

## NEW TROOP FORMING CHECKLIST

Call for help: 800-447-4475

Email for help: info@gsnorcal.org

Form Your Troop  Fill out the Troop Number Request Form  Wait for a link to register as a Troop Leader or Admin with your troop  Complete a Live Scan Fingerprinting background check with our preferred vendor, more info can be found in your welcome email.  Attend your Welcome Session with staff  Start to spread the word to recruit members check out these downloadable tools here  • Share your troop number and personalized	<ul> <li>✓ Volunteer Learning/Training</li> <li>Access gsLearn through MyGS</li> <li>Select a New Troop Leader Learning Path from the Content Library to complete</li> <li>Assure ALL volunteers complete the GSNorCal Mandated Reporter course</li> <li>Encourage troop volunteers to complete their required role training. Check out this Overview of required training for all troop volunteers</li> <li>Learn more about gsLearn</li> <li>At a glance resource to complement new leader training modules- click here</li> </ul>
troop registration link (found in your email)	Download or print the <u>New Troop Leaders</u>
• Share <u>Financial Aid</u> info	<u>Guide to Success</u> booklet
<b>ℳ</b> Meetings	Get Connected
<ul> <li>□ Connect with and attend your local Service Unit Meetings for personalized support</li> <li>□ Parent Meeting: Invite your troop families together for their first parent/caregiver meeting</li> <li>• Collect Annual Permission Form and youth and adult Health History forms</li> <li>• Set the tone for the year; talk details like communication platform, start-up fund, dues, activities &amp; meeting schedule</li> <li>• Get help! Review the volunteer roles and</li> </ul>	☐ Get familiar with our website & gsHelpCenter ☐ Reference Service Unit Contacts for local help ☐ Save our Customer Care phone number, 800-447-4475, and general email address, info@gsnorcal.org ☐ Join GS Community & your local service unit & GSNorCal online communities ☐ Bookmark your MyGS portal for your troop roster, registration database, and more
determine how the adults will support the	
troop. Tip: read this blog article on How to Recruit Parent Volunteers  Troop Meetings:  • Find a meeting place. Read Meeting Place Considerations, send contract to staff  • Explore the Volunteer Toolkit (VTK) to plan your first troop meetings  • Plan ahead with Year Plans, sample Meeting Resources & the GSNorCal Planner  Gather Troop Supplies and First Aid Kit	Start the bank account process by filling out the Bank Account Request form (found in the Help Center)  Get pins, uniforms, badges, and more from our GSNorCal Shops online or in person  Prepare for field trips, camping, and more by continuing training in gsLearn. Check out the Trip & Outdoor Advisor Learning Matrix & our Safety Activity Checkpoints



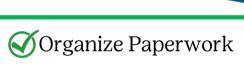
## TROOP FORMING START-UP SUPPLIES

Wondering what you may need to get your troop organized and off to a great start? Here's a suggested list of items. You can obtain these items through community or family donations or purchasing and saving your receipts for reimbursement once you have established a troop bank account.

🍄 Pro Tip: Make an online wish list to share with your families!



<b>⋘</b> Safety	
Troop First Aid Kit	
Council Emergency Plan	
Emergency Cards	
Review and print chosen <u>Safety Activity</u>	
<b>Checkpoints</b> for upcoming activities	



Filing system like a 3 Ring Binder or accordion folder

Things to include in the Troop Binder:

- At a glance Troop Roster w/ emergency contact info
- Health and Safety Forms
- Annual Permission Forms
- Troop Calendar
- Badge Trackers
- Safety Activity Checkpoints for upcoming planned activities
- Service Unit Contact Sheet

Pro tip: There are Girl Scout themed organizational templates on Etsy and Pinterest-search 'Girl Scout Binder'



Things to Make/Do with the Troop in your first few meetings: Name Tags

> Vote on Troop Crest Make a Kaper Chart

Decide on a troop agreement/meeting rules (akin to classroom rules)