






### New Troop Leader Checklist

	<h4>1. Grab your calendar and talk to your interested parents</h4> <p>You'll need to decide on:</p> <ul style="list-style-type: none"> <li>• Meeting location, zip code and city</li> <li>• Meeting frequency, day and start time</li> <li>• Meeting start date (when you plan to start holding meetings)</li> <li>• Grade(s) of girls you wish to include</li> </ul>
	<h4>2. Set up your new troop</h4> <ul style="list-style-type: none"> <li>• Fill out the <a href="https://fs19.formsite.com/girlscoutsnorcal/form130/index.html">Troop Number Request Form</a>, one submission per troop: <a href="https://fs19.formsite.com/girlscoutsnorcal/form130/index.html">https://fs19.formsite.com/girlscoutsnorcal/form130/index.html</a></li> <li>• 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.</li> <li>• 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).</li> <li>• You will receive an email with your background screening approval and new troop number assignment</li> </ul>
	<h4>3. Build your new troop</h4> <ul style="list-style-type: none"> <li>• Take a look at the training resources available to you and complete the required training for the troop level you are leading: <a href="https://training.gsnorcal.org/login/index.php">training.gsnorcal.org/login/index.php</a></li> <li>• Download the directions for your troop Parents to add their girls to your new troop and to register themselves: <a href="https://www.gsnorcal.org/content/dam/girlscouts-Steps">Girl and Adult Registration Steps</a> <a href="https://www.gsnorcal.org/content/dam/girlscouts-Steps">https://www.gsnorcal.org/content/dam/girlscouts-</a></li> </ul>

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

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](#)]