

End-of-Year Checklist for Troop Leaders

Troop Profile Updates:

- Will your troop meeting days, locations, and frequency change for next year?
- If your meeting location is changing, will you need a new Certificate of Insurance?
- Will there be changes to the troop leadership team for next year?
- Are you a member of the OLC?

Communication:

- Survey girls for plans to return.
- Discuss any changes with parents/guardians.
- What are your troop's plans for the summer? Check out Possibilities and the Event Calendar on gsnc.org for summer programs and Traveling Trefoil events.

Reflections:

- What programs, badges, or field trips were a huge hit this year?
- What might be some goals for next year based on your troop's interests?
- Connect with co-leaders to develop an outline for next year's meetings. Visit the VRC over the summer for insight on badges and volunteer support.

Recognition:

- Get together with your troop to plan a Bridging Ceremony. See badge requirements on the VTK. Discuss plans for purchasing uniforms for the next Girl Scout year that may be presented at your Bridging Ceremony.
- Girl Scout volunteers make all the difference! Celebrate your amazing commitment to your troop and community.
- Write thank you letters to any local businesses that helped you with activities such as hosting cookie booths, organizing field trips, or earning badges.

Renewals:

- Login to your MYGS account to renew your troop if using troop funds for membership, or remind parents/guardians to be sure to log in to renew their Girl Scout.
- Renew and select your volunteer roles.
- Need help renewing your Girl Scout? Please contact Customer Care for assistance.

**Troop funds, cookie credits, and financial aid can be applied towards renewal fees.*

Troop Finances:

- Submit your troop Finance Report no later than June 30, 2025.
- Maintain financial transparency with all members of your troop.
- Ensure that all banking information regarding your troop bank account is still being sent to the mailing address on your bank letter.
- Reach out to your Service Unit Treasurer for questions regarding your troop's bank account.
- Use the Forms and Documents page on gsnc.org to make changes to an existing troop bank account or to access additional information regarding troop finances.
 - Bank Letter Request form
 - Troop Money Earning Application
 - Troop Sponsorship Agreement

If your troop is not returning, plans on splitting, or merging with another troop, please contact customercare@gsnc.org

**Thank you
for a
fantastic
year in
Girl Scouting!**

girl scouts 
of nassau county

Links:

- **Renew your Membership:** gsnc.org/en/members/renew-membership-youth-volunteer.html
- **Event Calendar:** gsnc.org/en/events-programs/programs/event-calendar.html
- **Possibilities:** gsnc.org/en/members/news-media-press-announcements/publications.html
- **Finance Report:** gsnc.wufoo.com/forms/girl-scout-troop-end-of-year-finance-report-2025/
- **Troop Money Earning Application:** gsnc.wufoo.com/forms/troop-money-earning-application/
- **Troop Sponsorship Agreement:** gsnc.wufoo.com/forms/gsnc-troop-sponsorship-agreement
- **Troop Disbanding, Split, or Merge:** gsnc.wufoo.com/forms/troop-disbanding-form/

