

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 troop registration link (found in your email)
 - Share [Financial Aid](#) info

Volunteer Learning/Training

- ☐ [Access gsLearn](#) through MyGS
 - Select a New Troop Leader Learning Path from the Content Library to complete
 - Assure ALL volunteers complete the GSNorCal Mandated Reporter course
 - Encourage troop volunteers to complete their required role training. Check out this [Overview of required training for all troop volunteers](#)
 - [Learn more about gsLearn](#)
- ☐ At a glance resource to complement new leader training modules- [click here](#)
- ☐ Download or print the [New Troop Leaders Guide to Success](#) booklet

Meetings

- ☐ Connect with and attend your local [Service Unit Meetings](#) for personalized support
- ☐ Parent Meeting: Invite your troop families together for their first [parent/caregiver meeting](#)
 - Collect [Annual Permission Form](#) and youth and adult [Health History forms](#)
 - Set the tone for the year; talk details like communication platform, start-up fund, dues, activities & meeting schedule
 - Get help! Review the [volunteer roles](#) and 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](#)

Get Connected

- ☐ 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

Other Things To Consider

- ☐ 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!



Supply Box


- ☐ Hand Sanitizer
- ☐ Table Wipes
- ☐ Paper Towels
- ☐ Napkins
- ☐ Paper Plates
- ☐ Glue
- ☐ Pens, Pencils, Sharpies/Markers
- ☐ Name Tags
- ☐ Spare Paper
- ☐ Children & Adult Scissors

Safety

- ☐ [Troop First Aid Kit](#)
- ☐ [Council Emergency Plan](#)
- ☐ [Emergency Cards](#)
- ☐ Review and print chosen [Safety Activity Checkpoints](#) for upcoming activities

Organize Paperwork

- ☐ 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)