

New Troop Checklist

*Every troop needs a minimum of 2 registered, background checked and trained adult volunteers.

✓ Form Your Troop

- ☐ Register as an adult member
- ☐ Watch for the Welcome to your Troop's Leadership Team email
- ☐ Complete Asurint Background check. The link will be emailed to you. Use CouncilPay option.
- ☐ Get your Troop number from your membership staff person
- ☐ Work with your Membership staff person to write up troop description
- ☐ Start to spread the word to recruit
 - Share your troop number and personalized troop registration link (found in your myGS)
 - Check your roster regularly

✓ Volunteer Training

- ☐ Access gsLearn through myGS
 - Complete 557 - Volunteer Essentials for New Volunteers Learning Pathway
 - Encourage troop leaders and treasurers to complete their required role training
- ☐ Watch for the resource email
- ☐ Ensure that you have at least one certified First Aider as a troop volunteer

✓ Other Things to Consider

- ☐ Start the process of opening a bank account by completing the Bank Form
- ☐ Get Pins, uniforms, badges, and more from our Shop (online or in person)
- ☐ Prepare for field trips, camping and more by continuing training in gsLearn.

✓ Meetings

- ☐ Connect with and attend your Service Unit Meetings
- ☐ Download Troop Roster from Volunteer Toolkit (VTK) and reach out to families to introduce yourself
- ☐ Parent Meeting: Invite your troop families for their first Parent/Caregiver meeting
 - Collect Youth and Adult Health History forms
 - Share link for Product Permission Form
 - Set the tone for the year; talk details like communication, start-up funds, dues, activity and meeting schedules
 - Get Help! Determine what volunteer roles are needed for the troop's success
- ☐ Troop Meetings:
 - Find a meeting place
 - Explore the Volunteer Toolkit (VTK) and Troop Year Planner to plan your first troop meeting
 - Gather troop supplies and First Aide Kit (see lists on back)

✓ Get Connected

- ☐ Get familiar with our website
- ☐ Network with your Service Unit for local help and support
- ☐ Save our Customer Care phone number (505-343-1040) and email (customer care@nmgirlscouts.org)
- ☐ Join our GSNMT Volunteers & SU Teams Collaborative Facebook Group
- ☐ Bookmark your myGS portal for troop rosters, registration database, & more

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!

Troop Start-up Kit from GSNMT

- ☐ Binder
 - Planning a parent meeting document
 - Sample year plans for troop levels
 - Tips for working with different levels and more!
- ☐ Basic supplies: markers, scissors, paper, pencils, etc.

Other supplies

- ☐ First Aide Kit
- ☐ Wipes
- ☐ Paper Towels/Napkins
- ☐ Paper Plates
- ☐ Name Tags
- ☐ Hand Sanitizer
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Organize Paperwork

- ☐ Set up a filing system like a 3-ring binder (see start-up kit) or accordion folder
- ☐ Things to include in the troop binder:
 - Troop Roster with Emergency Contact Info
 - Health History forms
 - Troop Calendar
 - Service Unit Contact Sheet

 Pro Tip: Ask other troop leaders to recommend organizational templates or search online for Girl Scout Binder

Ideas for first meetings

Name Tags
Vote on a Troop Crest
Make a Kaper Chart
Decide on troop expectations
Play get to know you games
Learn songs and GS traditions