

Troop Startup Checklist

This checklist covers everything you need to do to get your troop started. If you need assistance with any of these steps, contact our Customer Care team at 888-474-9686 or customercare@girlscoutsgwm.org.

- Complete your online member registration and background check.
- Log into your account through the “MYGS” tab on our council website. Forget your password? Contact Customer Care.
- Once logged into “MYGS,” click “My Account.” From there, you may visit gsLearn to take training courses, navigate to the Volunteer Toolkit (VTK) to plan your year, and view your troop(s). Please note that new troop leaders are required to complete the *Successful Leader Learning Series* in gsLearn within 90 days. Please contact your Volunteer Support Specialist if you have any questions.
- New leaders must also review and sign the position description jotform for troop leaders.
- From the “My Account” page, click on My Troop(s) to view your troop rosters and confirm that all girls and adult volunteers in your troop are registered members for the current year. **Reminder: girls may not attend troop meetings or activities until they are registered members.**
- Attend your Service Unit’s leader meeting to get to know other volunteers within your community. If your community doesn’t have a Service Unit team or you’re not sure who they are, contact Customer Care.
- Once you have 2 approved leaders, connect with your Community Accounting Coordinator (CAC) for support in opening your troop bank account. Be sure to set up a debit card for troop purchases. Submit your Troop Bank Account Form to your CAC. If you don’t have a CAC, contact Customer Care at customercare@girlscoutsgwm.org.
- Secure a meeting location. Many troops meet at schools, libraries, churches, or recreation centers. For additional ideas, speak with your Volunteer Support Coordinator or other volunteers within your Service Unit.+
- Spend some time reviewing our online [Volunteer Essentials](#) and refer to it as needed throughout the year.
- Meet with your co-leader(s) to discuss individual responsibilities, meeting schedule, etc.
- Hold a Parent/Guardian Meeting to discuss your troop meeting calendar; whether you will be collecting dues, and if so, how often; and family, girl, and leader responsibilities. Collect signed Health History Forms, Annual Permission Slips (which includes permission to participate in the fall product program and cookie program), and Families Make It Happen form. Retain these forms for the remainder of the membership year. Please note: each girl’s Health History Form should be kept in a sealed envelope to ensure privacy. All forms listed here can be found in the Troop Packet.
- Meet with your girls!
 - Review the Girl Scout program, troop meeting expectations, and girl responsibilities.
 - **Keep Girl Scouts Girl-Led:** Discuss what interests the troop would like to explore, what new skills they’d like to develop, and which badges and/or Journeys they’d like to earn, and allow your girls to lead the way in planning their year. Work together to plan your year, using these resources:
 - The Volunteer Toolkit (VTK): accessed through the “MYGS” tab on our website.
 - List of [badges by grade level](#) and ways to tie badges to [Journeys](#).
 - *The Girl’s Guide to Girl Scouting* for your troop’s grade level.
 - Council events and activities: listed under our website’s [Activities tab](#), in our *Program Guide*, and in our monthly e-newsletters and regular email communications.

- Review the fall product and cookie programs: discuss rewards, sales goals, proceeds, and how it ties into funding the troop's activities.