

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 email)
 - Share [Opportunity Fund](#) info

✓ 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
- Download or print the [New Troop Leaders Guide to Success](#)
- Watch for the resource email
- Register for the New Volunteer Series sessions on our [event calendar](#)
- 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 (customercare@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.
- \$50 Troop start up funds to be received separately with the letter to open account

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