

We are excited you've decided to mentor girls and start a Girl Scout Troop!

This resource walks you through how to start a Girl Scout Troop. The time to complete the process from registration to having your first parent meeting should take about 3-4 weeks.

Become an Approved Volunteer

- ☐ Register as a member online – www.girlscoutssa.org
- ☐ Complete your Background Check online – a free link will be sent from TheAdvocates@sterlingvolunteers.com (our background check vendor) once you are registered into a role such as "I Want to be a Troop Coordinator."

Complete New Coordinator Training

- ☐ Complete New Coordinator Training online. Complete training using gsLearn.
- ☐ Attend a Zoom Meeting with a member of the Volunteer Experience Team.

Meanwhile....

- ☐ Identify someone you know to help lead the troop with you. If you don't know anyone, contact customercare@girlscoutssa.org to help you recruit someone to co-lead* this troop with you.
- ☐ Meet with the other adult(s) who will help to lead with you.
- ☐ Attend a Service Unit meeting or check in with your Service Unit Manager and introduce yourself.

* All troops must have two non-related approved adults.

Meet Together as a Team

- ☐ Coordinators decide on Place, Time, Frequency of Troop meetings
 - ☐ Meeting place _____
 - ☐ Meeting frequency (ex. first and third Wednesday of the month) _____
 - ☐ Meeting time _____

Schedule meetings according to your schedule. Troops can meet at schools, churches, other local community places.

- ☐ Discuss roles and responsibilities. How do you want your troop to function?
- ☐ What will leadership of troop look like? Coordinator Team, or a combination with adults taking turns*
- ☐ Talk about troop governance (dues, rules, etc.)
- ☐ Discuss what age level(s) you want to include in the troop, and details such as whether the troop should purchase uniforms with troop dues or if caregivers will be responsible for purchasing these items.
- ☐ Set date and time for Parent/Caregiver Meeting before you start troop meetings.
 - ☐ What involvement do you want from your parents (what roles do you need them to fill)?
 - ☐ Establish how you will communicate with parents/caregivers (text, email, social media, other app).
- ☐ Log-onto the Volunteer Toolkit and update meeting location, dates and times, and review year ideas.

*All troops must meet the safety ratios outlined in Safety Activity Checkpoints to include at least two unrelated adults from separate households, one of which is female, who have eligible background check results.

Getting Your Troop Year Started

- ☐ Set-up a troop bank account at preferred bank – submit a Bank Account Change/Request Form (this can be found on www.girlscoutssa.org)
- ☐ Hold a Parent/Caregiver Meeting (1 hour). An agenda can be found on the Volunteer Toolkit.
 - ☐ Have a troop schedule ready to be distributed.
 - ☐ Have a sign-up sheet for snacks, additional volunteer help, etc.
- ☐ Ensure all girls participating are registered members.
- ☐ Build your Troop Support Team, encourage caregivers to register as members in order to become approved volunteers.
- ☐ Hold first troop meeting (meeting plans are found on the VTK).