

New Troop Leader Checklist



1 Getting Started: Day 1

- Welcome to Girl Scouts! Become a registered member at gsnc.org.
- Complete your Background Check.
 - Once your registration is processed, you should receive an email with the link and instructions on how to complete your Background Check. The link is only good for 48 hours and will be coming from ApplicantDirect@Asurint. If you do not see this in your inbox, please check your Spam /Junk mail.

2 Volunteer Trainings: Within 1 Week

- Complete your New Leader Onboarding; three 30-minute videos.
- Check out the GSNC Event Calendar on gsnc.org for additional, optional, volunteer training throughout the year in First Aid/CPR, Product Program, Camp/Outdoor, and more!

3 Connect with your Team: Within 2 Weeks

- Meet with your troop co-leader(s) and volunteer team.
- Update your troop's meeting location, frequency, and time in your **MYGS** account.
 - Contact Customercare@gsnc.org if your meeting space requires a Certificate of Insurance.
- Define your roles in the troop and agree on everyone's responsibilities.
- Discuss how you and your team will handle troop conflict so you all feel prepared to manage any situation that may come up.

4 Establish Troop Finances: Within 1 Month

- Request a Troop Bank Letter.
- Submit your Tagalong Insurance 2025-2026 which provides coverage for all non-registered children and adults who may attend troop activities.
- Discuss Troop Dues: Some troops decide to collect dues to help provide funds for troop activities and supplies. These could range from a few dollars per meeting to a lump sum for the entire school year.

5 Parent Meeting: Within 1 Month

- Sign in to **MYGS** to check your troop roster and family contact information.
- Use the **Parent Caregiver Info Sheet: Girl Scouts of Nassau County** as a guide to go over additional volunteer roles, uniform and troop fees, preferred communication methods, and expectations for girls and parents.
- Ask parents/guardians to read and sign the GSNC Parent/Guardian Agreement.

6 Plan Your First Troop Meeting: Within 2 Months

- Login to the **Volunteer Toolkit (VTK)** through your **MYGS** account. The VTK is a customizable planning tool that contains program meeting plans for every Girl Scout Level.
- Borrow a badge kit from the VRC to make your first meeting stress free! Use the **Request Materials to Loan** link.
- Girl Scout Experience boxes contain enough ready-to-go supplies for your troop each month! Please note this is for First Year Daisy or First Year Brownies—Only one leader per troop can register.
Request a Girl Scout Experience Box below:
 - First Year Daisy Girl Scout Experience Box
 - First Year Brownie Girl Scout Experience Box

7 Discover Council Resources: Within 3 Months

- Contact Customercare@gsnc.org to become a member of the OLC
- View the **Traveling Trefoil Use Request link** to book a troop or service unit meeting. The Traveling Trefoil is a seasonal, free activity van that brings Girl Scouting to your community.
- Check Email or Mail opt-in on your MYGS profile to receive council news, resources, and events with GSNC Publications
 - *Volunteer Connections*: monthly email.
 - *Possibilities*: bi-annual digital program guide.
 - *Girlfriends*: bi-monthly digital and printed magazine.
- View the GSNC Event Calendar on gsnc.org to find council-led programs.

8 Attend a Leader Meeting in your Service Unit: Within 3 Months

- Leader Meetings in your community are a great opportunity to meet other Girl Scout volunteers and stay up to date on service unit news and events. Your SUVM will inform you when these meetings occur.