

# New Leader Checklist

Let the  
adventure begin!



## Before You Takeoff

- [Register](#) as a volunteer.
- Complete [required clearances](#).
- Connect with your membership engagement specialist. They can help you find a co-leader, set up your troop, recruit girls to your troop, and even find a meeting space. Need help connecting? Contact customer care at [customercare@gswpa.org](mailto:customercare@gswpa.org) or 800-248-3355.
- Review the [troop leader role](#).
- Invite girls to join the troop. You'll need five girls to launch your troop.
- Complete your training in gsLearn. An email will be sent to you by the new troop leader coordinator within seven days after being approved as a troop leader. This email will include instructions on how to start.

### Getting Started



## Launching Your Troop: The First 30 Days

- Welcome new girls and their families as they register:
  - a. Your troop will remain open on the Opportunity Catalog for new girls to join until you reach 12 girls (standard troop size). Interested in more girls? Complete our [Troop Catalog Update Form](#).
  - b. Need help with recruitment? [Let us know](#), and your membership engagement specialist can support you.
- Review the [Welcome to Girl Scouts](#).
- Check out the Volunteer Toolkit, a customizable planning tool for your troop. You'll find the Volunteer Toolkit via the left menu bar of [MyGS](#) in My Account. It's accessible on any desktop, tablet, or mobile device.
- Connect with your service unit to find out about meetings for leaders and events in your local community.
- Attend a required [Expore Your Year session](#) within three months of your onboarding as a new leader.
- Come to our [Volunteer Open House](#), an optional opportunity to talk about relevant council topics, volunteer topics, and more.



### Launching Your Troop



## In Flight: The First Three Months



- Hold your first [parent meeting](#).
- Plan your first troop meeting. Use the Volunteer Toolkit to guide you, or check out these [helpful resources](#).
- Attend your first service unit meeting to network with your fellow Girl Scout volunteers. The volunteers in your community have a wealth of knowledge to share.
- [Open your troop bank account](#).

The first  
3 months



## Reaching for the Stars: The First Year



- Submit an [Annual Finance Report](#), due yearly on June 15.
- Let your girls guide you to the additional trainings you will take:
  - Let's Go Travel* (located in gsLearn)
  - First Aid/CPR/AED* (recommended for meetings, required for trips and high adventure activities)
  - Let's Go Camping* (for overnights and camping activities)
- Troops will participate in and learn about our product programs: the [MagNut program](#) and the [Girl Scout Cookie Program](#).
- Learn about [Girl Scout traditions](#).
- Check out additional [volunteer resources](#) available to you at [gswpa.org](#).
- Ready for troop adventures? Check out [Volunteer Essentials](#) to guide you.
- Visit our [Form and Documents](#) page at [gswpa.org](#).

The First  
Year



## Ready to go beyond?

Contact customer care at 800-248-3355 or [customer care@gswpa.org](mailto:customer care@gswpa.org).