



## TROOP START-UP CHECKLIST

Girl Scouts of Silver Sage  
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[www.girlscouts-ssc.org](http://www.girlscouts-ssc.org)  
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We are excited you've decided to mentor girls and become a Girl Scout Troop Leader!  
Below you will find a checklist that walks you through how to start your Girl Scout Troop.  
Here are the 10 steps:

### 1. Become an Approved Volunteer

- Register as a member online on the Girl Scout website – [www.girlscouts-ssc.org](http://www.girlscouts-ssc.org), and select the Troop Leader role
- Complete your Background Check online – a free link will be sent from the [advocates@sterlingvolunteers.com](mailto:advocates@sterlingvolunteers.com) (our background check vendor) once you are a registered member.

### 2. Complete the New Volunteer Welcome Orientation within 30 days

- Sign-up via the Girl Scouts Calendar on the Girl Scout website for this in-person training.

### 3. Receive an appointment letter

- The person at Council who is the liaison for your area, the Membership Manager, will send you an appointment letter with additional resource information.

### 4. Meet the other Approved Volunteers (Leaders) in your troop

- Get together with the other approved volunteers in the troop and get to know each other.
- Decide on the day/time/frequency of your future troop meeting. Schedule meetings according to your schedule. Troops can meet at schools, churches, and other local community places.
- Discuss roles and responsibilities and talk about troop governance (dues, rules, etc.)
- Set a date and time for your parent/caregiver meeting. This should take place prior to your 1<sup>st</sup> troop meeting.

If no other volunteer has been identified, contact your Membership Manager to request help scheduling a meeting with the other parents to recruit additional people to lead this troop with you.

### 5. Set up your bank account at an approved bank

- Complete the “Opening up a bank account” form and email it to [customercare@girlscouts-ssc.org](mailto:customercare@girlscouts-ssc.org).
- Once Council has sent the proper documentation to the bank, you will be asked to go to the bank and complete the banking process.

### 6. Set up your meeting place

- If you have a place in mind and have made contact already, confirm meeting details with the new place.
- If your new meeting place requests liability insurance, email [customercare@girlscouts-ssc.org](mailto:customercare@girlscouts-ssc.org) and provide the information your new meeting place requires on the insurance certificate, i.e., Name of place, full address, and provide contact details, so the insurance certificate can be forwarded to the correct party.
- If you do not have a place in mind, contact your Membership Manager to request assistance.

### **7. Hold your parent/caregiver meeting**

- Have a troop schedule and a sign-up sheet for snacks and additional volunteers to help in the troop.
- Ensure that all girls and adults participating are registered members. Build your troop support team by encouraging your parents to register as volunteers.
- Have parents complete the health forms. Health forms must be completed for each girl and adult volunteer.

### **8. Log onto the Volunteer Toolkit**

- Set up your troop calendar with day, time, and frequency
- Select a few badges that the girls can choose from. If you would like to do a badge at your first meeting, the Girl Scout Way Badge is always a good start.

### **9. Hold your first troop meeting**

- Say the Girl Scout Promise and Law.
- Have the girls decide on the badges they would like to complete

### **10. Complete the following training within 60-90 days**

- Volunteer Toolkit – Online via GS Learn (link will be emailed to you after you receive the appointment letter.)
- Program Level Training - Sign-up via the Girl Scouts Calendar on the Girl Scout website for this in-person training.
- Outdoor Training – Online via GS Learn (link will be emailed to you after you receive the appointment letter.)

**ABOVE ALL HAVE FUN!**