



Girl Scouts of Southeastern Michigan

New Troop Leader Checklist

Welcome to Girl Scouts! We're excited to have you as a part of our movement to build girls of courage, confidence, and character who make the world a better place. We need strong and savvy volunteers to make this happen. Use this checklist to set yourself and your troop up for success!

Forming Your Troop

- Register and complete background check.
- Hold a Family Information Meeting with your Recruitment Specialist to recruit a co-leader and/or additional girls.
- Hold a Troop Organizational Meeting with your Recruitment Specialist.
- Hold your first meeting with girls; meet your First Year Member Support Specialist.

Within 30 Days of Becoming a Troop Leader

- Complete **Troop Leader Orientation**.
- Complete a **Grade Level Essentials** training on gsLearn. Trainings are available for Daisies through Seniors/Ambassadors as well as for multi-level troops.
- Open a troop bank account. Refer to the **Troop Banking Package** and **Opening a Troop Bank Account Short & Snappy** on gsLearn to learn how!
- Set up your year plan in the Volunteer Toolkit. Check out the GSUSA Volunteer Toolkit—Troop Leader View video on gsLearn to get started.
- Join Facebook Groups to connect with other volunteers, including your Service Unit/Community group and the GSSEM Facebook page.
- Review **Volunteer Essentials** and the **Safety Activity Checkpoints**.

Within 60 Days of Becoming a Troop Leader

- Take two Short & Snappy trainings on gsLearn. We recommend **Co-Leadership** Short & Snappy (13 min.) which goes over how to work effectively with other troop leaders, and **Troop Dues** (10 min.), which explains what troop dues are and how to collect them.
- Join the Volunteer Experience team for a troop leader mixer. Check gssem.org/calendar for upcoming dates.

Within 3 Months of Becoming a Troop Leader

- Attend a Service Unit Meeting. Connect with your Service Unit Manager to learn when your Service Unit or Community meets.
- Complete 2 more Short & Snappy trainings on gsLearn. We recommend **Girl Decision Making** (3 min.) which covers how troop governance empowers Girl Scouts to make decisions and **Managing Troop Finances** (8 min.) which explains the basics of managing troop finances.

Within 6 Months of Becoming a Troop Leader

- Learn about Girl Scout traditions. Check out the **Girl Scout Ceremonies** and **Girl Scout Bridging Ceremonies Short & Snappies** to learn more!
- Complete one more Short & Snappy training on gsLearn. We recommend **Girl Led Discussions** (15 min.) which demonstrates how to encourage your Girl Scouts to share their ideas with the troop.
- Sign up for a live webinar like Engaging Girl Scout Families, Difficult Conversation, or Managing Girl Scout Behavior using the gsLearn live sessions tab.



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Important Dates for Troop Leaders

September

- Hold a caregiver meeting to discuss troop expectations.
- Complete Fall Product Program training in gsLearn by October 10.

October

- Celebrate Girl Scout Spirit Week with your troop in late October.
- Celebrate Juliette Gordon Low's Birthday, also known as Founder's Day on October 31.

November

- Share troop finances with your troop and caregivers.

December

- Request a cookie packet at www.gssem.org under "Cookies+"
- Complete Cookie Rookie Training by December 31.
- Submit your troop's ACH Authorization Form and Agreement to Assume Debt Form to participate in the Girl Scout Cookie Program.
- Hold a parent meeting to discuss the troop's participation in the Girl Scout Cookie Program and collect the Parent/Guardian Permission & Agreement to Assume Debt from families.

January

- Sign up for cookie booths on eBudde in mid-January.
- Join a Cookie Café webinar with the Product Program team.

February

- Celebrate your Girl Scout and Girl Guide sisters across the globe on February 22, World Thinking Day.
- Share troop finances with your troop and caregivers.

March

- Celebrate Girl Scout Week. Remember, Girl Scout Week is always the week of March 12, which is Girl Scouts Birthday!

April

- Give yourself a pat on the back on April 22nd—it's Girl Scout Leaders Day!
- Renew any Girl Scouts or volunteers returning to the troop next school year during Spring Renewal (and get rewarded).

May

- Share troop finances with your troop and caregivers.

June

- Submit your troop's annual finance report no later than June 21. Need help? Check out the **Volunteer Toolkit Finance Tab Short & Snappy** or contact gssem-finance@gssem.org.

July

- Sign the Troop Leader Volunteer Position Description to be eligible for reappointment to your troop leader role.