

New Leader Checklist

NEW LEADER STEPS TO SUCCESS*

WEEK ONE - TWO

- Register as a volunteer at sdgirlscouts.org.
- Complete a background check. You'll receive a "welcome" email once your background check has been approved (in about 2 weeks).
- Connect with a co-leader. Your membership recruitment specialist can help.
- Check out the Volunteer Toolkit. Read about the [Volunteer Toolkit](#) and give it a try. It's a lifesaver for busy troop leaders!
- Learn about resources like the [Girl Scout Shops](#), [Resource Center](#) (check-out equipment), [Community Partners \(things to do\)](#), and the [Property Resource Guide](#) (reserve meeting, outing, or camping space).

WEEK THREE

- Invite girls to join the troop. You'll need at least 5 girls to launch your troop. 12 girls is a standard troop size. Need more girls? [Open your troop](#) on the Opportunity Catalog or contact membership@sdgirlscouts.org for help.
- Begin training. Sign up for required training after you have received email confirmation that your background check has been approved.
- Let us know if you'd like a mentor. Contact training@sdgirlscouts.org
- Attend Goin' Green. It's a welcome and pinning celebration for new leaders. Ask your service unit or see sdgirlscouts.org/events.
- Log into My GS/VTK at sdgirlscouts.org. Check your troop roster and explore the Volunteer Toolkit.
- Connect with your service unit to find out about meetings.

WEEK FOUR

- Host your first parent meeting. Use the [parent meeting packet](#) to guide you.
- Plan your first troop meeting on the Volunteer Toolkit.
- Log into My GS/VTK at sdgirlscouts.org. Choose My GS to update your troop meeting info.
- Attend your first service unit meeting and take your co-leader along for the ride.
- Hold your first-ever Girl Scout troop meeting!

WITHIN 60 DAYS

- Open your Girl Scout bank account with when you have \$50 in troop funds or within 60 days of starting the troop. Contact troopbanking@sdgirlscouts.org to get started.

NEW LEADER SUPPORT FROM GIRL SCOUTS SAN DIEGO

WEEK ONE - TWO

- Your regional recruitment specialist will send a congratulations email that includes your troop number. She may ask a few quick questions to help get your troop organized.
- Your regional recruitment specialist will help you make a plan for recruiting the girls and adults needed to launch a troop and can help with recruitment materials or meetings.
- We will remind you to pay your annual membership fee and complete your online background check.
- We will send an email that gives you access to online training.

WEEK THREE

- Your troop support specialist will send a welcome email with next steps and your service unit information.
- Your regional recruitment specialist will email to let you know when girls have been added to your troop's roster.
- Your service unit will contact you with a welcome and meeting information. You can contact your service unit directly too.

WEEK FOUR

- You will begin receiving our email newsletter every other week. Be sure to look for the grade-level icon for your troop to see age-appropriate activities and events.

WITHIN 60 DAYS

- We'll remind you to open your Girl Scout bank account.

AT 3 MONTHS

- Your troop support specialist will check in, but you can contact your troop support specialist anytime!

*This is a general timeline. Your experience will vary based on your background check and the time it takes to gather the girls and volunteers needed to launch the troop.