



NEW LEADER CHECKLIST

Girl Scouts of Northeastern New York

FORMING YOUR TROOP

New Leader Tasks

- Register as a volunteer** at girlscoutsneny.org.
- Complete background check.** You will receive an email from our background check screening company Asurint.
- Connect with a 2nd leader.** All troops must have a minimum of 2 unrelated Adults at their meetings, another leader is recommended but you can use a parent helper.
- Invite Girls to join the troop.** We try and have 5 Girls to launch a troop.

GETTING READY TO START

New Leader Tasks

- Check out the Volunteer Toolkit.** You can review the [User Guide](#) see what you can do!
- Welcome new families as they join your troop.** Your troop will stay available for Girl registration on the Participation Catalog until your troop has reached the size you desire; the standard size is 12 Girls.
- Complete New Leader Training.** Girl Scouts of Northeastern NY (GSNENY) offers [New Leader Trainings](#) once a month or you can schedule one with your Volunteer Engagement Specialist.
- Connect with your Service Unit** to find out about meetings & events in your community.
- Ensure that an adult member of your troop is trained in First Aid/CPR.** See [our training page](#) for more information.
- Open your troop bank account** with two adults as signers. For more information on how to do this see [our finance page](#).

KICKING OFF A GREAT YEAR

New Leader Tasks

- Host your first parent meeting.** Use the [Troop Parent Meeting Guide](#) to help plan.
- Log into MyGS** at girlscoutsneny.org. Choose MyGS and log into your account; review your roster to make sure it's correct!
- Schedule a meeting with the Volunteer Toolkit.** Log in through your MyGS account and Select Volunteer Toolkit.
- Attend your first Service Unit Meeting** and take your co-leader along for the ride!
- Hold your first Girl Scout troop meeting!**

Girl Scouts Northeastern NY Staff Tasks

- Your Membership Recruiter will help you make a plan for recruiting the Girls & Adults needed to launch your troop. They can provide you with recruitment materials or set up recruitment meetings.
- Your Membership Recruiter will remind you to pay your annual membership fee and complete your background check.
- You will get an email from Council that gives you your Troop number and resources.

Girl Scouts of Northeastern NY Staff Tasks

- The Volunteer Services Team offers trainings like our *Online Tools for Leaders* to help you learn the Volunteer Toolkit.
- Your Volunteer Engagement Specialist will send a welcome email with information on resources and contact for your Service Unit.
- Your Service Unit will contact you with a welcome and meeting information. You can contact your Service Unit directly too.
- You will receive the weekly gsExpress newsletter with Council updates.
- Your Volunteer Engagement Specialist will check in with you after 30 days to see what support we can provide you, but you can contact your Volunteer Engagement Specialist any time!
- Your Volunteer Engagement Specialist will provide you a bank letter to help open your new troop bank account.

Girl Scouts of Northeastern NY Staff Tasks

- Your Volunteer Engagement Specialist will check in with you after 3 months to see what support we can provide you, but you can contact your Volunteer Engagement Specialist any time!
- You will get a monthly email from Volunteer Services with tips & tricks for your first year!





NEW LEADER CHECKLIST

Girl Scouts of Northeastern New York

CONTINUING A GREAT FIRST YEAR!

- Have a Yearly Health History and Parent Permission Form** completed for each Girl.
- ☘ **Have a parent register as a parent helper!** Parents can volunteer to help with badge work, chaperone a trip, or run a product sales program! Remember if they are working with Girls or finances, they must be a registered adult member and have a background check.
- ☘ **Continue your Leader education** with at least one of our additional trainings. Register for them today at: girlscoutsnenyprograms.org
 - Volunteer Conference in the Fall
 - Outdoor Education Weekend in the Spring
 - Online Tools for Leaders
 - Microlearning sessions
 - Outdoor Basic Skills
- Review Volunteer Policies and Procedures** from Girl Scouts of Northeastern New York.
- Participate in the Girl Scout Product Sales season** including:
 - Sweets & Treats in the Fall
 - Cookies in the Winter/Spring
- ☘ **Observe at least one Girl Scout Holiday/Tradition:**
 - Juliette Low Birthday – October 31st
 - World Thinking Day – February 22nd
 - Girl Scout Birthday – March 12th
 - Girl Scout Week – the week of March that includes the 12th
- ☘ **Give back to the community** by completing a community service or Take Action Project.
- Participate in at least one Service Unit event.**
- Participate in at least one Council event.**
- ☘ **Participate in at least one field trip** away from the regular meeting place.
- ☘ **Complete your End of Year Finance Report.** These should be completed at the end of each year through the Volunteer Toolkit.
- Attend the Volunteer Appreciation Dinner** to celebrate all your hard work!
- ☘ **Renew your Troop** for an amazing second year!*

Questions about your Troop Year? Reach out to your Volunteer Engagement Specialist, volunteering@girlscoutsneny.org, for any questions.

We would like to celebrate you for completing an amazing first year!

If you were able to complete all checklist items that have a trefoil ☘ you are eligible for the Be Prepared Award! Submit this checklist to your Volunteer Engagement Specialist by May 30th of your first year to be eligible!

* We will consider this complete for the award if you are able to renew two troop volunteers (one leader) and 75% of Girls.

Troop Number _____

Service Unit _____

Troop Leader Name _____

Troop Leader Name _____

Troop Leader Name _____

Total Girls Renewed _____ out of _____

