

# NEW TROOP FORMING CHECKLIST

Call for help: 800-447-4475

Email for help: [info@gsnorcal.org](mailto:info@gsnorcal.org)

## ✓ Form Your Troop

- Fill out the [Troop Number Request Form](#)
- Wait for a link to register as a Troop Leader or Admin with your troop
- Complete a [Live Scan Fingerprinting](#) background check with our preferred vendor, info will be emailed to you
- Attend your Welcome Session with staff
- Start to spread the word to recruit members check out these downloadable [tools here](#)
  - Share your troop number and personalized troop registration link (found in your email)
  - Share [Financial Aid](#) info

## ✓ Volunteer Learning/Training

- [Access gsLearn](#) through MyGS
  - Select a [New Troop Leader Learning Path](#) from the Content Library to complete
  - Assure ALL volunteers complete the GSNorCal Mandated Reporter course
  - Encourage troop volunteers to complete their required role training. Check out this [Overview of required training for all troop volunteers](#)
  - [Learn more about gsLearn](#)
- At a glance resource to complement new leader training modules- [click here](#)
- Download or print the [New Troop Leaders Guide to Success](#) booklet

## ✓ Meetings

- Connect with and attend your local [Service Unit Meetings](#) for personalized support
- Parent Meeting: Invite your troop families together for their first [parent/caregiver meeting](#)
  - Collect [Annual Permission Form](#) and youth and adult [Health History forms](#)
  - Set the tone for the year; talk details like communication platform, start-up fund, dues, activities & meeting schedule
  - Get help! Review the [volunteer roles](#) and determine how the adults will support the troop. Tip: read this blog article on [How to Recruit Parent Volunteers](#)
- Troop Meetings:
  - Find a meeting place. Read [Meeting Place Considerations](#), send contract to staff
  - Explore the [Volunteer Toolkit](#) (VTK) to plan your first troop meetings
  - Plan ahead with [Year Plans](#), sample [Meeting Resources](#) & the [GSNorCal Planner](#)
- Gather Troop Supplies and [First Aid Kit](#)

## ✓ Get Connected

- Get familiar with our [website & gsHelpCenter](#)
- Reference [Service Unit Contacts](#) for local help
- Save our Customer Care phone number, 800-447-4475, and general email address, [info@gsnorcal.org](mailto:info@gsnorcal.org)
- Join [GS Community & your local service unit & GSNorCal online communities](#)
- Bookmark your [MyGS](#) portal for your troop roster, registration database, and more

## ✓ Other Things To Consider

- Start the bank account process by returning the [Bank Account Creation Packet](#) to GSNorCal via email at [info@gsnorcal.org](mailto:info@gsnorcal.org)
- Get pins, uniforms, badges, and more from our [GSNorCal Shops](#) online or in person
- Prepare for field trips, camping, and more by continuing training in [gsLearn](#). Check out the [Trip & Outdoor Advisor Learning Matrix](#) & our [Safety Activity Checkpoints](#)

# TROOP FORMING START-UP SUPPLIES

Wondering what you may need to get your troop organized and off to a great start? Here's a suggested list of items. You can obtain these items through community or family donations or purchasing and saving your receipts for reimbursement once you have established a troop bank account.

 Pro Tip: Make an online wish list to share with your families!



## Supply Box


- Hand Sanitizer
- Table Wipes
- Paper Towels
- Napkins
- Paper Plates
- Glue
- Pens, Pencils, Sharpies/Markers
- Name Tags
- Spare Paper
- Children & Adult Scissors

## Safety

- [Troop First Aid Kit](#)
- [Council Emergency Plan](#)
- [Emergency Cards](#)
- Review and print chosen [Safety Activity Checkpoints](#) for upcoming activities

## Organize Paperwork

- Filing system like a 3 Ring Binder or accordion folder
- Things to include in the Troop Binder:
  - At a glance Troop Roster w/ emergency contact info
  - [Health and Safety Forms](#)
  - [Annual Permission Forms](#)
  - Troop Calendar
  - [Badge Trackers](#)
  - [Safety Activity Checkpoints](#) for upcoming planned activities
  - Service Unit Contact Sheet

 Pro tip: There are Girl Scout themed organizational templates on Etsy and Pinterest- search 'Girl Scout Binder'

 Things to Make/Do with the Troop in your [first few meetings](#):

Name Tags

Vote on [Troop Crest](#)

Make a [Kaper Chart](#)

Decide on a [troop agreement/meeting rules](#) (akin to classroom rules)