

Checklist for New Troop Leaders

Starting a New Girl Scout Troop

Week 1**

- Complete a [Background Check](#) through this link or ask your Regional Executive (RE) for an invitation from Sterling Volunteers
- Email or call all new troop families to introduce yourself - your RE will provide you this list
- Create an online account with [CouncilAlignMENT \(CA\)](#)
- Complete the "Volunteer to be a Troop Leader or Co-Leader" form through the button on your CouncilAlignMENT homepage
- Register yourself as an adult member through CA - do not pay! Your membership is free as a leader
- Accept invite from our [eLearning platform](#) and create an account

Week 3

- Work with your RE to complete your bank account set-up and apply for [tax exemption status](#)
- [Hold your first meeting with your families. Utilize family meeting agenda](#) on page 14
- Review [Volunteer Essentials](#)

Week 2

- Complete the New Leader Training modules through the [training platform](#)
 - You will complete the required trainings when you complete the Youth Protection module.
- Meet with your co-leader, and plan your first meeting. Utilize [co-leader discussion questions](#)
- [Email or call all new troop families to invite them to the first meeting](#). Ask families to register their Girl Scout in CouncilAlignMENT
- Start the process of opening a bank account with your RE, and complete Funding the Fun through the [training platform](#)
- Sign up for additional new leader and grade level trainings on the [Event Calendar](#)

Week 4

- Plan your first [Troop Meeting!](#) Explore the Planning Your Girl Scout Year module on our [online leader training platform](#)
- Connect with your [Service Unit Manager](#) and attend your first leader meeting
- Purchase [uniforms](#) for troop
- Learn about [Product Programs](#)



** The time in which you complete these steps is completely individual and can be spread out over a longer or shorter amount of time. However, this is the order we recommend you complete these tasks!