

# CHECKLIST FOR NEW TROOP LEADERS

## Starting a New Girl Scout Troop

### Week 1

[Register](#) as a Girl Scout Troop Leader

Complete a **Background Check** - You will receive email invite from [theadvocates@sterlingvolunteers](mailto:theadvocates@sterlingvolunteers)

Meet your Placement Specialist and **Set-up your Troop profile**

Find a co-leader and invite girls to join your troop [printable invite](#)

[Join the New Leader Academy](#)

Facebook Group & Register for required training: **TR 100: New Leader Training**

Meet your **Troop Support Coordinator**. She will be there to help you this year

### Week 2

Complete new leader training (complete within first 60 days)

Discover the ins and outs of the [Volunteer Toolkit](#)

Find a Bank for your Troop Account and submit the opening a bank account form [GSNETX Bank Account Process Request to Open a Bank Account](#)

Meet with your co-leader and plan a parent meeting [co-leader discussion questions](#) [parent meeting agenda](#)

Find your Troop Roster - Email or call all new troop parents to introduce yourself [Email template](#)

Hold the parent meeting (don't forget to use your meeting agenda)

### Week 3

Complete your bank account set-up and make your first deposit

Find out how to get a Zoom account for your troop [gsZoom Account FAQs](#)

Plan & hold your first troop meeting with the girls - Use your **New Leader Handbook** & the **Volunteer Toolkit**

### Week 4

Attend a Leader Meeting (in your service unit or Council led)

Reach out to get help planning your year in Girl Scouts! Email [NewTroop@GSNETX.ORG](mailto:NewTroop@GSNETX.ORG)

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