girl scouts of new mexico trails

New Troop Checklist

Re Re Wa	egister as an adult member atch for the Welcome to your Troop's adership Team email amplete Asurint Background check. The link all be emailed to you. Use CouncilPay option. It your Troop number from your embership staff person ork with your Membership staff person to rite up troop description art to spread the word to recruit Share your troop number and personalized troop registration link (found in your email) Share Opportunity Fund info
	Cocess gsLearn through myGS Complete 557 - Volunteer Essentials for New Volunteers Learning Pathway Encourage troop leaders and treasurers to complete their required role training ownload or print the New Troop Leaders uide to Success Vatch for the resource email egister for the New Volunteer Series essions on our event calendar nsure that you have at least one ertified First Aider as a troop volunteer
\bigcirc C	Other Things to Consider
Store	tart the process of opening a bank count by completing the <u>Bank Form</u> et Pins, uniforms, badges, and more om our Shop (online or in person) repare for field trips, camping and more y continuing training in <u>gsLearn</u> .

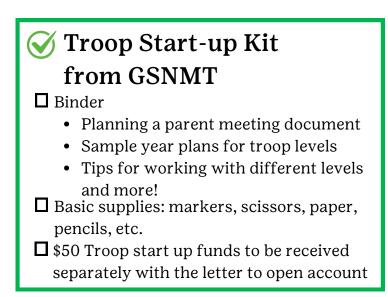
⋘ Meetings				
Connect with and attend your Service				
Unit Meetings				
☐ Download Troop Roster from Volunteer				
Toolkit (<u>VTK</u>) and reach out to families to				
introduce yourself				
Parent Meeting: Invite your troop				
families for their first Parent/Caregiver				
meeting				
 Collect Youth and Adult <u>Health</u> 				
<u>History forms</u>				
 Share link for <u>Product Permission</u> 				
<u>Form</u>				
 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 (<u>VTK</u>)				
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				

⋘ Get Connected				
☐ Get familiar with our <u>website</u>				
☐ 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 <u>Facebook Group</u>				
■ Bookmark your <u>myGS</u> 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!



⊘ Other supplies				
☐ First Aide Kit				
■ Wipes				
□ Paper Towels/Napkins				
☐ Paper Plates				
■ Name Tags				
☐ Hand Sanitizer				
-	•			
<u> </u>	•			

Ø	Organiz	ze Pape	rwork
	Set up a filin	g system li	ke a 3-rin

- ☐ Set up a filing system like a 3-ring binder (see start-up kit) or accordion folder
- \square Things to include in the troop binder:
 - Troop Roster with Emergency Contact Info
 - <u>Health History forms</u>
 - 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

505-343-1040 customercare@nmgirlscouts.org www.nmgirlscouts.org