

New Leader Checklist

SO YOU'RE A NEW GIRL SCOUT LEADER!

We're so excited that you've decided to start your Girl Scout volunteer journey, and we want to make the process as easy as possible.

1. Get started by joining now!

- Become a registered adult Girl Scout member.
- Complete the Verified Volunteers background check.
- Watch Welcome video & answer questions in *MyGS*.

2. Complete your trainings

- [New Leader Trainings](#)

Someone in the troop must have CPR/First Aid training in order to go anywhere.

3. Get to know your resources:

- [MyGS, including Member Profile & Volunteer Toolkit](#)
- [Girl Scouts Hornet's Nest website](#)
- [Volunteer Essentials](#)
- [Safety Activity Checkpoints](#)
- [Hornet's Nest Council Calendar](#)
- [Girl Scouts of the USA website](#)
- [Hornet's Nest Facebook Page](#)
- [A Girl Scout Blogger who likes to create things to make leading easier.](#)
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4. Connect with your Service Unit Manager and other volunteers in your community.

- The Rowan Service Unit meets the second Monday of every month, typically at the Main Public Library.
- You can check the calendar on our [Rallyhood](#) sight. Be sure to email the Service Unit Leader in order to get added to this private sight.
 - You can use this site to communicate with other leaders in Rowan and to see what is on our calendar.

5. Meet with your troop volunteer(s):

- Troops must have 2 leaders/co-leaders (must be unrelated and one must be female).
- All volunteers must become registered adult Girl Scout members & complete the background check.
- Determine additional volunteer roles.
 - **Suggestions:** Fall Product Manager, Cookie Manager, Troop Treasurer, Meeting Helper, Communications Coordinator, Chaperone
- Review Girls' Guide to Girl Scouting, Journey books, & Volunteer Toolkit to brainstorm ideas.
- Review your list of registered girls by signing into [MyGS](#) – Volunteer Toolkit & clicking “My Troop” tab.
- Write a parent letter/email.

6. Communicate with all troop families:

- Send parent letter/email about first meetings.
- Schedule and hold a Parent/Guardian Meeting.
- Determine troop dues (if any).
- Decide on Troop Meeting details.

Helpful Hint: Schedule your troop meetings around your availability. As much as possible, take into account your family needs, holidays, and availability of meeting place.

Troops meet at many locations, including schools, churches and local community centers.

7. Begin using [Volunteer Toolkit](#):

- Choose a year plan to customize.
- Set up your first few meetings.

8. Hold your first Troop Meeting:

- Make sure all girl & adult registrations are completed - financial assistance is available.
- Confirm completed background checks by troop volunteers.
- Get parents active in troop volunteer roles.



- Discuss & brainstorm how the year ahead can look.
- See if older Girls Scouts are available to assist.

9. Open a [Girl Scout Bank Account](#):

- Contact bank in advance to confirm what additional items or paperwork are required to open account.

10. Enjoy your volunteer adventure!

If you have any questions along the way, please call Customer Care at 704-731-6500.