

NEW LEADER CHECKLIST

FORMING YOUR TROOP

- Register as a volunteer in a 4Her Troop Helper role at sdgirlscouts.org
- Complete two [background checks](#)
 - Asurint: Criminal background check, valid for 3 years, completed online
 - LiveScan: Fingerprinting
- Complete Mandated reporter training by logging into gsLearn on MYGS and search Content Library
 - GSUSA Girl Scouts Child Abuse and Neglect Prevention (50 min) or
 - 623 – Mandated Reporter Certificate Upload for those that have completed within last 18 months
- Connect with a co-leader. 2 unrelated adult volunteers not living in the same household, must always be present with the girls.
- Invite girls to join the troop. You'll need at least 5 girls to form your troop. The Troop will stay open in MYGS until the troop has reached 12 girls.
- If you need help connecting with a co-leader or reaching more girls, contact us at customercare@sdgirlscouts.org for support.

WHILE YOUR TROOP IS FORMING

- Begin required training by logging into gsLearn on MYGS – required 30 days within launch.
 - Search Content Library – 623 Getting started with Your Troop (1 hour)
- Welcome new families as they join your troop. You will receive an email as new members join, and they will be highlighted in your MYGS roster as they register.
- Get familiar with [required forms](#), send them out and have forms returned by your first family meeting.
- Meet with your co-leader and plan a family meeting & first troop meeting.
- Log into MYGS / VTK (Volunteer Toolkit) – great resource for new leaders.

AFTER YOUR TROOP HAS FORMED

- Host your first family meeting, ask families to fill out [Family Information Sheet](#)
- Hold your first Girl Scout troop meeting.
- Open your Girl Scout Troop bank account – 2 unrelated adult volunteers not living in the same household
 - A troop treasurer and leader or co-leader are ideal. Prior to requesting a form to open your Troop bank account, please take the following training on gsLearn
 - 623 Getting Started with Your Troop or 623 Troop Treasurer Training
- Once training is completed, [click here](#) to request bank form to open your troop account.
- Connect and attend a Leader Meeting in your Service Unit.
 - Not sure which service unit you belong to? Email customercare@sdgirlscouts.org
- Ensure that an adult member of your troop is trained in First Aid/CPR/AED. Volunteers are welcome to take this class with Girl Scouts San Diego or American Red Cross, National Safety Council, EMP America or American Heart Association. Course must include an in-person portion and cover Adult, Infant and Child with AED. Contact customercare@sdgirlscouts.org before enrolling in a blended course that's not provided by Girl Scouts San Diego.
- Take GSUSA New Leader Onboarding courses that correspond to your role in gsLearn
 - Search Content Library to browse full list of courses.

*If you are starting your troop before or during the fall product or cookie programs, you will need to activate your troop's bank account before the troop can begin participating.

This is a general list; full details and resources can be found at sdgirlscouts.org

Welcome to the Girl Scout Leadership Experience!