

# New Leader Checklist

## Step 1

- Get your Girl Scout Adult Membership & your girls' membership at [gssnv.org](http://gssnv.org). **Renew annually in April.**
- Complete a **Background Check** – You will receive an email invite from Sterling Volunteers. **Renew every 3 years.**
- Check out the New Troop Leader Guide on our Forms & Documents Page at [gssnv.org](http://gssnv.org).

## Step 2

- Start your New Leader Training! Invite is sent directly to your email after your registration is fully processed.
- Complete the New Troop Information Form. **Emailed to all new leaders in the troop.**
- Complete a CPR Course. **Recertification due every 2 years.**
- Open a Bank Account. **Banking Form will be sent to leaders after troop number is issued.**
- Review Volunteer Essentials at [gssnv.org](http://gssnv.org). **Review annually.**

## Step 3

- Take Finance 101 course. Register on our events page. Complete within 30 days. **Renew training every 3 years.**
- Take the Troops Trips and Travel training. Register on our events page. **Renew training every 3 years.**
- Take Outdoor Basics if you plan to do tent camping with your troop Register on our events page. **Renew training every 3 years.**
- Take Mandated Reporter Training. This will be through gsLearn. **Renew training every 3 years.**

## Step 4

- Host a family meeting and start to get families involved.
- Prepare for your first meeting with the help of the VTK (Volunteer Toolkit). **Can be accessed through your myGS account.**
- Join the Facebook Group for your Service Unit and attend Service Unit Leader meetings.
- Learn about Fall Product at New Leader Training in August. **Remember to register for Fall Product Training when you're notified.**
- Learn about Cookies at New Leader Training (Late Nov.-Dec.) **Remember to register for Cookie Training when you're notified.**

