

New Leader Checklist

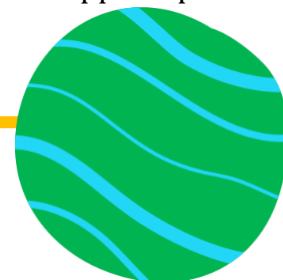


Before You Takeoff

- [Register](#) as a volunteer.
- Complete required background check.
- Connect with your volunteer support 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 inquiry@gscolorado.org or 877-404-5708
- Review the [troop leader role](#). Complete your [Volunteer Agreement](#)
- 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 your volunteer support specialist within seven days after being approved as a troop leader. This email will include instructions on how to get started.

Launching Your Troop: The First 30 Days

- Welcome new girls and their families as they register:
 - 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](#).
 - Need help with recruitment? [Let us know](#), and your membership support team can support you.
- Review the [New Leader Guide](#).
- 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 New Leader Orientation with a volunteer support specialist in your region.
- Hold your first [parent meeting](#).



In Flight: The First Three Months

- ❑ 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.
- ❑ Register for a [live program level training](#) (in-person or virtual).
- ❑ Learn how to structure a meeting and find the right resources to jump-start your Girl Scout year.
- ❑ Complete First Aid/CPR/AED certification (required for at least one adult to complete).
- ❑ [Open your troop bank account](#).

Reaching for the Stars: The First Year

- ❑ Submit an [Annual Finance Report](#), due yearly on June 30.
- ❑ Let your girls guide you to the additional trainings you will take:
 - *Program Explorer (gsLearn)*
 - *Let's Go Camping (gsLearn and in person)*
 - *Travel Peak (gsLearn)*
 - *Additional enrichments*
- ❑ Troops will participate in and learn about our product programs: the [Fall Product Program](#) and the [Girl Scout Cookie Program](#).
- ❑ Learn about [Girl Scout traditions](#).
- ❑ Check out additional [volunteer resources](#) available to you at [girlscoutsofcolorado.org](#).
- ❑ Ready for troop adventures? Check out [Volunteer Essentials](#) to guide you.
- ❑ Visit our [Form and Documents](#) page at [girlscoutsofcolorado.org](#).

