



# New Troop Leader Checklist

Troop: \_\_\_\_\_

Service Unit: \_\_\_\_\_

## Register as a Troop Leader

- [Register](#) as a Girl Scout Troop Leader.
- Complete a Background Check

If you are already a registered member, login to MyGS to add yourself to the role.

Need some help? Please review these simple step-by-step instructions to help you [log into](#) and [navigate](#) MyGS, or contact us at [info@gsnorcal.org](mailto:info@gsnorcal.org) or 800-447-4475, ext. 0.

## Start Online Leader Training

- Create an account for the [Volunteer Learning Portal](#)
- Start the online New Troop Leader Learning Path

Review the Troop Leader [Overview of Learning Path](#) (pdf) to see what trainings are next.

## Gather Forms and Resources

- Collect annual [safety forms](#) ([Annual Permission Form](#) & [Health History](#))
- Get familiar with our [website](#)
- Connect with your local service unit team to get added to local communication platform.

If possible, connect with prior troop leader to collect any forms or troop resources that they want to pass down.

## Update Signers on Bank Account (if needed)

All troop bank accounts need at least two signers who are current volunteers in the troop.

- To add or change a signer, fill out and turn in the [Change of Signers Request Form](#)
- Watch this [video](#) for more information about the process.

## Troop Leader Resources

- [Volunteer Toolkit](#) (VTK) - manage your troop meetings & explore badges, check out the VTK [FAQs](#) and [Leader User Guide](#) for more information.
- [Sample Meeting Ideas](#) & [Girl Scout Meeting Planner](#)
- [Troop Resources](#)