

Checklist for New Troop Leaders

Week 1

- ☐ Complete Your Background Check
(You will receive an email from Asurint. You must respond within 72 hours.)
- ☐ Find a Co-Leader and invite girls to join your troop (Printable Invite)
- ☐ Take Youth Protection Training before meeting with any Girl Scouts

Week 2

- ☐ Talk to your Community Engagement Specialist (CES); they are here to help you
- ☐ Start taking GSUSA's New Leader Onboarding training on gsLearn.
- ☐ Register for Intro to GSU live Zoom training (first Wed. each month)
- ☐ Explore the ins and outs of the Volunteer Toolkit (VTK)

Week 3

- ☐ Reach out to your CES and get help planning your year of fun.
- ☐ Set up a bank account by contacting finance@gsutah.org.
- ☐ Meet with your co-leader and plan a caregiver meeting
- ☐ Find your troop roster on VTK and introduce yourself to caregivers via email or phone call

Week 4

- ☐ Hold the caregiver meeting; can be combined with first troop meeting.
- ☐ Plan & hold your first troop meeting with the Girl Scouts.
- ☐ Print and have families fill out the Caregiver Permission Forms at first meeting.
- ☐ Complete Dollars and Sense training
Online at gsLearn

If planning an outing or adventure, check our website's travel page to be sure you have adequate training to do your activities safely.

Next Steps In Training

Required within first 90 days

- ☐ Troop Meetings in the Home
- ☐ Including Girls of All Abilities
- ☐ Clique-Proof Your Troop: Building Sisterhood & Conflict Management
- ☐ Attend Intro to GSU
- ☐ Attend your service unit meeting

Required within first 6 months

- ☐ First Aid/CPR
In-person available through council or alternate source.
- ☐ Planning Trips with Girl Scouts (gsLearn)
- ☐ Camping Basics: GSUSA video series (gsLearn)
- ☐ Outings with Girl Scouts: Your First Outdoor Experience

Seasonal Training (as scheduled)

- ☐ Product Program
 - ☐ Fall Product Program
 - ☐ Cookie Program
- ☐ Overnight & National Trips (2+ nights)