

New Leader STEPS TO SUCCESS

Getting Started as a Troop Leader

- Register as a volunteer at gsksmo.org/join and select the Troop Leader role.
- Complete your background check.
- Complete New Leader Training:
 - ▶ New Leader Express Part 1: 40 min. on-demand video at gsksmo.org/training#nle.
 - ▶ New Leader Express Part 2: Troop FUNdamentals – 2 hour webinar or in-person training at gsksmo.org/training#nle.

Preparing Your Troop

Connect with co-leader to complete the following:

- Identify a public meeting location.
- Invite girls to join your troop. Two registered leaders and a minimum of 5 registered girls are required to start your troop. Need help with this step? Reach out to your Recruiter.
- Log in and explore the Volunteer Toolkit (VTK) under the MYGS tab at gsksmo.org. The VTK is a programming resource and a helpful tool for planning meetings. **Need help logging in?** Email Customer Care at customercare@gsksmo.org.
- Prepare for Family Meeting.

Your Girl Scout Troop is Official!

- Troop Number assigned. Look for email from council with the subject “Your Girl Scout Troop is Starting.”
- Log in to MYGS/VTK at gsksmo.org to view your troop’s roster regularly.
- Hold Family Meeting at desired public location.
- Plan your first troop meeting.
- Update troop meeting info in the VTK (date, time, and meeting location).

New Leader SUPPORT from GSKSMO

As a troop leader, you can count on support from one to three membership staff members ready to help every step of the way. Thank you for being a troop leader!

Getting Started as a Troop Leader

- ◆ Your Recruiter is your primary staff contact
- ◆ Look for an email from applicantdirect@asurint.com with a link to complete your background check. Check spam and junk mail if you don’t receive it in your inbox

Preparing Your Troop

- ◆ Troop Experience Manager (TEM) will connect with you within 3 business days after completion of New Leader Express Part 2.
- ◆ TEM will invite you to a GSKSMO Facebook page for additional program level support, resources, and tips and tricks for how to run a successful troop.
- ◆ TEM will review with you the Family Meeting agenda and resources.

Your Girl Scout Troop is Official!

- ◆ Your Service Unit Support Manager (SUSM) will welcome you and introduce you to your Service Unit Team via email once you receive your troop number.
- ◆ TEM will email you the First 4 Meeting Plans (optional use). If you need assistance beforehand, contact troopexperience@gsksmo.org.
- ◆ TEM will guide you through opening your troop bank account.