

# Checklist for New Troop Co-Leaders

## Starting a New Girl Scout Troop

### Week 1

- Register online as an adult member of Girl Scouts.  
*<https://mygs.girlscouts.org/my-account>*
- Complete a criminal background check.  
*You will receive email invite from [noreply@Asurint.com](mailto:noreply@Asurint.com)*

### Week 3-4

- Email or call all troop parents to introduce yourself
- Host a parent-caregiver meeting.  
*Template available at [www.gsdakotahorizons.org/resources](http://www.gsdakotahorizons.org/resources).*
- Schedule your first troop meeting.

### Week 2-3

- Complete a 90-minute training online to learn about your troop co-leader role, Girl Scouts and how to lead your troop. *You will receive an email with your training assignment once your background check is complete.*
- Review the New Leader's Guide to Success.  
*You will receive a copy in the mail and it is also available on our website at [www.gsdakotahorizons.org/resources](http://www.gsdakotahorizons.org/resources).*
- Explore the Volunteer Toolkit (VTK) and choose a year plan. *Volunteer Toolkit is accessed through MyGS.*  
*<https://mygs.girlscouts.org/my-account>*
- Find your troop roster in the Volunteer Toolkit or MyGS.
- Meet with your troop co-leader.
- Connect with local staff support team.
- Join the GSDH Members Connect Facebook group.  
*[www.facebook.com/groups/gsdhmembers](http://www.facebook.com/groups/gsdhmembers)*

### Week 4+

- Hold regular troop meetings and get to know your girls.
- Ask parents/caregivers for help throughout the year.
- Sign the troop up to go to Events together.  
*[www.gsdakotahorizons.org/events](http://www.gsdakotahorizons.org/events)*
- Attend service unit meetings and meet local volunteers.
- Utilize resources and other trainings to enhance your skills as a troop leader.
- Contact Member Services anytime you have a question or need assistance at 800.666.2141 or [help@gsdakotahorizons.org](mailto:help@gsdakotahorizons.org)

**Have Fun! Don't forget to relax and enjoy the experience! You are creating memories and cultivating friendships that will last a lifetime.**