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 or 800-447-4475, ext. 0.

Start Online Leader Training

- [ ] Access gsLearn through MyGS
- [ ] Select a New Troop Leader Learning Path from the Content Library

Review the New Troop Leader Training (pdf) to see what what New Troop Leader Learning Paths are available

Gather Forms and Resources

- [ ] Collect annual safety forms
  (Annual Permission Form & Health History)
- [ ] Get familiar with our website and gsHelpCenter
- [ ] 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