



New Leader Checklist

Step 1

- ☐ Get your Girl Scout Adult Membership & your girls' membership at gssnv.org. Renew annually in April.
- ☐ Complete a Background Check – You will receive an email invite from Sterling Volunteers. Renew every 3 years.
- ★ Your other Troop Leader(s) will also go through the registration process & Background check. Everyone must be complete with the above before moving onto trainings.

Step 2

- ☐ Start your New Leader Training! Invite is sent directly to your email after your registration is fully processed. This is all done in our gsLearn system.
- ☐ Complete the New Troop Information Form. Emailed to all new leaders in the troop.
*Talk to your other leader(s) about where, when, how often you want to meet, etc. before submitting the New Troop Information Form.
- ☐ Complete a CPR Course. Recertification due every 2 years. GSSNV offers CPR classes. Please check our events calendar.
- ☐ Open a Bank Account. Banking Form will be sent to leaders after troop number is issued. Fill out and send back to: customerservice@girlscoutsnv.org
- ☐ Review Volunteer Essentials at gssnv.org. Review annually.

Step 3

- ☐ Take Finance 101 course. Register on our events page. Complete within 30 days. Renew training every 3 years. Via Zoom.
- ☐ Take the Troops Trips and Travel training. Register on our events page. Renew training every 3 years. Via Zoom.
- ☐ Take Beyond the Basics if you plan to do tent camping with your troop. Register on our events page. Renew training every 3 years. In-Person Training.
- ☐ 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.
- ☐ Ensure that all girls and adults participating are registered members. Build your troop support team by encouraging your parents to register as volunteers.
- ☐ Have parents complete the health forms. Health forms must be completed for each girl and adult volunteer. Must be done annually.
- ☐ Prepare for your first meeting with the help of the VTK (Volunteer Toolkit). Can be accessed through your myGS account. Set up your troop calendar & select a few badges your girls can choose from. The Girl Scout Way Badge is always a good start.
- ☐ Hold your first Troop Meeting. Say the Girl Scout Promise & Law and have the girls decide which badges they'd like to do through the year.