

New Leader Pathway to Success Checklist

Step 1 Registration & Background Check

- Identify 2 unrelated adults to register to be troop leaders
- Complete Girl Scout registration
- Complete background check

Once your registration is processed, check your email for a link to your background check. The email will be sent from Sterling Volunteers. If you do not see it in your inbox please check spam or junk folders. If you still cannot find it please call GSMISTS. Complete the background check within 48-hours. Background checks expire every 3 years.

Step 2 Trainings

Complete the following trainings:

Troop Management Training

- Troop Finances
- New Leader's Guide to Success
- Troop Organization

Successful Leader Learning Series

- Foundation 1: The Girl Scout Way
- Foundation 2: The Girl Scout Leadership Experience
- Foundation 3: Well Being and Development
- Foundation 4: Understanding Troop Operations

Volunteer Toolkit Tutorials

- Setting Up Your Year Plan
- Meeting Plan Overview
- Setting Meeting Dates, Times and Locations
- Customizing Your Year Plan

Reach out to GSMISTS Volunteer and Girl Experience Coordinator if you have questions.

Step 3 First Troop Meetings

- Determine troop meeting time, day, frequency, and location - Troops can meet after school, in the evening, or on weekends, it's your choice
- Troops typically meet either once a week or every other week for 1-1.5 hours each meeting
- Explore Volunteer Toolkit (VTK). The Volunteer Toolkit provides a troop roster, yearly plans, meeting plans, and resources for troop leaders -the Volunteer Toolkit is in MY GS

Step 4 MY GS

- Sign into MY GS
- Check troop roster and family contact information
- Troops are open until the troop has reached 12 girls

Step 5 Connect with Families

- Have meetings dates, times, frequency and location ready to share
- Have Annual Permission and Health History Forms available for parents to fill out and leave with you
- Send communications to parents about upcoming troop meeting

Step 6 Plan your Troop Meeting!

- Use the Volunteer Toolkit to plan your meetings

Step 7 Establish Bank Account

- Complete the Troop Management Training: Troop Finances (All Girl Scout troops must have a troop checking account)

To Open Account:

- Request the Troop Bank Letter Packet from your Community Membership Manager
- Secure 2 unrelated adults that are registered and approved volunteers to co-sign the account
- Complete account information and the Bank Account Information and ACH Authorization form and submit to Customer Care at customercare@gsmists.org

Step 8 Discover Your Resources

- [Volunteer Essentials](#)
- [Volunteer Policy and Procedures](#)
- [Safety Activity Checkpoints](#)
- [GSUSA website](#)
- [Tips for Troop Leaders](#)

Step 9 Service Unit Meetings

- Your Community Membership Manager will connect you with your Service Unit Director

Most Service Unit meetings are held once a month. Service Units are organized by volunteers with support from GSMISTS staff. Service Unit meetings are a great opportunity to meet both experienced and new Girl Scout Volunteers. This is also a wonderful to be involved in the Girl Scout community.



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Welcome to Girls Scouts of Michigan Shore to Shore (GSMISTS). To make starting a new troop as easy as possible, just follow this path to success. Below are steps you and your troop should follow for your first four weeks. You can find specific details for each step on the other side of this page.

We are here to support you! GSMISTS staff and volunteers are available to support you when you need us, just contact customer care at [844-GSMISTS](tel:844-GSMISTS) or customercare@gsmists.org

