

NEW TROOP LEADER CHECKLIST

Step 1: Form Your Troop

- Fill out the [Troop Number Request Form](#)
- [Register](#) as Girl Scout Troop Leader.
- Complete a Background Check—You will receive an email invite from theadvocates@sterlingvolunteers
- Recruit Girl Members & Adult Volunteers. We've created a few downloadable [tools](#) to help.

Step 3: Build Your Team

- Invite your troop families together for their first [parent \(or caregiver\) meeting](#).
 - Collect annual safety forms (everyone needs the [Annual Permission](#) and [Girl Health History](#) to get started)
 - Set the tone for the year and talk details (troop dues, Girl Scouts, activities)
- Recruit troop volunteers (troop treasurer, another leader, helpers, product managers)
 - [How to Recruit Parent Volunteers](#)
- Get familiar with our [website](#). This is your go-to landing page for all things Girl Scouts

Step 2: Start Your Online Leader Training

- Create an account for our [Volunteer Learning Portal](#) and start the online *New Troop Leader Learning Path*.
 - [Overview of Learning Path](#)(pdf)

Step 4: Plan & Host Your First Troop Meeting

- Find a Meeting Place. Not sure where to start? Check out our [Meeting Place Considerations](#).
- Log in to the [Volunteer Toolkit](#) (VTK) and plan your first troop meeting.
 - VTK [FAQs](#) and [Leader User Guide](#)
 - [Sample Meeting Ideas](#)
- Have and start Meeting. You've got this!

Step 5: Open Your Troop Bank Account

All troops need to open and maintain a bank account to manage troop income and expenses.

- When you have two signers in place, complete the [Bank Account Creation Packet](#)

