

# New Leader Checklist

Congratulations! You are well on your way to becoming a Girl Scout Leader! By volunteering for this position, you will have the opportunity to make a difference in the lives of girls, spend more time with the special girl in your life, be a role model, and build friendships and network with other adults in the Girl Scout community.

Use the list below to guide you through the process of starting your new troop.

*Within the first week of receiving this checklist:*

- Complete New Leader Trainings**
  - Go to [gsbadgerland.org](http://gsbadgerland.org) and login to [MyGS](#) using your email address. Click on gsLearn to see the training courses that have been assigned to you.
- Connect with your Co-Leader**
  - Reach out to your new Co-Leader and start discussing how you would like share the responsibilities of leading your new troop. For helpful tips regarding this discussion, check out the New Leader's Guide to Success. Want more help? Contact Badgerland at 800-236-2710 or [info@gsbadgerland.org](mailto:info@gsbadgerland.org).

*Within 2 weeks of receiving this checklist:*

- Find a location to hold your troop planning meeting and future troop meetings**
  - When selecting a meeting place, try to find a location that will be free to use and easy to book month by month. Meeting rooms in libraries, churches, community centers and other municipal buildings are popular choices.
- Contact all families in the troop to let them know of the meeting**
  - Your troop roster can be found on [gsbadgerland.org](http://gsbadgerland.org). Simply login using your email address and click on MyGS. Go to the 'Troops' tab to see the girls in your troop and their family contact info.

*Within the first month of receiving this checklist:*

- Hold the troop planning meeting**
  - Review your New Leader's Guide to Success for tips to hosting a successful troop planning meeting.
- Schedule your troop meetings for the year**
  - Once you have met with your troop families, find a day and time that works best for everyone and schedule your meetings for the year. Book your meeting space and communicate the dates and location with your troop families.
- Open a troop bank account**
  - Refer to the Finance Guide for helpful tips for setting up your account
- Familiarize yourself with Volunteer Toolkit**
  - Login to [gsbadgerland.org](http://gsbadgerland.org) and access Volunteer Toolkit (VTK) and begin planning your meetings for the year. For VTK assistance contact Badgerland at 800-236-2710