

Steps for Getting Started as a Troop Leader

1)

Registering to Become an Official Girl Scout Troop Leader

- Volunteer purchases an Adult Girl Scout annual membership through MyGS.
- Volunteer confirms GSEIWI membership and selects “Troop Leader” volunteer role.

2)

Complete Background Check

- Volunteer completes background screening online.
- Completion of this process takes approximately 3-5 business days.**

3)

Complete Required Trainings

A Welcome email is sent to volunteers with a link to the following trainings:

- Girl Scout Basics
- Support
- Troop Finances
- Program
- Safety
- Knowledge Check
- Volunteer Toolkit

4)

Check-in Meeting

- New leaders will receive a phone call from their Community Engagement Manager within 7-10 days of registering to be a leader.

5)

Set Up a Troop Bank Account

Reminder: Before setting up the required troop bank account, all troops must have a minimum of two adult volunteers, who are not related by blood or marriage or living in the same household, one of whom must be female, and must be present at all Troop meetings.

- Leader completes and submits the Troop Bank Account Request Form
- Upon Approval, Finance send the ACH and Letter of Authorization

6)

Connecting New Leaders and Service Unit Directors

- On Fridays, Community Engagement Managers review new leaders from the week.
- An email is then sent to the Service Unit Director and leader to facilitate an introduction and provide the following resources:
 - Regional Program Guide
 - Regional Training Calendar
 - New Leader's Guide to Success
 - Year at a Glance (Daisy Leaders Only)
- Service Unit Directors will send a Welcome email to new leaders with information and details on new leader chats.

7)

Check-in Meeting

- New leaders will receive a phone call from their Community Engagement Manager within 30-45 days after registering to be a leader.

8)

Mid-year Check-in Meeting

- New leaders will receive a phone call from the Daisy Support Team or the Community Engagement Team prior to the Cookie Program.

9)

Check-in Meeting

- Resources and opportunities for new leader onboarding and support.
 - Online Training
 - New Leader's Guide to Success
 - Monthly Leader Chats
 - Service Unit Support
 - Leader Low Down
 - Monthly New Leader Webinars
 - Cookie Bites

GirlScoutsToday.org

For additional onboarding and training resources, visit our website - **GirlScoutsToday.org**. Please do not hesitate to contact a council representative at **Info@GirlScoutsToday.org** or **800-798-0833** with any questions.

We are always happy to assist!